

COLLECTIVE BARGAINING AGREEMENT BETWEEN

MOUNT ADAMS SCHOOL DISTRICT

AND

**PUBLIC SCHOOL EMPLOYEES OF
MOUNT ADAMS SCHOOL DISTRICT**

SEPTEMBER 1, 2022 THROUGH AUGUST 31, 2025



Public School Employees of Washington/SEIU Local 1948

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1 **DECLARATION OF PRINCIPLES**

- 2
- 3 1. Participation of employees in the formulation and implementation of personnel policies affecting
- 4 them contributes to effective conduct of school business.
- 5
- 6 2. The efficient administration of the system of public instruction and well-being of employees
- 7 requires that orderly and constructive relationships be maintained between the parties hereto.
- 8
- 9 3. Subject to law and the paramount consideration of service to the public, employee-management
- 10 relations should be improved by providing employees an opportunity for greater participation in
- 11 the formulation and implementation of policies and procedures affecting the conditions of their
- 12 employment.
- 13
- 14 4. Effective employee-management cooperation requires a clear statement of the respective rights and
- 15 obligations of the parties hereto.
- 16
- 17 5. It is the intent and purpose of the parties hereto to promote and improve the efficient administration
- 18 of the District and the well-being of employees within the spirit of the Public Employees Collective
- 19 Bargaining Act, to establish a basic understanding relative to personnel policies, practices and
- 20 procedures, and to provide means for amicable discussion and adjustment of matters of mutual
- 21 interest.
- 22

23 **PREAMBLE**

24

25 This Agreement is made and entered into between Mount Adams School District Number 209

26 (hereinafter "District") and Public School Employees of Mount Adams, an affiliate of Public School

27 Employees of Washington (hereinafter "Association").

28

29 In accordance with the provisions of the Public Employees Collective Bargaining Act and regulations

30 promulgated pursuant thereto, and in consideration of the mutual covenants contained therein, the

31 parties agree as follows:

32

33 **ARTICLE I**

34 **RECOGNITION AND COVERAGE OF AGREEMENT**

35 **Section 1.1.**

36 The District hereby recognizes the Association as the exclusive representative of all employees in the

37 bargaining unit described in Section 1.4., and the Association recognizes the responsibility of

38 representing the interests of all such employees.

39

40 **Section 1.2.**

41 Nothing contained herein shall be construed to include in the bargaining unit any person whose duties

42 as deputy, administrative assistant, or secretary necessarily imply a confidential relationship to the

43 Board of Directors or Superintendent of the District pursuant to RCW 41.56.030 (2).

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1 **Section 1.3.**

2 Descriptions for all positions subject to this Agreement are attached hereto and by this reference
3 incorporated herein. Modification of existing positions, or the creation of new positions, shall require
4 reopening of this Agreement pursuant to Article XVIII, Section 18.3.
5

6 **Section 1.4.**

7 The bargaining unit to which this Agreement is applicable shall consist of all classified employees in
8 the following general job classifications: Educational Assistants, Health Care Coordinators (non-
9 certificated), Food Service, Clerical Support, Transportation, Maintenance/Custodial. Excluded: All
10 non-certificated central office employees, the Supervisor of Maintenance, and the Supervisor of
11 Transportation.
12

13 **Section 1.5. Definition of Employees.**

14
15 **Regular Employee.**

16 Any employee who has a regular daily position with assigned hours and days of work.
17

18 **Temporary Employee.**

19 Anyone hired on a temporary basis for a pre-determined amount of time, not to exceed ninety
20 (90) continuous days in a twelve (12) month period, and who does not replace a regular
21 employee. At the conclusion of the term of the temporary position, the District may terminate
22 the employment relationship at their discretion
23

24 **Replacement Employee.**

25 An employee who fills a position created by an employee on any approved extended leave of
26 twenty (20) workdays or more.

- 27 • Current employees who apply for replacement positions will be given priority to fill the
28 position over outside candidates and less senior employees when the move would result
29 in an increase in hours, wages, or both.
- 30 • Current employees who fill replacement positions will be returned to their previously
31 held position upon return of the regular employee on leave.
- 32 • Current employees must possess skills and ability in order to be placed in the position.
- 33 • Assignments vacated as a result of this posting will be filled with a substitute at the
34 District's discretion.
- 35 • Only one (1) movement shall occur.
36

37 **Substitute Employee.**

38 An individual who is employed for more than twenty (20) days consecutively in the same
39 position or sporadically thirty (30) cumulative days in an academic school year. The substitute
40 employee shall not receive benefits and shall be paid at the probationary rate on Schedule A.
41 Substitutes working more than twenty (20) consecutive days in the same position, or thirty (30)
42 cumulative days or more in an academic school year, will receive fifty cents (\$0.50) an hour
43 over the probationary rate, but shall be covered by no other contract provisions. Exception:
44 Substitute bus drivers under this section shall be paid at Bus Driver-Step 1 rate on Schedule A.
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1 **Casual Labor.**

2 A non-categorized position per Schedule A, generally utilized for summer projects support, or
3 for short term labor support when school is not in regular session. Duration of casual labor
4 employment is project/need based but not less than one day or more than twenty (20)
5 consecutive days in one (1) pay period. The payment rate for casual labor is established at
6 Washington State minimum hourly wage This excludes student translators.
7

8 **ARTICLE II**

9
10 **RIGHTS OF THE EMPLOYER**

11
12 **Section 2.1.**

13 It is agreed that the customary and usual rights, powers, functions and authority of management are
14 vested in management officials of the District. Included in these rights in accordance with and subject
15 to applicable laws, regulations, and the provisions of this Agreement, is the right to direct the work
16 force, the right to hire, promote, retain, transfer, and assign employees in positions; the right to
17 suspend, discharge, demote, or take other disciplinary action against employees; and the right to
18 release employees from duties because of lack of work or for other legitimate reasons. The District
19 shall retain the right to maintain efficiency of the District operation by determining the methods, the
20 means, and the personnel by which operations undertaken by the employees in the unit are to be
21 conducted.
22

23 **Section 2.2.**

24 The right to make reasonable rules and regulations shall be considered acknowledged functions of the
25 District. In making rules and regulations relating to personnel policies, procedures, and practices, and
26 matters of working conditions, the District shall give due regard and consideration to the rights of the
27 Association and the employees and to the obligations imposed by this Agreement.
28

29 **ARTICLE III**

30 **RIGHTS OF EMPLOYEES**

31
32
33 **Section 3.1.**

34 It is agreed that all employees subject to this Agreement shall have and shall be protected in the
35 exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association.
36 The freedom of such employees to assist the Association shall be recognized as extending to
37 participation in the management of the Association, including presentation of the views of the
38 Association to the Board of Directors of the District or any other governmental body, group or
39 individual. The District shall take whatever action required or refrain from such action in order to
40 assure employees that no interference, restraint, coercion, or discrimination is allowed within the
41 District to encourage or discourage membership in any employee organization.
42

43 **Section 3.2.**

44 Each employee shall have the right to bring matters of personal concern to the attention of appropriate
45 Association representatives and/or appropriate officials of the District.
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1 **Section 3.3.**

2 Employees subject to this Agreement have the right to have Association representatives or other
3 persons present at discussions between themselves and supervisors or other representatives of the
4 District as hereinafter provided.

5
6 **Section 3.4.**

7 Each employee reserves and retains the right to delegate any right or duty contained in this Agreement,
8 exclusive of compensation for services rendered, to appropriate officials of the Association.

9
10 **Section 3.5. Non Discrimination.**

11 Neither the District, nor the Association, shall discriminate against any employee subject to this
12 Agreement on the basis of race, creed, color, national origin, citizenship, immigration status, sex,
13 religion, age, or marital status, honorably discharged veteran or military status, sexual orientation or
14 because of the presence of any sensory, mental, physical disability with respect to a position, the duties
15 of which may be performed efficiently by an individual without danger to the health or safety of the
16 physically handicapped person or others.

17
18 **Section 3.6. Investigatory Interviews/Disciplinary Actions.**

19 In the event a formal investigatory interview is going to be conducted, each employee has the right to
20 the following information prior to such interview:

- 21
22 A. Written notice prior to any meeting that could lead to discipline will contain the allegation or
23 topic of investigation.
24

25 **Section 3.7. Evaluations.**

26 Regular employees shall be formally evaluated prior to May 15th of each year. A formal evaluation
27 shall include a face-to-face meeting between the supervisor and employee for evaluation purposes.
28 Probationary employees shall be formally evaluated prior to the end of the probationary period. Each
29 Supervisor shall address concerns as they occur throughout the year with the employee.

30
31 The signature of the employee on the evaluation document does not necessarily imply that the
32 employee agrees with the contents of the evaluation. The employee has the right to attach a rebuttal to
33 the evaluation that will be placed in the personnel file.
34

35 **Section 3.8. Safe Working Environment.**

36 District administration agrees to provide prompt direction to employees when questions or concerns
37 regarding staff and student safety arises. The employee has the right to union representation if there are
38 disputes over proper resolution of the safety concern and the association has the right to be involved in
39 the resolution of any such concerns. The employee also has the right to file a complaint with the Labor
40 and Industries Division of Occupational Safety and Health and the District will not discriminate or
41 retaliate against an employee who files such a complaint.
42

43 **Section 3.9. Video Cameras, Audio Recording, and GPS Units.**

44 The District and the Association agree the purpose of video cameras, audio recordings and GPS units
45 on School District property is to provide PSE employees, in conjunction with the District, a tool to
46 assist in student management and safety. Electronic discovery and/or monitoring may be used only
47 retrospectively to investigate the accuracy of a complaint or allegation, or to confirm or refute a
48 defense against such complaint or allegation.

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ARTICLE IV

RIGHTS OF THE ASSOCIATION

Section 4.1.

The Association has the right and responsibility to represent the interests of all employees in the unit; to present its views to the District on matters of concern, either orally or in writing; to consult or to be consulted with respect to the formulation, development, and implementation of industrial relations matters and practices which are within the authority of the District; and to enter collective negotiations with the object of reaching an agreement applicable to all employees within the bargaining unit.

Section 4.2.

The Association shall promptly be notified by the District of any grievances or disciplinary actions of any employee in the unit in accordance with the provisions of the Discharge and Grievance Procedure Articles contained herein. The Association is entitled to have an observer at hearings conducted by any District official or body arising out of grievance and to make known the Association's views concerning the case.

Section 4.3.

The Association reserves and retains the right to delegate any right or duty contained herein to appropriate officials of the Public School Employees of Washington State Organization.

Section 4.4.

The President of the Association and designated representative will be provided time off to a maximum of five (5) days per year to attend Regional or State meetings.

Section 4.5.

Representatives of the Association, upon making their presence known to the District, shall have access to the District premises during business hours, provided, that no conferences or meetings between employees and Association representatives will in any way hamper or obstruct the normal flow of work.

Section 4.6. Bulletin Boards.

The District shall provide a bulletin board space in each school for the use of the Association. The bulletins posted by the Association are the responsibility of the officials of the Association. Each bulletin shall be signed by the Association official responsible for its posting. Unsigned notices or bulletins may not be posted. There shall be no other distribution or posting by employees or the Association of pamphlets, advertising, political matters, notices of any kind, or literature on District property, other than herein provided.

Section 4.6.1.

The responsibility for the prompt removal of notices from the bulletin boards after they have served their purpose shall rest with the individual who posted such notices.

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ARTICLE V

APPROPRIATE MATTERS FOR CONSULTATION AND NEGOTIATION

Section 5.1.

It is agreed and understood that matters appropriate for consultation and negotiation between the District and the Association are policies, programs, and procedures relating to or affecting hours, wages, grievance procedures and general working conditions of employees in the bargaining unit subject to this Agreement.

Section 5.2.

It is further agreed and understood that the District will consult with the Association and meet with the Association upon its request in the formulation of any changes being considered in existing benefits, policies, practices, and procedures.

Section 5.3.

It is further recognized that this Agreement does not alter the responsibility of either party to meet with the other party to advise, discuss or consult regarding matters concerning working conditions not covered by this Agreement.

Section 5.4.

The calendar/work year shall be negotiated with Board prior to April 1st of each year. The Board may adopt the work year by April 30th if agreement cannot be reached.

Section 5.5.

The Association shall request to have a member of said classification present when the District is hiring in the same classification. The District and Association shall agree on the member representing the Association. Provided however, participation in the interview process does not confer the power of selection to the bargaining unit member.

ARTICLE VI

ASSOCIATION REPRESENTATION

Section 6.1.

The Association will designate a Labor Relations Committee that shall consist of no more than three (3) members who will meet with the Superintendent of the District and the Superintendent's representatives on a mutually agreeable regular basis to discuss appropriate matters. If outside the member's normal workday, the District will pay up to one (1) hour compensation. These meetings are not to take the place of negotiations.

Section 6.1.1.

The District will allow sufficient time during working hours for Association representatives for meetings jointly scheduled with the Superintendent in accordance with Section 6.1. The District will provide suitable space to conduct such meetings.

1 **Section 6.2.**

2 The Association representatives shall represent the Association and employees in meeting with
3 officials of the District to discuss appropriate matters of mutual interest. They may receive and
4 investigate to conclusion complaints or grievances of employees on District time and thereafter advise
5 employees of rights and procedures outlined in this Agreement and applicable regulations or directives
6 for resolving the grievances or complaints. They may not, however, continue to advise the employee
7 on courses of action after the employee has indicated a desire not to pursue a grievance. This does not,
8 however, preclude the Association's right to pursue the matter to conclusion. They may consult with
9 the District on complaints without a grievance being made by an individual employee.

10
11 **Section 6.2.1.**

12 Association representatives, when leaving their work, shall first obtain permission from their
13 immediate supervisor. The supervisor's permission in these instances will normally be granted.
14 The employees will report their return to work to their supervisors.

15
16 **Section 6.2.2.**

17 Time during working hours will be allowed Association representatives for attendance at
18 meetings with the District. Time will also be allowed for representatives to discuss with the
19 employees grievances and appropriate matters directly related to work situations in their area or
20 craft. Association representatives will guard against the use of excess time in the handling of
21 such matters.

22
23 **ARTICLE VII**

24
25 **HOURS OF WORK AND OVERTIME**

26
27 **Section 7.1.**

28 The workweek shall consist of five (5) consecutive days, Monday through Friday, followed by two (2)
29 consecutive days of rest, Saturday and Sunday; provided, however, the District may assign an
30 employee to a workweek of any five (5) consecutive days which are followed by two (2) consecutive
31 days of rest. All employees will be required to record their work time as directed by the District.

32
33 **Section 7.1.1.**

34 All approved hours worked in excess of forty (40) hours a week shall be compensated at the
35 rate of one and one-half (1½) the employee's base rate. Employees who are called back to work
36 by the District on a week that a paid holiday falls shall have the paid holiday computed as time
37 worked for the purposes of overtime accrual.

38
39 **Section 7.1.2.**

40 All hours worked on the sixth consecutive day shall be compensated at the rate of one and one-
41 half (1½) times the employees base pay if over forty (40) hours in that week.

42
43 **Section 7.1.3.**

44 Employees called back on a regular workday or called on the sixth or seventh consecutive
45 workday shall receive no less than two (2) hours' pay at the appropriate rate.
46
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48

1 **Section 7.1.4.**

2 Employees who serve in two (2) assignments, which includes bus driving, shall be paid driving
3 wages for the hours they operate a bus and their appropriate wage for the balance of their
4 assignment.
5

6 **Section 7.2.**

7 Each employee shall be assigned to a definite and regular shift and workweek, which shall not be
8 changed without prior notice to the employee of two (2) calendar weeks, except the District may waive
9 this provision in case of emergency or urgent District needs. This section does not apply to employees
10 or job classifications that, through agreement, are subject to a flexible schedule nor shall it be used to
11 circumvent overtime.
12

13 **Section 7.3.**

14 Each employee shall be assigned to a definite shift with designated times of beginning and ending.
15

16 **Section 7.3.1.**

17 The first shift shall consist of eight and one-half (8½) hours, for eight (8) hours compensation,
18 including a thirty (30) minute uninterrupted lunch period as near the middle of the shift as is
19 practicable and also including a fifteen (15) minute first half and a fifteen (15) minute second
20 half rest period, both of which rest periods shall occur as near the middle of each half shift as is
21 practicable.
22

23 **Section 7.3.2.**

24 The second shift shall consist of eight (8) hours, for eight (8) hours compensation, including a
25 thirty (30) minute uninterrupted lunch period as near the middle of the shift as is practicable,
26 and also including a fifteen (15) minute first half and a fifteen (15) minute second half rest
27 period, both of which rest periods shall occur as near the middle of each half shift as is
28 practicable.
29

30 **Section 7.4.**

31 In the event an employee is assigned to a shift less than the normal work shift previously defined in
32 this Article, the employee shall be given a fifteen (15) minute rest period for each three and one-half
33 (3½) hours of work.
34

35 **Section 7.5.**

36 Employees required to work through their regular lunch periods will be given time to eat at a time
37 agreed upon by the employee and supervisor. In the event the District requires an employee to forego a
38 lunch period and the employee works the entire shift, including the lunch period, the employee shall be
39 compensated for the foregone lunch period at regular rates unless the loss of the lunch period results in
40 excess time worked beyond the eight (8) hour day or forty (40) hour work week which will result in
41 the excess time being paid at the overtime rate.
42

43 **Section 7.6.**

44 Employees requested to work a shift regularly filled by a higher classification/position employee shall
45 receive compensation equal to that normally received by the employee in the higher classification.
46 When an employee subs for a Supervisor, the employee shall receive ninety percent (90%) of the
47 Supervisor's current rate of pay. Provided further, any employee who fills in temporarily for a higher
48 paid position shall receive the higher rate of pay.

1 **Section 7.7.**

2 In the event of an unusual school closure due to inclement weather, plant in operation, or the like, the
3 District will make every effort to notify each employee to refrain from coming to work. Employees
4 reporting to work shall receive a minimum of two (2) hours pay at base rate in the event of such a
5 closure; provided, however, no employee shall be entitled to any such compensation in the event of
6 actual notification by the District of the closure prior to leaving home for work.
7

8 **Section 7.7.1.**

9 If an employee's (employees who work less than twelve (12) months) workday is of less time
10 than regularly scheduled due to inclement weather or the like, the employee shall have one (1)
11 of the following four (4) options:
12

- 13 A. The supervisor and the employee will mutually schedule the unworked hours.
- 14 B. The employee may request debiting his/her personal leave.
- 15 C. The employee may accept a deduction of pay for the unworked hours.
- 16 D. The employee may use emergency leave.

17
18 If the employee does not select one (1) of the above options within three (3) days,
19 she/he will accept the wage deduction, option "C".
20

21 **TRANSPORTATION PROVISIONS.**

22
23 **Section 7.8.**

24 Recognizing that personnel in the Transportation classification present special shift problems, the
25 parties agree that shifts shall be established in that classification in relation to routes and driving times
26 requisite to fulfilling tasks assigned by the Supervisor of Transportation; provided, however, that
27 employees in the Transportation classification shall be entitled to the benefits of Section 7.4. to the
28 same degree as any other employee; and provided further that all bus drivers shall receive pay for one
29 (1) hour per day for the purpose of pre-trip and post-trip bus wash and cleanup, bus warm-up, securing
30 the bus and fueling in addition to actual hours of driving time. If there are thirty (30) minutes or less
31 between assignments, the base hourly rate shall continue uninterrupted. Drivers will receive pay for all
32 Drivers' Staff Meetings called by the District. Drivers shall receive a minimum of two (2) hours pay for
33 each duty call. A duty call is defined as any work other than the normal work shift and workday,
34 noncontiguous with the normal work shift or workday. All other trips, other than regular daily
35 scheduled bus runs, shall be considered extracurricular trips as provided for in Section 7.8.1., and
36 subsections 7.8.1.2. through 7.8.1.9.
37

38 **Section 7.8.1.**

39 Extracurricular trips will be posted by the transportation supervisor as they are received from
40 the athletic director, coaches or the building administration offices.
41

42 **Section 7.8.1.1.**

43 Assignment for extracurricular trips will be awarded on a seniority basis. Drivers
44 signing up for trips must be mindful of the forty (40) hour work week and need to avoid
45 going into overtime unless that overtime is authorized by the transportation supervisor.
46
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1 **Section 7.8.1.2. Transportation.**

2 If trips are not signed on by a driver within four (4) business days of the trip leave date,
3 they will be assigned by the transportation supervisor according to reverse seniority,
4 unless it puts the employee into overtime status.
5

6 **Section 7.8.1.3.**

7 Within four (4) calendar days prior to a trip, after a trip has been chosen and a driver
8 with greater seniority has a trip cancelled, that driver cannot take a trip from a driver
9 with less seniority without the approval of both drivers.
10

11 **Section 7.8.1.4.**

12 When a driver signs up for a trip, that driver is obligated to take the trip unless they
13 make arrangements with the transportation supervisor to remove their name from the
14 trip and arrange by seniority for another driver to take said trip.
15

16 **Section 7.8.1.5.**

17 Unscheduled extracurricular trips that come up on short notice will be posted and
18 assigned by seniority and availability of drivers; provided, however, hours shall not be
19 in excess of forty (40) hours per work week.
20

21 **Section 7.8.1.6.**

22 Regular routes have first priority and cannot be dropped to circumvent overtime for
23 extracurricular trips.
24

25 **Section 7.8.1.7.**

26 Bus drivers shall be paid at Step 1 of salary Schedule A for all extracurricular trips. Pay
27 will only be made for hours actually worked. Hours worked for extracurricular trips
28 shall be only time spent prepping the bus, driving the bus, and securing the bus. Sleep
29 time and duty-free time away from the bus are not considered time worked.
30

31 **Section 7.8.1.8.**

32 Extracurricular activities where transportation is required for non-competitive events or
33 activities for sixteen (16) or less students, at the District's discretion, may be
34 accomplished through the use of passenger vans. These vans may be driven by the
35 activity advisor, or other designated District employee. Extracurricular activities for
36 competitive events where transportation is required for eight (8) or less students, at the
37 District's discretion, may be accomplished through the use of passenger vans. These
38 vans may be driven by the activity advisor or other designated District employee.
39

40 **Section 7.8.1.9.**

41 Any disputes concerning the above will be settled by the decision of the transportation
42 supervisor. This section shall not waive an employee's right to the grievance procedure.
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1 **Section 7.9. Emergency Bus Driver.**

2
3 **Section 7.9.1.**

4 As positions of Custodian and Grounds/Maintenance become vacant, the positions may be
5 posted with a CDL requirement to be utilized as an emergency bus driver. These positions shall
6 be posted with the title listed as Custodian (with occasional emergency bus driving) and
7 Grounds/Maintenance (with occasional emergency bus driving). These positions are set forth in
8 Schedule A.
9

10 **Section 7.9.2.**

11 Employees holding these positions shall not be required to drive a bus more than twenty (20)
12 days per school year at the request of the Transportation Director/Designee. A day shall consist
13 of any portion of a day spent driving a bus, although if requested to drive a morning and
14 afternoon route on same day, this shall only be considered one (1) day. Such request(s) shall
15 only occur in emergency situations when no regular bus driver(s) are available. Extra bus
16 driving time requested by employees will not count toward the twenty (20) day maximum when
17 no other regular bus driver is available.
18

19 **Section 7.9.3.**

20 Employees in these position(s) will be requested to drive by the Director of Transportation or
21 designee on a rotating basis.
22

23 **Section 7.9.4.**

24 These employees shall be compensated as per Article VII, Section 7.6. All years of service
25 within the District shall be counted for wage purposes.
26

27 **Section 7.9.5.**

28 These employees shall have the option, during the same day, to make up any time missed from
29 the base position (Custodian or Ground/Maintenance) when requested to drive a bus, even if
30 overtime is the only option. Shall overtime accrue, it will be paid per FLSA (Fair Labor
31 Standards Act).
32

33 **Section 7.9.6.**

34 Seniority shall be obtained in dual classifications (Maintenance/Custodial and Transportation),
35 although for the position as a Bus Driver, pursuant to Article X, Section 10.1., seniority will
36 only be invoked for hiring practices should these employees elect to apply for a Bus Driver
37 only position in the future.
38

39 **Section 7.9.7.**

40 The District is responsible for supplying the bus driver training and all costs associated with
41 obtaining the CDL requirement. If the District Driver Trainer is unable to fulfill this duty
42 within the six- (6) month timeframe, the Association and District shall reconvene to discuss
43 extending the timeline.
44

45 **Section 7.9.8.**

46 Employee(s) hired for these positions, from outside the District, who are unable to obtain the
47 CDL requirement within six (6) months, will be terminated from employment with the District
48 pursuant to Article X, Section 10.2.

1 **Section 7.9.9.**

2 Article VII, Section 7.2 is only applicable to the base position (Custodian,
3 Grounds/Maintenance). Employee(s) needed to fill an emergency bus route will be notified by
4 Director of Transportation or designee as early as possible and may also be notified on a
5 moment’s notice based on the needs of the District.
6

7 **Section 7.9.10.**

8 District employees with a hire date prior to May 23, 2017, who apply and are awarded one (1)
9 of these positions, shall have the following rights:

10
11 **Section 7.9.10.1.**

12 Right to return to the previous position within a six (6) school month period.
13

14 **Section 7.9.10.2.**

15 Previous position shall be filled per Article I, Section 1.5., C. Any replacement position
16 will be posted if the person replaced is successful in the new job, allowing the District
17 to open the position with the May 23, 2017, agreed upon language.
18

19 **Section 7.10. Custodial Employees.**

20 Custodial employees will initial all work performed on work schedules provided by the District for
21 summer and school year work.
22

23 **ARTICLE VIII**

24 **HOLIDAYS AND VACATIONS**

25
26
27 **Section 8.1. Holidays.**

28 All employees who work half-time or more are entitled to holidays according to their hours of work
29 and shall receive the following paid holidays that fall within their work year:
30

- | | |
|-------------------------------------|-----------------------------------|
| 31 1. New Year's Day | 8. Veteran’s Day |
| 32 2. Martin Luther King's Birthday | 9. Thanksgiving Day |
| 33 3. Presidents' Day | 10. Day after Thanksgiving |
| 34 4. Memorial Day | 11. Day before or after Christmas |
| 35 5. Juneteenth | as determined by the District |
| 36 6. Independence Day | 12. Christmas Day |
| 37 7. Labor Day | |

38
39 **Section 8.1.1. Unworked Holidays.**

40 Eligible employees shall receive pay equal to their normal work shift at their base rate in effect
41 at the time the holiday occurs. Employees who are on the active payroll on the holiday, and are
42 not on an unpaid leave of absence, shall be eligible for pay for such unworked holiday.
43

44 **Section 8.1.2.**

45 In the event a paid holiday falls on Saturday or Sunday, the preceding Friday or the following
46 Monday shall be granted as the paid holiday. If the Monday or Friday is a school day, another
47 day off will be designated by the Association at the beginning of the school year.
48



1 **Section 8.1.3. Worked Holidays.**

2 Employees who are required to work on the above described holidays shall receive the pay due
3 them for the holiday, plus one and one-half (1½) their base rate for all hours worked on such
4 holidays.

5
6 **Section 8.1.4. Holidays During Vacation.**

7 Should a holiday occur while an employee is on vacation, the employee shall be allowed to
8 take one (1) extra day of vacation with pay in lieu of the holiday.

9
10 **Section 8.1.5.**

11 Per RCW 1.16.050, employees are entitled to two (2) unpaid holidays per calendar year for
12 reasons of faith or conscience or for organized activities of a religious denomination, church, or
13 religious organization as per State Law. The District shall allow an employee to take an unpaid
14 holiday, unless the employee’s absence would impose an undue hardship on the employer, or
15 the employee is necessary to maintain public safety. The Office of Financial Management must
16 establish a definition for undue hardship.

17
18 **Section 8.2. Vacations.**

19 Employees who work two hundred (200) or more regular contract days (excluding overtime) shall be
20 paid prorated vacations. No vacations shall be taken the first or last day of school.

21
22 **Section 8.2.1.**

23 The vacation schedule will be as follows:

24	25	1 - 5 Years.....10 Days	26	10 Years.....16 Days
	26	6 Years.....12 Days	27	11-13 Years.....17 Days
	27	7 Years.....13 Days	28	14-16 Years.....18 Days
	28	8 Years.....14 Days	29	17-19 Years.....19 Days
	29	9 Years.....15 Days	30	20 Years or More.....20 Days

31 Beginning with the twenty-sixth year, two hundred sixty (260)- day employees will earn one
32 (1) additional day of vacation per year up to a maximum of twenty five (25) days.

33
34 **Section 8.2.1.1.**

35 In computing the total vacation credit for any period of service, part of an hour will be
36 disregarded if less than one-half (½) hour; otherwise, it will be counted as a full hour.

37
38 **Section 8.2.1.2.**

39 All hours worked will be counted in the computation of vacation credit, and hours
40 worked at premium rates shall be counted as straight-time hours in such computation.
41 For every regular workday from which an employee is absent due to a holiday, or
42 compensated leave, the hours of the employee's normal work shift shall be credited as if
43 worked.

44
45 **Section 8.2.1.3.**

46 For two hundred sixty (260)- day employees, no more than two (2) consecutive weeks
47 shall be taken during the summer months. This will be on a rotational schedule based on
48 seniority and request and developed and submitted to the Superintendent (or designee)



1 no later than April 15th of each year. In certain cases, this may be waived by the
2 supervisor's recommendation to the Superintendent. Remaining vacation is to be taken
3 during the course of the school year and may not be accumulated or cashed out.
4

5 **Section 8.2.2.**

6 Time on layoff and time on authorized leave of absence will be counted as continuous service
7 for the purpose of establishing and retaining eligibility dates.
8

9 **Section 8.2.3.**

10 Except as provided in Section 8.2.1.3, any vacation credit currently due but unused by August
11 31st of each year, due to the District's needs, may be carried over for one (1) year following the
12 September 1st accrual date with the approval of the immediate supervisor and administration.
13 No vacation may be carried over for more than one (1) year beyond the date on which it
14 became due; provided, however, no employee shall be denied accrued vacation benefits due to
15 District employment needs.
16

17 **Section 8.2.4.**

18 Employees who work less than twelve (12) months per year may not use vacation on student
19 school days during the school year, or the ten (10) days before the start of school, or the ten
20 (10) after the last student day of the school year. Employees who work less than twelve (12)
21 months per year shall receive payment for unused accrued vacation with their June paycheck.
22 Any employee who is discharged or who terminates employment shall receive payment for
23 unused accrued vacation credit with their final paycheck.
24

25 **ARTICLE IX**

26 **LEAVES**

27
28
29 **Section 9.1. Sick Leave.**

30 Each employee shall accumulate twelve (12) days of sick leave per year. An employee who works
31 eleven (11) working days in any calendar month will be given credit for the full calendar month. The
32 District shall project the number of annual days of sick leave at the beginning of the school year
33 according to the estimated calendar months the employee is to work during that year. The employee
34 shall be entitled to the projected number of days of sick leave at the beginning of the school year. Sick
35 leave benefits shall be paid on the basis of base hourly rate applicable to the employee's normal daily
36 work shift; provided, however, that should an employee's normal daily work shift increase or decrease
37 subsequent to an accumulation of days of sick leave, sick leave benefits will be paid in accordance
38 with the employee's normal daily work shift at the time the sick leave is taken, and the accumulated
39 benefits will be expended on an hourly rather than a daily basis. Employees may be required to furnish
40 a doctor's certificate verifying the illness after five (5) consecutive day's absence. Paid leave for the
41 care of an employee's children under eighteen (18) years of age, who are ill, will be allowed, and
42 deducted from sick leave.
43
44
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46
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48

1 **Section 9.1.1.**

2 For personal reasons, one (1) day is allowed during the year as unrestricted use of sick leave.
3 No unrestricted sick leave days may be taken the first day or the last day of school or before or
4 after a holiday. The building principals may grant use of this leave to no more than two (2)
5 employees per building per day.
6

7 **Section 9.1.2.**

8 Sick Leave Cash Out (Sick Leave Attendance Program) shall be administered as per the
9 requirements of RCW 28A.400.210 and by the legal interpretations of the State of Washington.
10

11 **Section 9.1.3.**

12 In the event employees are absent for reasons which are covered by industrial insurance, the
13 District shall pay the employee an amount equal to the difference between the amount paid the
14 employee by the Department of Labor and Industries and the amount the employee would
15 normally earn. A deduction shall be made from the employee's accumulated sick leave in
16 accordance with the amount paid to the employee by the District.
17

18 **Section 9.1.4.**

19 Employees who have accrued sick leave while employed by another public school district in
20 the State of Washington shall be given credit for such accrued sick leave upon employment by
21 the District.
22

23 **Section 9.1.5. Sick Leave Sharing.**

24 It shall be administered according to State law and WAC.
25

26 **Section 9.1.6. Sick Leave Incentive Bonus.**

27 To provide an incentive for employees not to exhaust their sick leave the following bonus will
28 be paid as follows:
29

<u>Days Remaining at the End of June</u>	<u>Incentive Payment</u>
11-12 days left	\$250.00
9-10 days left	\$200.00
7-8 days left	\$150.00

34
35 This incentive pay will be paid in the July pay period according to the schedule above. Only
36 twelve (12) days (the yearly amount given to each employee for sick leave purposes) shall be
37 used to calculate the end of the year incentive bonus payment. As per state law, any unused
38 days of sick leave can be accumulated in accordance with legal limits and the current CBA.
39 Sick leave buyout provisions and/or sick leave sharing provisions (if exercised) will not be
40 subtracted as days taken for sick leave purposes.
41

42 **Section 9.2. Bereavement Leave.**

43 Five (5) days shall be granted with pay for bereavement of a relative defined as: spouse, child, sibling,
44 grandparent, grandchild, parent, parent-in-law, sibling-in-law, fiancé, foster parent, foster child, step-
45 parent, step-child, and step-sibling. A maximum of two (2) days of leave will be granted for the death
46 of an uncle, aunt, cousin, friend, or a person living in the same household. Any additional time
47 required may be granted with the prior approval of the Superintendent or his/her designee. All



1 employees are required to exhaust any paid leave prior to taking any unpaid leave. This leave may be
2 taken in one (1) hour increments and is noncumulative.

3
4 **Section 9.2.1. Leave for Family Illness.**

5 Each employee shall be entitled to a maximum of five (5) days leave for absence caused by
6 serious illness to an employee's child, spouse, parent, step-parent, grandparent, grandchild,
7 sibling, or parent-in-law. Such leave shall be deducted from the employee's accrued sick leave.

8
9 **Section 9.3. Emergency Leave.**

10 Emergency leave shall be granted upon the following conditions with District approval: may be taken
11 and deducted from accrued and allotted sick leave, family emergencies and illness which cannot be
12 anticipated, and which may require the personal attention and presence of the employee, or medical
13 attention during normal work hours.

14
15 **Section 9.4. Maternity Leave.** (See Section 9.7.)

16
17 **Section 9.4.1. Personal Leave/Loyalty Day(s).**

18 Three (3) days of Personal Leave shall be granted with pay. Employees will give two (2) days'
19 notice before use of personal leave. No personal leave days will be taken the first day or the last
20 day of school. The applicant for such leave shall not be required to state the reason for taking
21 such leave. After completion of the fifteenth and twenty-fifth years of service with the Mt.
22 Adams School District, one (1) additional day will be granted for each. This will take effect the
23 following September.

24
25 Cash out of unused personal leave will be allowed at full pay for each day of unused personal leave.

26
27 Two (2) days of unused personal leave may be carried over each year up to a total accumulation of six
28 (6) days.

29
30 **Section 9.5. Judicial Leave.**

31 In the event an employee is summoned to serve as a juror, or appear as a witness in court, or is named
32 as a co-defendant with the District, such employee shall receive a normal day's pay for each day of
33 required presence in court; provided, however, that any compensation received for such service shall
34 be paid to the District. Such repayment shall not exceed the employee's normal daily pay less bona fide
35 expenses. In the event that an employee is a party in a court action, such employee may request a leave
36 of absence.

37
38 **Section 9.6. Leave of Absence.**

39
40 **Section 9.6.1.**

41 Upon recommendation of the immediate supervisor through administrative channels to the
42 Superintendent, and upon approval of the Board of Directors, an employee may be granted a
43 District leave of absence for a period not to exceed one (1) year; provided, however, if such
44 leave is granted due to extended illness, one (1) additional year may be granted.

1 **Section 9.6.2.**

2 The returning employee will be assigned to a comparable job. It may not be the same position
3 held prior to the employee taking leave. Employees hired to fill positions of employees on
4 leave of absence will be hired for a specific period of time, during which they shall be subject
5 to all provisions of this Agreement. It shall be the responsibility of the employer to inform
6 replacement employees of these provisions. The employee on leave may not return until the
7 leave period is over.
8

9 **Section 9.6.3.**

10 The employee will retain accrued sick leave, vested vacation rights, and seniority rights while
11 on leave of absence. However, vacation credits, sick leave, and seniority shall not accrue while
12 the employee is on leave of absence; provided, however, that if such leave is approved for
13 extended illness or injury, seniority shall accrue.
14

15 **Section 9.7.**

16 Employees shall be granted the Federal Family and Medical Leave provisions in accordance with
17 prevailing Federal Statute.
18

19 **Section 9.8. Paid Military Leave.**

20 Eligible service member employees are entitled to twenty one (21) days of paid military leave in
21 accordance with Washington law. Employees shall, to the extent possible, provide reasonable notice in
22 advance of such leave. Use of paid military leave shall not result in any loss of seniority or similar
23 privileges as provided under Washington State and Federal Law.
24

25 **Section 9.9. PFML Paid Family Leave Integration.**

26 The District will comply with the PFML (Paid Family Medical Leave) to the extent required by law. In
27 addition, the District will allow employees to opt to accept compensation from PFML in addition to a
28 prorated amount to their accumulated sick leave or other paid leave banks in order to receive their full
29 pay.
30

31 **ARTICLE X**

32 **PROBATION, SENIORITY AND LAYOFF PROCEDURES**

33 **Section 10.1.**

34 The seniority of an employee within the bargaining unit shall be established as of the date on which the
35 employee began continuous daily employment (hereinafter "hire date") unless such seniority shall be
36 lost as hereinafter provided.
37
38
39

40 **Section 10.2.**

41 Each new hire shall remain in a probationary status for a period of six (6) months of work following the
42 hire date. During this probationary period, the District may discharge such employee at its discretion.
43

44 **Section 10.3.**

45 Upon completion of the probationary period, the employee will be subject to all rights and duties
46 contained in this Agreement retroactive to the hire date.
47
48



1 **Section 10.4.**

2 The seniority rights of an employee shall be lost for the following reasons:

- 3
- 4 A. Resignation;
 - 5 B. Discharge for justifiable cause;
 - 6 C. Retirement; or
 - 7 D. A voluntary change in job classification within the bargaining unit, as hereinafter provided.
 - 8 E. Service outside the bargaining unit, including as a supervisor, in excess of six (6) consecutive
 - 9 months. If a position is available within that classification prior to the six (6) month timeframe;
 - 10 the employee shall retain seniority rights. Although, seniority would not accrue.
- 11

12 **Section 10.5.**

13 Seniority rights shall not be lost for the following reasons without limitation:

- 14
- 15 A. Time lost by reason of industrial accident, industrial illness or judicial leave;
 - 16 B. Time on leave of absence granted for the purpose of serving in the Armed Forces of the United
 - 17 States;
 - 18 C. Time spent on other authorized leaves;
 - 19 D. Time spent in layoff status as hereinafter provided; or
 - 20 E. Involuntary transfer from one classification to another for a twelve (12) month period.
- 21

22 **Section 10.6.**

23 Seniority rights shall be effective within the general job classification. As used in this Agreement,

24 general job classifications are those set forth in Article I, Section 1.4.

25

26 **Section 10.6.1.**

27 In any case where seniority is equal, the employee with the earliest hire date will have

28 “seniority.” In the event of a further tie, the employee with the earliest date of application for

29 District employment shall have “seniority.” All employees with the same application date will

30 have seniority determined by drawing lots.

31

32 **Section 10.7.**

33 The employee with the earliest hire date shall have absolute preferential rights regarding shift

34 selection, vacation periods, and special services. The employee with the earliest hire date shall have

35 preferential rights regarding promotions, assignment to new or open jobs or positions, including

36 summer school, and programs that are extended beyond the regular workday, and layoffs when ability

37 and performance are substantially equal with junior employees. If the District determines that seniority

38 rights should not govern because a junior employee possesses ability and performance substantially

39 greater than a senior employee or senior employees, the District shall set forth in writing to the

40 employee or employees and the organization grievance committee chairperson its reasons why the

41 senior employee or employees have been bypassed.

42

43 **Section 10.8.**

44 Employees who voluntarily change job classifications within the bargaining unit shall retain their hire

45 dates in the previous classification for a period of one (1) year, notwithstanding that they have acquired

46 a new hire date and a new classification.

47

48

1 **Section 10.9.**

2 The District shall publicize within the bargaining unit for five (5) working days the availability of open
3 positions as soon as possible after the District is apprised of the opening. A copy of the job posting
4 shall be forwarded to the President of the Association and to the Association representative of the
5 classification concerned. Jobs posted in the summer will be posted in District and out of District at the
6 same time. In District employees will be considered first and notified of the opening if they have
7 expressed an interest in writing by the end of the school year. In District employees who fill open
8 positions shall be on a trial period for thirty (30) days of work. During this time, either the District or
9 the employee can exercise a transfer back to the previously held position for any reason. During the
10 trial period, the employee will be paid at the probation rate in Schedule A. Following successful
11 completion of the trial period, pay will be at the “after” rate in Schedule A.
12

13 **Section 10.10.**

14 In the event of layoff, employees so affected are to be placed on a reemployment list maintained by the
15 District according to layoff ranking. Such employees are to have priority in filling an opening in the
16 classification held immediately prior to layoff. Names shall remain on the reemployment list for one
17 (1) year. If the employee, by letter, indicates interest in reemployment prior to the expiration of said
18 year, the District will extend reemployment access for an additional three (3) months. The letter can be
19 turned in after the tenth month and prior to the expiration of one (1) year from layoff.
20

21 **Section 10.10.1.**

22 Employees on the reemployment list that elect to accept a position within the District that is
23 substantially less than their previously held position may elect to remain active on the
24 reemployment list as per Section 10.10.
25

26 **Section 10.10.2.**

27 The District agrees to utilize employee(s) that have currently had a reduction in hour(s) and/or
28 are in layoff status for prearranged absences of other employee(s) that are in advance notice of
29 ten (10) workdays or more before utilizing substitutes. Shall absences be less than ten (10)
30 workdays notice the District shall rotate between substitutes and employee(s) that are on
31 reduced hour(s) or layoff status.
32

33 **Section 10.11.**

34 Employees on layoff shall file their addresses in writing with the personnel office of the District and
35 shall thereafter promptly advise the District in writing of any change of address.
36

37 **Section 10.12.**

38 An employee shall forfeit rights to reemployment as provided in Section 10.10. if the employee does
39 not comply with the requirements of Section 10.11., or if the employee does not respond to the offer of
40 reemployment within fifteen (15) days. The District shall send a certified letter to the last address on
41 file for the employee or obtain the signature and date of an employee being offered reemployment. It is
42 the employee’s obligation to ensure that a correct mailing address is on file with the District.
43

44 **Section 10.13.**

45 An employee on layoff status who rejects an offer of reemployment forfeits seniority and all other
46 accrued benefits; provided, that such employee is offered a position substantially equal to that held
47 prior to layoff.
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ARTICLE XI

DISCIPLINE AND DISCHARGE OF EMPLOYEES

Section 11.1.

The District shall have the right to discipline or discharge an employee for justifiable cause. The issue of justifiable cause shall be resolved in accordance with the grievance procedure hereinafter provided. If the District has reason to reprimand an employee, it shall be done in a manner, which will not embarrass the employee before other employees or the public. The District may follow a policy of progressive discipline, which generally shall employ the steps of verbal warning, written reprimand, suspension, and termination. The District may bypass the steps of progressive discipline because of the severity of the employee conduct that constituted just cause for discipline.

Section 11.2. Notification to Non-Annual Employees.

This section is intended to be applicable to those employees whose duties necessarily imply less than twelve (12) months (excluding vacations) work per year.

Section 11.2.1.

Should the District decide to discharge, reduce hours, or lay off any non-annual employee, the employee shall be so notified in writing prior to the expiration of the school year.

Section 11.2.2.

Nothing contained herein shall be construed to prevent the District from discharging an employee for acts of misconduct occurring after the expiration of the school year.

Section 11.2.3.

Nothing contained in this section shall in any regard limit the operation of other sections of this Article.

Section 11.3.

Except in extraordinary cases, and as otherwise provided in this Article, the District will give employees two (2) weeks' notice of intention to discharge or layoff.

ARTICLE XII

INSURANCE AND RETIREMENT

Section 12.1.

The employer agrees to provide the insurance plans, follow employee eligibility rules, and provide funding for all bargaining unit members and their dependents as required by State law, the State Operating Budget, and the School Employee's Benefit Board (SEBB). Inclusive of employer funding will be payment of the retiree carve-out for all eligible employees.

Section 12.2.

The District shall provide tort liability coverage for all employees subject to this Agreement.

1 **Section 12.3.**

2 The District shall make required contributions for State Industrial Insurance on behalf of all employees
3 subject to this Agreement.
4

5 **Section 12.4.**

6 The District shall make contributions to the Washington State Unemployment Compensation Fund
7 requisite to providing unemployment benefits for all employees subject to this Agreement.
8

9 **Section 12.5.**

10 In determining whether an employee subject to this Agreement is eligible for participation in the
11 Washington State Public Employees' Retirement System, the District shall report all hours worked,
12 whether straight time, overtime, or otherwise.
13

14 **Section 12.6.**

15 All employees subject to this Agreement shall be entitled to participate in a tax shelter annuity plan.
16 On receipt of a written authorization by an employee, the District shall make the requisite withholding
17 adjustments and deductions from the employee's salary. Provided further, the District shall contribute
18 thirty-five dollars (\$35.00) per month for each employee enrolled in the VEBA I Plan during the terms
19 of this contract.
20

21 **Section 12.7.**

22 Both parties agree to abide by State laws related to School District employees' benefits
23 (see RCW 28A.400.275 and RCW 28A.400.350).
24

25 **ARTICLE XIII**

26 **VOCATIONAL TRAINING**
27

28
29 **Section 13.1.**

30 Employees required by the State or the District to attend training courses as a condition of employment
31 shall be compensated at the appropriate hourly rate for all time in attendance, plus expenses. This will
32 also include requested courses or workshops, sanctioned by the District that the employee might attend
33 for professional improvement.
34

35 **Section 13.2.**

36 The cost of renewal of Food Handler Permit for food service employees shall be borne by the District
37 as long as the food handler is employed by the District as a food service employee.
38

39 **Section 13.3. Paraeducator Certificate Program.**

40 The Paraeducator Standards Board (PESB) and the State of Washington have developed the following
41 certification standards for Paraeducators in the State of Washington.

- 42 A. **Fundamental Course of Study (FCS)** – four (4) days 28 (28) hours of Professional
43 Development Required
- 44 B. **General Paraeducator Certificate** – ten (10) days 70 (70) clock hours of professional
45 development Required after completing the Fundamental Course of Study
- 46 C. **Subject Matter Certificates** – not required but can be completed as part of the General
47 Paraeducator Certificate requirement
- 48 D. **Advanced Paraeducator Certificate** additional – not required



1 **Section 13.3.1. Training Requirements.**

- 2
- 3 A. Paraeducators are only required to meet certifications when trainings are funded by the
- 4 Washington State Legislature.
- 5 B. The District is only required to provide training for paraeducators for the FCS and the
- 6 General Paraeducator Certificate if funded by the Legislature.
- 7 C. Paraeducators are responsible for the cost of clock hours when offered by other
- 8 providers for the General Certificate
- 9 D. Each employee shall be paid their current hourly rate of pay for all required trainings.
- 10 E. The District will make every effort to schedule the required trainings during the
- 11 paraeducator’s workday.
- 12

13 **Section 13.3.2. District Responsibilities.**

14 The District will be responsible for the following:

- 15
- 16 A. A schedule of required training hours will be emailed to paraeducators on their District
- 17 email by September 1 of each year.
- 18 B. Provide an opportunity as set forth in the schedule for all paraeducators to obtain
- 19 required training. If a paraeducator is absent for a required training, an additional
- 20 opportunity will be scheduled.
- 21 C. If registration is necessary for required trainings, the District will provide directions on
- 22 how to register.
- 23 D. The District will maintain documentation of certificates completed by paraeducators
- 24 and provided paraeducators a copy of their documentation.
- 25 E. It is a District expectation that all paraeducators complete required training by the last
- 26 day of school. If paraeducators fail to complete required training, they will not be
- 27 employed the next school year. The District and PSE will meet in the spring of each
- 28 year should there be paraeducators who are not meeting the requirements to address
- 29 them on a case by case basis.
- 30

31 **Section 13.3.3. Paraeducator Responsibilities.**

32 Each Paraeducator is responsible to do the following:

- 33
- 34 A. Register for all courses provided by the District as part of the required paraeducator
- 35 training.
- 36 B. Submit evidence of completion of required trainings (sign ins, online certificates, etc.)
- 37 C. Maintain course completion documentation as directed by the District.
- 38 D. Complete the required clock hours and pay for them if offered by outside agencies for
- 39 the General Certificate.
- 40 E. Record certificates in E-Certification (OSPI Platform)
- 41

42 **Section 13.3.4. Annual Changes to PESB Requirements.**

43 The District and the Association agree to meet annually to before September 1st of each year to

44 review and discuss any changes to the PSEB certification requirements.

45

46 **Section 13.3.5. PSE Responsibilities.**

47 PSE officers will notify newly hired paraeducators during the course of a school year of

48 training requirements within ten (10) days of hire.

1
2
3 **ARTICLE XIV**

4 **ASSOCIATION MEMBERSHIP, CHECKOFF, AND POLITICAL ACTION COMMITTEE**

5 **Section 14.1. Membership.**

6 Each employee subject to this Agreement may choose to become an Association member in good
7 standing by paying monthly dues. Maintaining membership with the Association entitles the member
8 to additional benefits of union membership. The Association shall be the custodian of records in terms
9 of employee Association Membership.

10
11 **Section 14.2. Check Off.**

12 The District shall deduct PSE state dues from the pay of any employee who authorized such deductions
13 pursuant to RCW 41.56.110. The Employer shall transmit all such funds deducted to the treasurer of
14 the Public School Employees of Washington on a monthly basis. Submissions are to include all
15 employees covered by the Collective Bargaining Agreement. A dues remittance form needs to
16 accompany the payment every month and include membership/employee status changes.

17
18 **Section 14.2.1. Local Dues.**

19 The District will deduct local Chapter dues separately and will remit these funds to the local
20 Chapter Treasurer or designee.

21
22 **Section 14.2.2 Political Action Committee.**

23 The District shall, upon receipt of a written authorization form that conforms to legal
24 requirements, deduct from the pay of such bargaining unit employee the amount of contribution
25 the employee voluntarily chooses for deduction for political purposes and shall transmit the
26 same to the Union on the Union dues transmittal check. The employee may revoke the request
27 at any time. At least annually, the employee shall be notified by the PSE State Office about the
28 right to revoke the request.

29
30 **Section 14.3 Membership Authorization and Revocation.**

31 An employee's legal authorization to have the employer deduct membership dues from the employee's
32 salary must be made by the employee to Public School Employees of Washington (PSE). If the
33 employer receives a request for authorization of deductions, the employer shall as soon as practicable
34 forward the request to Public School Employees of Washington (PSE)
35 The employee's authorization remains in effect until expressly revoked by the employee in accordance
36 with the terms and conditions of the authorization. An employee's request to revoke authorization for
37 payroll deductions must be in writing and submitted by the employee to Public School Employees of
38 Washington (PSE) in accordance with the terms and conditions of the authorization. Revocations will
39 not be accepted by the employer if the authorization is not obtained by the employee to Public School
40 Employees of Washington (PSE). After the employer receives confirmation from the exclusive
41 bargaining representative that the employee has revoked authorization for deductions, the employer
42 shall end the deduction effective on the first payroll after receipt of the confirmation. The employer
43 shall rely on information provided by the exclusive bargaining representative regarding the
44 authorization and revocation of deductions.

45
46 **Section 14.4. Hold Harmless. (MOU 2018 CBA Amendments)**

47 The Association agrees to indemnify and hold harmless the employer from any and all liability
48 resulting from deductions authorized by this Article XIV.



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ARTICLE XV

GRIEVANCE PROCEDURE

Section 15.1.

A grievance is defined as a claim by a member of the bargaining unit of mistreatment, inequitable treatment or misapplication of the specific terms and conditions of this Agreement. Such claims are to be processed in strict compliance with this Article.

The term "business days" when used in this Article refers to the work business days, that is, "business days on which the Business Office of the District is open".

Section 15.2. Grievance Steps.

Section 15.2.1. Step One- Informal-Immediate Supervisor.

Employees shall first discuss the grievance with his or her immediate supervisor in an attempt to bring resolution at the lowest possible level. If employees so wish, they may be accompanied by an Association representative at such discussion. All grievances not brought to the attention of the immediate supervisor in accordance with the preceding sentence within twenty (20) business days of the occurrence of the grievance shall be invalid and subject to no further processing. The immediate supervisor shall respond within ten (10) business days of the verbal meeting. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 15.2.2. Step Two- Written-Immediate Supervisor.

If the grievance is not resolved to the employee's satisfaction in accordance with the preceding subsection, the employee shall, within five (5) business days of the informal conference, reduce to writing a statement of the alleged grievance containing the following information:

- A. The date of occurrence;
- B. The date of informal conference;
- C. The facts on which the grievance is based;
- D. A reference to the specific provisions in this Agreement which have been allegedly violated; and
- E. The remedy sought.

The employee shall submit the written statement of grievance to the immediate supervisor for reconsideration and shall submit a copy to the official in the Administration responsible for personnel. Within five (5) business days of receipt of the written grievance, the immediate supervisor shall meet with the grievant in an effort to resolve the grievance. The supervisor shall indicate his/her disposition of the grievance in writing within five (5) business days of the meeting and shall furnish a copy to the grievant. If an agreeable disposition is made, all parties to the grievance shall sign it.

Section 15.2.3. Step Three-Superintendent Or Designee.

If no settlement has been reached, the grievance may be submitted to the Superintendent within five (5) business days of receipt of the written response of the immediate supervisor.

1 Within five (5) business days of receipt of the grievance, the Superintendent shall meet with the
2 grievant in an effort to resolve the grievance. The Superintendent or his/her designee shall,
3 within five (5) business days of the meeting, indicate his/her disposition of the grievance in
4 writing and shall furnish a copy to the grievant.
5

6 If an agreeable disposition is made, all parties to the grievance shall sign it.
7

8 **Section 15.2.4. Step Four-School Board.**

9 If no settlement is reached through the preceding subsection, the grievant may appeal to the
10 Board of Directors within ten (10) business days of receipt of the written response from the
11 Superintendent. The Board of Directors shall hear the grievance within thirty (30) business
12 days of receipt of the appeal.
13

14 The Board of Directors reserves the right to summon the employee for an oral statement of the
15 grievance. The employee reserves the right to appear before the Board of Directors to explain
16 the grievance. At any appearance before the Board of Directors, the employee may be
17 accompanied by an Association representative or designee.
18

19 A written statement of finding of the Board shall be delivered to the grievant within fifteen (15)
20 business days of the hearing. If an agreeable disposition is made, all parties to the grievance
21 shall sign it.
22

23 **Section 15.2.5. Step Five-AAA Arbitration.**

24 If the grievant is not satisfied with the disposition of the grievance by the Board, within ten (10)
25 business days after receipt of the same, the grievance, only at the option of the Association,
26 may be submitted before an impartial arbitrator. The Association shall exercise its right of
27 arbitration by giving the Superintendent notice of its intention to arbitrate within ten (10)
28 business days of receipt of the written disposition of the Board. If the parties cannot agree as to
29 the arbitrator within five (5) business days from the notification date that arbitration will be
30 pursued, the arbitrator shall be selected by the American Arbitration Association in accordance
31 with its rules (expedited version), which rules shall likewise govern the arbitration proceeding,
32 except as provided in subsection 15.2.7. The Board and the Association shall not be permitted
33 to assert in such arbitration proceedings any ground rule, except as provided in Subsection
34 15.2.7., or to rely on any evidence not previously disclosed to the other party. The decision of
35 the arbitrator shall be final and binding upon both parties.
36

37 **Section 15.2.6.**

38 Each party shall bear its own cost of arbitration except that the fees and charges of the
39 arbitrator, if any, shall be shared equally by both parties.
40

41 **Section 15.2.7.**

42 The arbitrator shall have no power to alter, add to, or subtract from, the terms of the
43 Agreement. The arbitrator shall confine his inquiry and decision to the specific area of the
44 Agreement as cited in the grievance form. The arbitrator's decision shall be in writing and shall
45 set forth his findings of fact, reasoning, and conclusions on the issue submitted. The arbitrator
46 shall be without power or authority to make any decision which requires the commission of an
47 act prohibited by law, or which violates the terms of this Agreement. The decision of the
48 arbitrator shall be submitted to the Board and the Association and shall be final and binding on

1 both parties. Upon request of either party, the merits of the grievance and the substantive and
2 procedural arbitrability issues arising in connection with the grievance may be consolidated for
3 hearing before an arbitrator provided the arbitrator shall not resolve the question of arbitrability
4 of a grievance prior to having heard the merits of the grievance.
5

6 **Section 15.2.8.**

7 The time limits provided in this Article shall be strictly observed unless extended by written
8 agreement of the parties. Failure of the Association to proceed with its grievance within the
9 time limits provided shall result in the dismissal of the grievance. Failure of the Board or its
10 representatives to take the required action within the time limits provided shall cause the
11 grievance to be automatically elevated to the next level of the grievance procedure.
12

13 **Section 15.2.9.**

14 All hearings and conferences pursuant to this grievance procedure shall be scheduled at a time
15 and place which will afford a reasonable opportunity for all parties entitled to attend to be
16 present, including any and all witnesses.
17

18 **Section 15.2.10.**

19 If an individual employee has a personal complaint which he/she desires to discuss with the
20 Supervisor, he/she is free to do so without recourse to the grievance procedure.
21

22 **Section 15.2.11.**

23 Notwithstanding the expiration of this Agreement, any claim or grievance arising hereunder
24 may be processed through the grievance procedure until resolution.
25

26 **ARTICLE XVI**

27 **TRANSFER OF PREVIOUS EXPERIENCE**
28
29

30 **Section 16.1.**

31 Any new hire who had just previously been employed by any School District in the State of
32 Washington and is hired to perform work similar to that in which previously engaged, shall be given
33 longevity credits in the District in accordance with State statute.
34

35 **Section 16.2.**

36 Other new hires shall be permitted to transfer prior work experience, when it can be verified, year for
37 year to the limits of Schedule A.
38

39 **Section 16.3.**

40 The longevity credit so transferred shall be applicable to all benefits herein including Schedule A, in
41 accordance with current State statute. Seniority is not transferable.
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ARTICLE XVII

SALARIES AND EMPLOYEE COMPENSATION

Section 17.1. Pay Distribution.

Employees shall be paid in twelve (12) monthly installments by check or direct deposit, payments to be made on or before the last banking day of each month. *

*One current employee will be grandfathered at a 10-(ten) month pay distribution.

Section 17.2.

Employees shall be compensated in accordance with the provisions of this Agreement for all hours worked. Each employee shall receive a full accounting and itemization of authorized deductions, hours worked, and rates paid with each paycheck.

Section 17.3.

Salaries for employees subject to this Agreement, during the term of this Agreement, are contained in Schedule A attached hereto and by this reference incorporated herein.

Section 17.3.1.

Salaries contained in Schedule A shall be for the entire term of this Agreement, subject to the terms and conditions of Article XVIII, Section 18.3. Should the date of execution of this Agreement be subsequent to the effective date, salaries, including overtime, shall be retroactive to the effective date.

A. Wages for 2022-2023 School Year shall include:

- (i) Bus Driver Regular wage shall be twenty-seven (\$27.00) Per Hour.
- (ii) All other employees shall receive the five- and one-half percent (5 ½ %) and an additional three percent (3%) increase

B. Wages for the 2023-2024 School Year shall include:

- (i) All employees will receive three percent (3%) or the IPD whichever is greater.

C. Wages for the 2024-2025 School Year shall include:

- (i) All employees will receive three percent (3%) or the IPD whichever is greater.

Section 17.3.2.

In the case of retroactive pay resulting from negotiations pursuant to Article XVIII, Section 18.3., such retroactive pay shall be paid on the first regular payday following agreement on such schedule, if possible and in any case not later than the second regular payday.

Section 17.3.3.

Incremental steps where applicable shall take effect on the employee's hire date.

Section 17.3.4.

Any employee who changes job positions or classifications shall receive full longevity credit regarding step placement on Schedule A.

1 **Section 17.4.**
2 For purposes of calculating daily hours, time worked shall be rounded to the next one-quarter (1/4) hour.
3 **Section 17.5.**
4 Any employee required to travel from one site to another in a private vehicle during working hours
5 shall be reimbursed for such travel on a per-mile basis at the current Federal rate. Any travel required
6 by the District shall be compensated at the current Federal rate.
7
8 **Section 17.6.**
9 Upon proper and timely submission of receipts, employees who are required to remain overnight on
10 District business shall be reimbursed for room and board expenditures.
11
12 **Section 17.7.**
13 The District will pay the difference between the cost of required and necessary physical examinations,
14 and the amount paid by the employee's health insurance plan. This payment by the District includes
15 CDL physical examinations inclusive of any required yearly CDL physical examinations. Request for
16 payment must be submitted to the insurance carrier prior to being paid by the District. Approval for
17 such payment for physicals must be obtained from the District prior to the actual examination.
18
19 **Section 17.8.**
20 For employees who may lose retirement credits due to vacations falling in two different months, the
21 District shall provide for an alternate work schedule.
22
23 **Section 17.9.**
24 The District shall pay for any monetary increases of mandatorily required licenses or exams for
25 (current) District drivers, excluding a personal driver's license. These requirements are for licenses that
26 are required from the state to drive a school bus. A receipt will be required for reimbursement.
27
28 **Section 17.10.**
29 When current bargaining unit employees with the required Substitute Certification are assigned to
30 cover a class in the absence of a certificated teacher, the employee shall be compensated the substitute
31 teacher rate while substituting for a certificated teacher. When working less than a full day as a
32 substitute teacher, employees shall receive the Substitute Teacher rate prorated rounded to the nearest
33 quarter hour.
34
35 **Section 17.11.**
36 For each fifteen (15) quarter hours of prior approved by Superintendent credits granted by a recognized
37 college or university, the District will add two percent (2%) of the base salary to the total salary of
38 Educational Assistants non-degreed employees. Valid records of these credits must be filed in the
39 Administration Office by October 10 of each year.
40
41 **Section 17.12.**
42 Bus Drivers shall receive an additional one dollar (\$1.00) per hour above the Step 1 rate as a longevity
43 bonus for all regular daily route hours commencing in their seventh (7th) year of employment as set forth
44 in Schedule A, Step 2.
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1 **Section 17.13.**

2 Any and all persons employed in a temporary or a substitute position shall be paid at the probationary
3 rate (except "casual labor) in the respective job category and shall be excluded from all other
4 provisions of this Agreement.
5

6 **Section 17.14.**

7 Except for the casual labor category, any school year employee who works in a summer program shall
8 receive the regular hourly rate for that category. "Regular rate" means the actual rate the employee is
9 earning at the time they enter summer employment.
10

11 **ARTICLE XVIII**

12 **TERM AND SEPARABILITY OF PROVISIONS**

13
14
15 **Section 18.1.**

16 The term of this Agreement shall be September 1, 2022, to August 31, 2025.
17

18 **Section 18.2.**

19 All provisions of this Agreement shall be applicable to the entire term of this Agreement
20 notwithstanding its execution date, except as provided in the following section.
21

22 **Section 18.3.**

23 This Agreement may be reopened and modified at any time during its term upon mutual consent of the
24 parties in writing; provided, however, that this Agreement shall be reopened annually to renegotiate
25 Schedule A (including steps) and longevity and medical benefits herein; and provided further, shall the
26 State release a COLA (cost of living allowance) it shall automatically be passed to all wages on
27 Schedule A. This Agreement shall be reopened as necessary to consider the impact of any legislation
28 enacted following execution of this Agreement which may arguably affect the terms and conditions
29 herein or create authority to alter personnel practices in public employment.
30

31 **Section 18.4.**

32 If any provision of this Agreement or the application of any such provision is held invalid, the
33 remainder of this Agreement shall not be affected thereby.
34

35 **Section 18.5.**

36 Neither party shall be compelled to comply to any provision of this Agreement which conflicts with
37 State or Federal statutes or regulations promulgated pursuant thereto.
38

39 **Section 18.6.**

40 In the event either of the two (2) previous sections is determined to apply to any provision of this
41 Agreement, such provision shall be renegotiated pursuant to Section 18.3.
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SIGNATURE PAGE

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOUNT ADAMS CHAPTER

BY: */E-signed/*
Jesusa (Susie) Espindola, Co-Chapter President

DATE: *08-11-22*

BY: */E-signed/*
Marsha Lefthand, Co-Chapter President

DATE: *08-11-22*

MOUNT ADAMS SCHOOL DISTRICT # 209

BY: */E-signed/*
Dr. Curt Guaglianone, Superintendent

DATE: *08-17-22*



SCHEDULE A
MOUNT ADAMS SCHOOL DISTRICT
2022 - 2023

2021/22		2022/23	
102.00%		108.50%	
Probation	After	Probation	After

Educational Assistant

Educational Assistant (non-degreed)-Instructional *	16.6848	18.5043	17.0185	20.0772
15 Credits		18.8744		20.4787
30 Credits		19.2445		20.8803
45 Credits		19.6146		21.2818
60 Credits		19.9846		21.6833
75 Credits		20.3547		22.0849
90 Credits		20.7248		22.4864
Educational Assistant (AA/2year)	19.2909	21.4187	19.6767	23.2393
Student Supervisor	15.9491	17.2250	16.2681	18.6891
Student Bus Monitor	15.6671	16.9204	15.9804	18.3587
Special Program	28.4042	31.5191	28.9722	34.1982
Home Visitor	18.2883	20.3085	18.6541	22.0347

* Pursuant to RCW 28A.413.040, all Educational Assistants must meet the minimum employment requirements of the statute by September 1, 2018.

Health Care Provider (Non-certificated)

RN-2 year degree	37.5731	37.5731	40.7668	40.7668
LPN	31.5191	31.5191	34.1982	34.1982
C.N.A.	25.2050	25.2050	27.3474	27.3474

Food Service

Food Service Worker	16.3301	18.1342	17.7182	19.6756
Cook	18.9670	21.0334	20.5792	22.8213
Head Cook	19.5530	21.7118	21.2150	23.5573
Food Service Coordinator		24.7849		26.8916

Clerical Support

Secretary - Buildings & Programs	21.0179	23.2846	22.8044	25.2638
(Specific duties to be assigned according to job needs. Will include building level data, Student data input)				
Program records Clerk	19.0749	21.1566	20.6963	22.9549
Attendance Liaison	20.1960	22.4400	21.9127	24.3474
District Student Data Clerk	22.3967	24.6634	24.3004	26.7598
Mckinney-Vento Case manager	22.3967	24.6634	24.3004	26.7598

Transportation

Bus Driver - Step 1	23.7062	23.7062	27.0000	27.0000
Bus Driver - Step 2 @ 7 years*		24.7062		28.0000
Extracurricular/Activities Bus Driver**	23.7062	23.7062	27.0000	27.0000
Bus Driver Trainer***			29.0000	29.0000
Mechanic	28.6174	30.0850	31.0499	32.6422

* (\$1.00 per hour increase over Step 1, Section 17.12)

** (Extracurricular rate same as Step 1, Section 7.8.1.8)

*** (\$2.00 increase above Bus Driver Pay while training only)

Maintenance/Custodial

Custodian	20.7249	23.0224	22.4865	24.9793
Grounds/Maintenance	21.1414	24.4411	22.9384	26.5185
Tech I (Apprentice Grade)	23.6883	26.2916	25.7018	28.5263
Tech II (Journeyman Grade)	27.1983	30.1906	29.5102	32.7568

Education Assistant (EA)

Purpose Statement

The job of Education Assistant (EA) is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s and staff.

This Job reports to Assigned Supervisor

Essential Functions

Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.

Administers classroom assignments, tests, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.

Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.

Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.

Communicates with teachers and/or parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives.

Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.

Maintains classroom equipment, work area, and manual and electronic files and records for the purpose of ensuring availability of items; providing written reference; providing a safe learning environment; and/or meeting mandated requirements.

Monitors individual and/or groups of students in a variety of settings (e.g. classroom, playground, field trips, library, lunchroom, bus loading/unloading, etc.) for the purpose of providing a safe and positive learning environment.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.

Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Attend required trainings outside regular contracted work at the employee's current rate of pay.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; stages of child development and learning styles; and age appropriate activities.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; operating within a defined budget. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, 25% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Required Testing

ETS Test
Post Offer Physical Exam

Certificates and Licenses

AA or Equivalent Credits

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status
Non Exempt

Approval Date

Salary Grade

Revised Date

Education Assistant - Special Education

Purpose Statement

The job of Education Assistant - Special Education is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for assisting in the supervision, care and instruction of special needs students in the regular classroom or in a self-contained classroom; assisting in implementing plans for instruction; monitoring student behavior during non-classroom time; providing information to appropriate school personnel; and attending IEP meetings.

This job reports to Director - Special Education

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers tests, homework, make-up work, etc. for the purpose of supporting teachers in the classroom.
- Assists medically fragile or physically disabled students for the purpose of maintaining students' personal hygiene.
- Assists a health care professional as instructed (e.g. diapering, feeding, colostomy bags, etc.) for the purpose of meeting immediate health care needs.
- Attends meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, etc.) for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with supervising instructional staff, professional support personnel, and parents for the purpose of assisting in evaluating progress and/or implementing IEP objectives.
- Implements under the supervision of assigned teacher, behavioral plans designed by IEP team for students with behavior disorders or other special conditions for the purpose of presenting and/or reinforcing learning concepts.
- Maintains instructional materials and/or manual and electronic files/records for the purpose of ensuring availability of items; providing written reference; and/or meeting mandated requirements.
- Monitors students during assigned periods within a variety of school environments (e.g. rest rooms, playgrounds, hallways, bus loading zones, cafeteria, parking lots, etc.) for the purpose of maintaining a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Provides, under the supervision of assigned teacher, instruction to students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, etc.) for the purpose of reinforcing instructional objectives; implementing IEP plans; and ensuring students success in school.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: instructional procedures and practices; age appropriate student activities; safety practices and procedures; conflict resolution; and stages of child development/ behavior.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 60% walking, and 20% standing. The job is performed under conditions with exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency: Associates Degree, equivalent credits or proof of a passing score on the ETS test.

Required Testing:

Post Offer Physical Exam

Certificates and Licenses

CPR/First Aid Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Education Assistant

Education Assistant - Agriculture

Purpose Statement

The job of Education Assistant - Agriculture is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for working with individual and/or small groups of students; and providing clerical support to teacher/s and staff.

This job reports to Principal - High School

Essential Functions

- Adapts classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives.
- Administers classroom assignments, homework assignments, make-up work, etc. for the purpose of supporting teachers in the instructional process.
- Assists students, individually or in small groups, with lesson assignments (e.g. plant care, transplanting, watering, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching goals and standards.
- Implements, under the supervision of assigned teacher, instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Maintains greenhouse, barn area and animal pens (e.g. during the school day, some weekends, holidays and vacation times, etc.) for the purpose of ensuring successful plant production and animal health.
- Monitors individual and/or groups of students in a variety of settings (e.g. greenhouse, barn, FFA projects, exhibits, agriculture activities and events, etc.) for the purpose of providing a safe and positive learning environment.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Responds to emergency situations (e.g. injured student, fights, etc.) for the purpose of resolving immediate safety concerns and/or directing to appropriate personnel for resolution.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including preparing and maintaining accurate records.; adhering to safety practices and procedures; physical restraint practices; planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development and learning styles; and health standards and hazards; methods of

instruction and training; school safety and security practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize specific, job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience is desired.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Post Offer Physical Exam

Certificates and Licenses

AA or Equivalent Credits
Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Education Assistant

District Student Data Clerk

Purpose Statement

The job of District Student Data Clerk is done for the purpose/s of registering of students and maintaining computerized student records and files; providing student information to authorized parties in compliance with established policies; and providing general clerical support, information and/or direction as assigned.

Essential Functions

- Assists in developing master class schedule for the purpose of ensuring student course and class size requirements are accurate.
- Attends department, in-service meetings, workshops and/or seminars as assigned for the purpose of conveying and/or gathering information required to perform job functions.
- Evaluates transcripts of incoming students for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for the purpose of assisting in addressing student course requirements.
- Maintains a variety of manual and electronic documents, files, and records (e.g. grades, transcripts, student information, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines, state reporting and legal requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs enrollment and withdrawal activities for the purpose of complying with established requirements.
- Prepares standardized documents and reports (e.g. report cards, class schedules, form letters and memos, calendars, bulletins, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.
- Processes a variety of documents and materials (e.g. transcripts, job verification, etc.) for the purpose of providing required information in response to requests from students, other districts, colleges/universities and/or employment agencies.
- Researches discrepancies in student records for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Verifies student related data (e.g. grades, information, etc.) for the purpose of ensuring the accuracy of the student records.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

District Student Data Clerk

Cook

Purpose Statement

The job of Cook is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and school personnel; verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; and assisting assigned food service personnel in performing their functions.

Other Functions

- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
- Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
- Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
- Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
- Oversees the preparation, cooking and serving of food and beverage items for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working with immediate supervision; providing information and/or advising others; .

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and in a clean atmosphere.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Post Offer Physical Exam

Certificates and Licenses

Food Handlers/SafeServ Certificate

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Cook

Food Service Worker

Purpose Statement

The job of Food Service Worker is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel; and maintaining food service facilities in a safe and sanitary condition.

This job reports to Head Cook

Essential Functions

- Arranges food and beverage items for the purpose of serving them to students and staff in an efficient manner.
- Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
- Inventories condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
- Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
- Prepares food and beverage items for the purpose of meeting mandated nutritional and projected meal requirements.
- Reports equipment malfunctions for the purpose of notifying supervisor of need for repair and/or replacement.
- Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Other Functions

- Attends unit meetings, in-service training, etc. for the purpose of gathering information required to perform job functions.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks using existing skills. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; and operating equipment found in a commercial kitchen.

KNOWLEDGE is required to perform basic math; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with specific, job-related data; and utilize job-

related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working as part of a team; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Post Offer Physical Exam

Certificates and Licenses

Food Handlers Permit

Continuing Educ. / Training:

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Food Service Worker

Home Visitor

Purpose Statement

The job of Home Visitor is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school.

Essential Functions

- Assists in coordinating with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents/students, interpreting technical information, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Attends meetings for the purpose of conveying an/or gathering information required to perform job functions.
- Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Conducts parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
- Coordinates home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Coordinates with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Gathers data relative to incidents for the purpose of resolving issues and/or preventing conflicts.
- Identifies at risk students for the purpose of providing support and referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Interacts with community (e.g. business and social services, etc.) for the purpose of developing opportunities for students and their families.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. activity logs, phone logs, community resources, Parent Resource Library, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of items for loan.
- Monitors students during assigned periods within a variety of school environments (e.g. lunchroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes assignments, group activities, etc. for the purpose of assisting teacher in developing and/or recognizing the needs of the student.

- Organizes a variety of activities (e.g. parent meetings, conferences, patriotism activities, etc.) for the purpose of providing support to the school and parents, showcasing students' talents and abilities, and celebrating the diversity of the community.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Supports assigned administrator for the purpose of determination of appropriate discipline and/or placement in alternative education programs for students as needed.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under

minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Home Visitor

Speech/Language Assistant

Purpose Statement

The job of Speech/Language Assistant is done for the purpose/s of providing support to the instructional program within assigned classroom with specific responsibility for implementing programs for the personal and emotional growth of the referred students; assisting in the monitoring of I.E.P. plans; and communicating observations to the Speech Language Pathologist.

This job reports to Director - Special Education

Essential Functions

- Assists under the supervision of the Speech Language Pathologist, eligible students in the use of appropriate communication technologies (e.g. hearing aids, FM systems, augmentative communication devices, etc.) for the purpose of minimizing the adverse educational impact of communication disorders in accordance with established guidelines and legal requirements.
- Attends meetings and in-service presentations for the purpose of acquiring and/or conveying information relative to job functions.
- Communicates with internal personnel (e.g. Speech Language Pathologist, etc.) for the purpose of conveying and/or receiving information required to perform job functions.
- Establishes positive individual relationships for the purpose of building student confidence and self-esteem.
- Implements instructional programs and lesson plans for the purpose of presenting and/or reinforcing learning concepts.
- Manages assigned projects and activities (e.g. reports, goals, etc.) for the purpose of meeting established timelines and objectives.
- Monitors I.E.P. plans for the purpose of ensuring student compliance with established plans.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of written documents and/or materials (e.g. correspondence, program descriptions, parent notices, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: stages of child development; methods of motivating and controlling children; and awareness of codes, regulations and laws related to counseling students.

ABILITY is required to schedule activities; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with similar types of

Data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: providing direction and leadership; communicating with persons of varied backgrounds; maintaining confidentiality; and adapting to changing priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness and in a clean atmosphere.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Post Offer Physical Exam

Certificates and Licenses

Bachelor's Degree Preferred

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Special Program

Mechanic

Purpose Statement

The job of Mechanic is done for the purpose/s of providing mechanic services with specific responsibility for identifying repair and/or replacement needs; performing repairs and preventive maintenance; ensuring completion of projects in accordance with trade standards; providing information on the proper uses of equipment; assisting other mechanics and ensuring that tools and materials are available at job site.

Essential Functions

- Assesses incidents, complaints, accidents and/or potential emergency situations for the purpose of resolving or recommending a resolution to the situation.
- Attends unit in-service and safety meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Diagnoses vehicle malfunctions for the purpose of determining needed vehicle repairs and/or replacements.
- Inspects assigned vehicles (e.g. brake system, oil levels, coolant, tire pressure, wiper blades, fan belts, exterior and interior condition, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition.
- Maintains tools, equipment and/or shop area for the purpose of ensuring the availability of tools and equipment, and safety within the workspace.
- Maintains records of repairs, costs, vehicle warranties, etc. for the purpose of documenting required information and meeting regulatory requirements.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs minor body work (e.g. front ends, fenders, upholstery, etc.) for the purpose of maintaining the appearance and safe operation of the vehicles.
- Performs routine vehicle maintenance program (e.g. oil change, tire rotation, break check, etc.) for the purpose of maintaining vehicles in a safe operating condition and meeting mandated requirements.
- Prepares written materials (e.g. repair and maintenance logs, parts lists, warranty claims, etc.) for the purpose of documenting activities, providing written reference and meeting mandated requirements.
- Repairs vehicle systems and components, etc. (e.g. diesel/gasoline engines, transmissions, differentials, clutches, etc.) for the purpose of ensuring the availability of vehicles in safe operating condition.
- Responds to road calls regarding disabled vehicles for the purpose of performing emergency repair work in the field.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; operating school buses and/or district vehicles; operating tools/equipment used in maintenance of vehicles; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of maintaining vehicles; methods of storage and removal of hazardous materials; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a wide variety of types of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; setting priorities; and working with interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, significant stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency: Job related experience will be considered in lieu of job related education.

Required Testing:

Post Offer Physical Exam
Random Drug and Alcohol Testing

Certificates and Licenses

Bus Driver's Certificate
Commercial Driver's License

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Valid Washington State Driver's License & Evidence of Insurability
Drug Test

FLSA Status

Non Exempt

Approval Date

Salary Grade

Mechanic

Program Records Clerk

Qualifications

- High School Diploma or GED
- College credits and/or degree preferred
- Spanish speaking preferred
- Experience in school attendance record keeping and knowledge of truancy regulations preferred

Rate of Pay:

\$19.07/hour during probationary period (6 months)

\$21.16/hour

8 hour position, 200 days, 11 paid holidays

Purpose Statement

The job of Program Records Clerk is for the purposes of meeting all requirements regarding district-wide student truancy related to attendance, providing clerical support to accurately track student attendance, communicating information to students, parents, staff, stakeholders and truancy court including attending, organizing and facilitating meetings; maintaining complete and accurate records; and providing information and/or direction as requested.

This job reports to the Director of Teaching and Learning. The supervisor of this position will be a building administrator in the building the position is housed in. This position is housed currently on the secondary campus.

Essential Functions

Answers questions from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing general information and/or routing inquiries regarding attendance/truancy

Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.

Collects data on attendance for the purpose of preparing reports and/or processing forms. Organizes data and shares it with stakeholders.

Collaborates as part of the district attendance team

Participates in MTSS attendance meetings and trains staff how to access truancy records and attendance data.

Takes initiative to complete tasks that can see need to be completed. Does not wait to be directed.

Maintains manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.

Creates/maintains a student truancy manual on how and when to complete duties related to this position.

Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.

Prepares standardized documents and reports (e.g. form letters , truancy forms, periodic reports, etc.) for the purpose of communicating information to other parties and/or agencies.

Processes documents and materials (e.g. forms, letters, and reports, etc.) for the purpose of providing required information.

Researches discrepancies of attendance information and/or documentation for the purpose of ensuring accuracy of attendance data.

Utilizes technology (Skyward, Raawee) for recording student attendance and truancy steps/actions daily.

Reports student attendance related to truancy to stakeholders weekly.

Organizes and facilitates student/parent/family meetings regarding student truancy/attendance.

Participates, as part of a team, in afternoon/evening student attendance re-engagement meetings.

Cross trains with other clerical staff to perform duties when required due to absences or need.

Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit to include possible clerical support for athletics in building position resides in

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records, confidentiality, punctuality, ability to track data/lack of data in a fast paced environment, ability to monitor, manage and improve the accuracy of others' data, ability to hold others accountable while maintaining positive relationships

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write clearly and create routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with frequent interruptions; working as part of a team; maintaining confidentiality; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, 10% standing. The job is performed in a generally hazard free environment.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date

Mt. Adams School District: School Nurse**Purpose Statement**

The job of Nurse is done for the purpose(s) of overseeing the individual health needs of students; implementing health care plans directed by physicians; ensuring district health care practices comply with the laws relating to student health issues; providing appropriate immediate care for ill, medically fragile, and/or injured students; serving as a health care resource to teachers, staff and administrators; and conducting mandated health screenings and identifying health problems for referral to appropriate parties for proper follow up treatment.

Other Functions

- Administers mandated vision and hearing screenings for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured students
- Administers first aid, medication and specialized medical treatments (e.g. oral suctioning, catheterization, etc.) for the purpose of providing appropriate care for ill, medically fragile and/or injured students.
- Assesses situations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Conducts age appropriate programs and/or activities in conjunction with classroom curriculum (e.g. health education, nutritional workshops, etc.) for the purpose of supporting established lesson plans.
- Develops individual student care plans for the purpose of addressing students' health needs; providing direction to site personnel and/or and implementing directions provided by parents and/or physicians.
- Directs student health services for the purpose of prioritizing project activities, ensuring utilization of personnel in compliance with site requirements; and meeting mandated requirements.
- Maintains student's confidential files and records (e.g. health care plans, agency referrals, accident reports, etc.) for the purpose of providing information required by legal requirements and professional standards.
- Maintains contact with parents/guardians for the purpose of advising them of changes in student health care concerns and initiating follow-up care.
- Monitors students with chronic illnesses for the purpose of assisting the child in achieving the highest possible functional level.
- Participates in a variety of meetings, workshops and seminars, and interdisciplinary teams for the purpose of gathering, conveying and/or sharing information on students' health needs, service delivery, and educational programs and/or improving skills and knowledge.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of written materials (e.g. quantity reports, student services, correspondence, internal audits, core plans, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Provides training on a variety of health subjects (e.g. CPR, disaster preparedness, child abuse, health education, medication management, policies and procedures, substance abuse, growth and development, food allergies, STDs, hygiene, etc.) for the purpose of promoting a healthy lifestyle and/or acting as a resource to students, teachers, and other school personnel.
- Refers students requiring additional medical attention for the purpose of providing required follow-up treatment and services.
- Reports health and safety issues to assigned administrator and appropriate agencies (e.g. fights, suspected child or substance abuse, contagious diseases, etc.) for the purpose of maintaining students' personal safety, a positive learning environment, and complying with regulatory requirements and established guidelines.
- Researches a variety of topics relating to health and medical care (e.g. wellness, nutrition, treatment protocols, childhood diseases, etc.) for the purpose of providing information to staff, students, parents, and the public.
- Responds to emergency medical situations (e.g. severe falls, prescription reactions, bleeding, etc.) for the purpose of ensuring appropriate immediate medical attention and related follow-up action.

Job Requirements: Minimum Qualification

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: Planning and managing project, and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards.

ABILITY is required to schedule a number of activities, meetings, and/or events, gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances, work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a signification diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job priorities; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include, working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating other; operating within a defined budget. Utilization of resources for other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary method of performing the job's functions require the following physical demands: Occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

REQUIRED LICENSE: Registered Nurse license

Experience: Job related experience with increasing levels of responsibility desired.

Education: Associate's Degree or Higher

Grounds/ Maintenance (with occasional Emergency Bus Driving) – 260 days

The position provides grounds maintenance for the district; ensuring attractive and safe grounds areas and athletic fields; performing a variety of special grounds maintenance operations; overseeing grounds maintenance for assemblies, events and/or recreational activities; and ensuring that assignments are completed in a safe, proper and timely manner. Will be required to obtain school bus driver credentials within six (6) months of employment. Drive school bus when all other resources are exhausted by Transportation Department due to illness, leave, extracurricular trips, on emergency basis, no more than twenty (20) days per school year on a rotating basis.

This job reports to Maintenance/Custodian Supervisor and will be supervised by Transportation Supervisor during bus assignments.

Essential Functions

1. Coordinate with custodial, maintenance and site administrators and athletic coaches for the purpose of adjusting irrigation schedules, preparing athletic fields and ensuring a safe learning environment for participants.
2. Install small sections and areas of concrete (e.g. pads, sidewalks, driveways, etc.) for the purpose of maintaining safe and attractive grounds.
3. Performs turf installation and maintenance including tilling, seeding, sodding, fertilizing, mowing, edging and weed management. Responsible for control of weeds and other vegetation all non-improved areas of district properties including borders and non-turf areas.
4. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps. Report immediately any damage or vandalism to facilities or theft of equipment.
5. Appropriately operate all equipment and machinery as necessary.
6. Work overtime when emergencies arise in order to prevent disruption of the schools.
7. Mow lawns, fields and other grounds for the purpose of ensuring safe and attractive grounds with a world-class look for students, staff and the public.
8. Monitor landscaped areas, sprinkler systems and grounds (e.g. fields, parking areas, courtyards, etc.) for the purpose of identifying repairs and/or replacement needs and providing an attractive environment with a world-class look.
9. Oversee all aspects of grounds care (e.g. coordinating work assignments, pesticide/herbicide applications, inspecting and/or evaluating projects, etc.) for the purpose of ensuring that projects are completed in a safe and efficient manner in compliance with regulatory requirements.
10. Perform other related duties as assigned by the Maintenance Supervisor or Administrative Staff for the purpose of ensuring the efficient and effective functioning of the work unit.
11. React to changing productivity and handle other tasks as assigned.
12. Perform duties of grounds/maintenance staff for the purpose of ensuring world-class looking campus grounds in accordance with established standards.
13. Plant a variety of landscaping materials (e.g. lawns, shrubbery, flowers, etc.) for the purpose of keeping the grounds attractive and protecting against erosion.
14. Prune trees, hedges and shrubs for the purpose of ensuring safe and attractive grounds for students, staff and the public.
15. Prepare grounds and athletic fields (e.g. fertilizes soil, plants flower beds, chalk fields, paint stripping, etc.) for the purpose of providing adequate, attractive, and safe areas for assemblies, recreational activities and/or athletic events that create an environment of pride for students.
16. Prepare documentation for the purpose of providing written support conveying information and for writing reports.
17. Repair irrigation systems and components (e.g. valves, wiring, timers, switches, etc.) for the purpose of ensuring equipment and/or components are in proper working order.
18. Transport a variety of tools, equipment, supplies, etc., for the purpose of ensuring the availability of materials required at job site.
19. Will assist Maintenance Department when required.
20. Other duties as assigned by Maintenance Supervisor or District Administration.

Transportation Functions

Assist students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.

Advise students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.

Attend required unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Be able put chains on/off bus if so required.

Be able fill out required paper work for daily route if driving route

Monitor students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.

Report observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in grounds maintenance; adhering to safety practices; handling hazardous materials; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of shrub, tree and lawn planting and care; herbicides, pesticides and other chemicals used in grounds maintenance; proper use and maintenance of tools and power equipment used in grounds maintenance; health and safety regulations; and methods of organizing, scheduling and prioritizing workloads.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with a variety of data; and utilize a variety of types of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: understanding and following oral and written directions; working independently with little direction; planning and organizing work; establishing and maintaining effective working relationships with others; and maintaining effective working relationships with others; and preparing accurate records.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Work Environment Substitute Bus Driving

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Qualifications:

Demonstrate knowledge and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).

Ability to initiate and complete work orders.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Required Testing:

Alcohol and Drug Test
Random Drug and Alcohol Testing

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Bus Driver's Certificate; training provided.
Commercial Driver's License

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance
Post Offer Physical Exam
Commercial Driver Physical Exam

FLSA Status

Non-Exempt

Approval Date

Salary Grade

Grounds/Maintenance
(260 day position)

Attendance Liaison

QUALIFICATIONS:

High School Diploma
Associate's Degree
Interest in promoting student attendance in school
Preferred: Spanish speaker

PURPOSE:

The district believes that through targeted efforts to increase student daily attendance and eliminate barriers related to school attendance, student academic achievement will be positively impacted. This position manages school attendance district wide and works with school administrators, students, parents, and the school support teams with a focus on keeping students in school, improving student and school attendance rates and educating staff and families on the importance of school attendance. This position will provide/coordinate individual, group and family support services relating to school attendance; coordinate activities with administration to implement programs and District policies and objectives; assist the community and communicate with schools and community groups.

ESSENTIAL DUTIES:

1. Develop manage and facilitate a district-wide approach to promoting importance of regular student attendance through implementation of appropriate strategies.
2. Analyze and provide data to administrators, teachers, families and students regarding attendance and attendance taking.
3. Work with schools individually to identify goals related to attendance as outlined in school improvement plans and progress monitor data providing data to building leaders and sharing out data to staff.
4. Regularly contact students and families through all forms of communication including home visits, promoting excused note submission and accurately records attendance and excuses.
5. Assist buildings' attendance efforts and participates in buildings' Resource Management Teams by providing methods of identification of chronic absenteeism, strategies to implement, and communication feedback loop to teachers
6. Create, communicate and manage programs that promote and reinforce consistent attendance with students, families, teachers, and administrators.
7. Stay abreast of laws and guidelines regarding attendance and chronic absenteeism and communicate them regularly to all stakeholders.
8. Collect and analyze data and develop recommendations for program improvement, communicating recommendations to administrators
9. Train school staff in chronic absenteeism and attendance related matters.
10. Conduct home visits with parents and students to re-engage absent students and follow up on chronically absent students and gain parental support in students' educational, behavioral and social development.
11. Create and provide intervention programs for the purpose of redirecting students towards consistent school attendance.
12. Provide recommendations to school leadership regarding appropriate interventions to ensure proper school attendance and prevent school "drop-out" in conjunction with established school and community programs.
13. Establish and maintain supportive relationships with students and their families.
14. Organize, manage and lead the MASD Attendance Re-engagement Board and facilitate conversations with parents regarding importance of attendance
15. Model nondiscriminatory practices in all of their activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

OTHER DUTIES:

1. Keep abreast of developments and research in the field of social work and chronic absenteeism.
2. Perform other related duties as assigned by their supervisor or other appropriate administrator.
3. Organize work day effectively to engage families and students in attendance conversations. This means that hours may be adjusted during the work week to effectively met with families.

Bus Driver

Purpose Statement

The job of Bus Driver is done for the purpose/s of providing support within the student transportation services area with specific responsibilities for transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle operation is in safe operating condition; and ensuring safety of students during transport, loading and unloading from buses.

This job reports to Transportation Supervisor

Essential Functions

- Advises students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.
- Assesses incidents, complaints, accidents and/or potential emergency situations (e.g. road hazards, medical emergencies, accidents, etc.) for the purpose of resolving and/or recommending a resolution to the situation.
- Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.
- Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
- Cleans assigned vehicles, both interior and exterior for the purpose of ensuring safety, appearance, and sanitation of vehicle.
- Conducts emergency evacuation drills for the purpose of ensuring efficiency of procedures and complying with mandated requirements.
- Drives school bus/s for the purpose of transporting passengers over scheduled routes to and from school and/or field trips in a safe and timely manner.
- Fuels assigned vehicle (e.g. oil, water, fuel, etc.) for the purpose of maintaining vehicle in a safe operating condition.
- Informs other school personnel and parents. of events, policies and/or practices (e.g. scheduled stops, established routes, route conditions, etc.) for the purpose of providing information and/or clarification of procedures.
- Monitors students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs pre-trip and post-trip inspections (e.g. fluid levels, tire pressure, exterior condition, etc.) for the purpose of ensuring the safe operating condition of the vehicle and complying with mandated guidelines.
- Prepares reports (e.g. field trips reports, incident reports, inspections records, passenger misconduct, mileage logs, student counts, routing information, etc.) for the purpose of documenting activities, providing written reference, conveying information, and/or complying with established guidelines.

- Reports observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.
- Responds to inquiries from students, parents, and/or staff for the purpose of providing the necessary information regarding transportation services.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid; applying pertinent codes, policies, regulations and/or laws; operating district vehicles, fire extinguisher, two-way radio, and standard office equipment; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: emergency evacuation techniques; area streets and locations; basic vehicle maintenance; first aid; health standards and hazards; pertinent codes, policies, regulations and/or laws; safe driving practices; safety practices and procedures; two way radio communication; and utilizing wheelchairs, tie downs, child safety seats, lifts, etc. (by assignment).

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: being attentive to detail; communicating with diverse groups including school age riders; displaying tact and courtesy; establishing and maintaining effective working relationships; exercising sound judgment; maintaining an understanding of the special needs of students and their parents; maintaining confidentiality; and working with constant distractions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Required Testing

Random Drug and Alcohol Testing

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

Bus Driver's Certificate
Commercial Driver's License
Valid Driver's License/Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

Casual Labor

PURPOSE STATEMENT

The job of casual labor is done for the purpose/s of providing support, generally for summer projects or short-term labor, when school is not in regular session.

This job reports to _____(Supervisor of department)

ESSENTIAL FUNCTIONS

(insert job description of department in which work is to be done)

EXPERIENCE: job related experience is preferred not required.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Job Description

Mt Adams School District #209

Certified Nurse's Assistant

Purpose Statement

The job of Certified Nurse's Assistant is done for the purpose/s of providing support to the school site operations with specific responsibilities under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and providing personal hygiene care and services.

This Job reports to Assigned Supervisor

Essential Functions

Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting immediate health care needs.

Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.

Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.

Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.

Assists medically fragile or physically disabled students for the purpose of maintaining students' personal hygiene.

Attends meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.

Communicates with parents, students, health care providers, and/or public agencies for the purpose of promoting needed treatment and/or complying with legal requirements.

Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of providing instructional materials to teachers, students and/or parents.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.

Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Attend required trainings outside regular contracted work at the employee's current rate of pay.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include:

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited.

Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; dealing with frequent interruptions; diffuse argumentative behavior; working as

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, 0% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Required Testing

None Specified

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Certificates and Licenses

CPR/First Aid Certificate

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade

Coordinator - Food Services

PURPOSE STATEMENT

The job of Coordinator - Food Services is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities; for directing food service personnel; producing food to meet the mandated nutritional needs of students; ensuring proper transport and availability of food service items to a variety of sites; providing written support to convey information; and complying with mandated health standards.

This Job reports to Assigned Supervisor

ESSENTIAL FUNCTIONS

1. Cleans utensils, equipment, and the storage, food preparation and serving areas for the purpose of maintaining sanitary conditions.
2. Coordinates food service schedules for the purpose of providing coverage for special events (catering, promotional events, etc.).
3. Directs the transport and delivery of hot and cold food items for the purpose of ensuring availability of food items in accordance with site requirements.
4. Estimates food preparation amounts and adjusts recipes if required for the purpose of meeting projected meal requirements and minimizing waste of food items.
5. Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
6. Inspects food and/or supply deliveries for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health requirements.
7. Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
8. Manages site operations for the purpose of providing safe and efficient food services at the assigned site in compliance with mandated nutritional requirements and health standards.
9. Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
10. Orients and trains food service workers and other personnel as assigned for the purpose of maximizing the productivity of the work force, providing adequate coverage and ensuring compliance with health, safety and nutritional standards of central kitchen. for the purpose of
11. Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
12. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
13. Performs functions of other nutritional services positions, as needed for the purpose of ensuring adequate staff coverage within site nutritional services operations.
14. Prepares a variety of documentation (e.g. transportation logs, meal counts by site, reconciliation reports, time sheets, etc.) for the purpose of providing written support and/or conveying information.
15. Procures equipment and supplies for the purpose of maintaining an adequate inventory for preparing meals.
16. Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.
17. Trains assigned staff (e.g. food preparation, health standards, sanitation, methods, etc.) for the purpose of addressing nutritional service requirements in compliance with established guidelines.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, 45% standing. The job is performed under temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Required Testing

Post Offer Physical Exam

Certificates and Licenses

Food Handlers/SafeServ Certificate

Continuing Educ. / Training

Maintains Certificates and/or Licenses

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Grade

Revised Date

Custodian (With Occasional Emergency Bus Driving) – 180 Days

PURPOSE

The job of Custodian is done for the purpose/s of providing custodial services at an assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and classroom events. Will be required to obtain school bus driver credentials within 6 (six) months of employment. Drive school bus when all other resources are exhausted by Transportation due to illness, leave, extracurricular trips, on emergency basis, no more than twenty (20) days per school year on a rotating basis.

This job reports to Maintenance/Custodian Supervisor and will be supervised by Transportation Supervisor during bus assignments.

OTHER FUNCTIONS

1. Assist with site snow removal for the purpose of ensuring access and safety.
2. Attend unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
3. Clean assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive
4. Deliver a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within a site.
5. Inform students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
6. Monitor students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
7. Perform summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
8. Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
9. Prepare site for daily operations (e.g. opening gates, raising flags, sweeping walkways, etc.) for the purpose of ensuring facilities are operational and hazard free.
10. Replenish classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
11. Respond to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
12. Respond to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for their action.
13. Secure facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
14. Support other site maintenance and grounds staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

TRANSPORTATION FUNCTIONS

Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency situations.

Advise students and other passengers of appropriate behavior for the purpose of reinforcing established guidelines and maintaining passenger safety.

Attend unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.

Ability to install and remove tire chains, specific to buses, if so required.

Ability to complete required paper work for daily route if driving.

Monitor students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.

Report observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is required to be a self-starter. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

WORK ENVIRONMENT SUBSTITUTE BUS DRIVING

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Required Testing:

Alcohol and Drug Test
Random Drug and Alcohol Testing

Continuing Educ. / Training:

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Bus Driver's Certificate; training provided.
Commercial Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance
Post Offer Physical Exam
Commercial Driver Physical Exam

FLSA Status

Not Rated

Approval Date

Salary Grade

Custodian
(180 day position)

Custodian (with occasional Emergency Bus Driving)

PURPOSE

The job of Custodian is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and classroom events. Will be required to obtain school bus driver credentials within 6 (six) months of employment. Drive school bus when all other resources are exhausted by Transportation due to illness, leave, extracurricular trips, on an emergency basis, no more than twenty (20) days per school year on a rotating basis.

This job reports to the Maintenance/Custodian Supervisor and will be supervised by Transportation Supervisor during bus assignments.

OTHER FUNCTIONS

1. Assists with site snow removal for the purpose of ensuring access and safety.
2. Attends unit meetings, in-service training, workshops, etc. for the purpose of gathering information required to perform job functions.
3. Cleans assigned facilities and/or grounds (e.g. classrooms, offices, gym, restrooms, multipurpose rooms, pools, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive
4. Delivers a variety of items (e.g. supplies, mail, packages, furniture, etc.) for the purpose of distributing materials to the appropriate parties within site.
5. Informs students and other site personnel for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment.
6. Monitors students and staff in and around work areas (e.g. halls, multipurpose rooms, lunch room, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety.
7. Performs summer maintenance (e.g. strip/wax floors, moves furniture, painting, etc.) for the purpose of completing and/or facilitating summer construction.
8. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
9. Prepares site for daily operations (e.g. opening gates, raising flags, sweeping walkway, etc.) for the purpose of ensuring facilities are operational and hazard free.
10. Replenishes classroom and rest room supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
11. Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information, taking appropriate action and/or directing to appropriate personnel for resolution.
12. Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for
13. Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
14. Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site custodial activities.

TRANSPORTATION FUNCTIONS

1. Assists students and other passengers for the purpose of providing safe loading and unloading from buses during normal transport and emergency safety.
2. Attend unit meetings, in-service training, workshops, etc. For the purpose of gathering information required to perform job functions.
3. Ability to install and remove tire chains, specific to buses, is required.
4. Ability to complete required paper work for daily route if driving.
5. Monitor students and other passengers during transit for the purpose of ensuring the safe transportation of all passengers.
6. Report observations and/or incidents (e.g. discipline, accidents, inappropriate social behavior, etc.) for the purpose of communicating information to appropriate personnel for their action.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; safety practices and procedures.

ABILITY is required to schedule activities; collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires following prescribed guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; There is a continual opportunity to have some impact on the organizations services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, and 45% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Work Environment Substitute Bus Driving

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Alcohol and Drug Test
Random Drug and Alcohol Testing
Commercial Driver's License

Certificates and Licenses

Valid Driver's License & Evidence of Insurability
Bus Driver's Certificate; training provided

Continuing Educ. / Training:

Criminal Justice Fingerprint/Background Clearance
Post Offer Physical Exam
Commercial Driver Physical Exam

Clearances

FLSA Status

Not Rated

Approval Date

Salary Grade

Custodian

Head Cook

PURPOSE STATEMENT

The job of Head Cook is done for the purpose/s of providing support to the food service activities at assigned location with specific responsibilities for cooking food items that meet mandated nutritional requirements and/or requests of students and school personnel; verifying quantities and specifications of orders; maintaining facilities in a sanitary condition; and assisting assigned food service personnel in performing their functions.

This Job reports to Assigned Supervisor

ESSENTIAL FUNCTIONS

1. Cleans utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
2. Cooks food, prepared and/or from scratch, for the purpose of meeting mandated nutritional and projected meal requirements.
3. Directs assigned personnel for the purpose of assisting them in performing their functions in a safe and efficient manner.
4. Estimates food preparation amounts and adjusts recipes, if required, for the purpose of meeting projected meal requirements and minimizing waste of food items.
5. Evaluates prepared food for flavor, appearance and temperature for the purpose of presenting items that will be accepted by students and/or staff.
6. Inspects food items for the purpose of verifying quantity, quality and specifications of orders to meet preparation requirements and/or complying with mandated health standards.
7. Inventories food, condiments, supplies and equipment at specified intervals for the purpose of ensuring availability of items required for meeting projected menu requirements.
8. Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
9. Manages assigned site operations (e.g. supervise personnel, create menus, monitor meal accounts and expenditures, evaluate new products and/or menus, etc.) for the purpose of providing efficient food services at the assigned site in compliance with established nutritional and health requirements.
10. Monitors kitchen and cafeteria areas for the purpose of ensuring a safe and sanitary working environment.
11. Oversees the preparation, cooking and serving of food and beverage items for the purpose of meeting mandated nutritional and health standards and ensuring appealing presentation.
12. Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
13. Performs functions of other nutritional services positions, as requested by supervisor for the purpose of ensuring adequate staff coverage within site nutritional services operations.
14. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
15. Prepares documentation (e.g. inventory and supply lists, machine logs, etc.) for the purpose of providing written support and/or conveying information.
16. Reports equipment malfunctions for the purpose of maintaining equipment in safe working order.
17. Serves one or more items of food for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.
18. Stocks food, condiments and supplies for the purpose of maintaining adequate quantities and security of items.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; planning and managing projects; preparing and maintaining accurate records; operating standard office equipment and equipment found in a commercial kitchen; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safety practices and procedures; quantify food preparation and handling; and sanitation practices.

ABILITY is required to schedule activities; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with others; work with specific, job-related data; and utilize a variety of job-related equipment. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; setting priorities; working as part of a team; working with interruptions; and working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 10% sitting, 45% walking, 45% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

Experience: JOB RELATED EXPERIENCE IS REQUIRED.

Education: HIGH SCHOOL DIPLOMA OR EQUIVALENT.

Required Testing

Post Offer Physical Exam

Certificates and Licenses

Food Handlers/SafeServ Certificate

CONTINUING EDUC. / TRAINING

None Specified

CLEARANCES

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Revised Date

Salary Grade

Mckinney-Vento Case Manager
Grant Funded Position – Homeless Stability Grant

QUALIFICATIONS:

Associates Degree or 90 college credits or passage of the Praxis Exam
Bilingual preferred.

SALARY RANGE:

200 days, 8 hours per day + extra hours for district events and family visitations
\$22.40/hour (probation rate for the first six months of employment)
\$24.66/hour upon successful completion of probation

JOB SUMMARY:

Under direct supervision of the District McKinney-Vento Liaison and evaluated by the Director of Teaching & Learning and/or building principals, this individual serves as a liaison between the district, families, and community agencies; performs a variety of specialized communication responsibilities and data collection, exercising a degree of self-direction and independence; provides outreach to families identified as McKinney-Vento residing in motels, hotels, and other living situations, identifies unaccompanied youth linking families and students to services; and performs other related work as required.

TASKS INCLUDE:

1. Attending and participating in professional development
2. Attending appropriate school and community events.
3. Performing other duties as assigned. Developing tracking processes and communicating them to staff.
4. Tracking academic progress, attendance and discipline referrals of McKinney-Vento students. Tutoring McKinney-Vento students who need assistance or refer them to other supports. Contacting families regarding student progress and attendance.
5. Offering support, linking families to resources.
6. Identifying and refer students to McKinney-Vento services. Identifying and accurately tracking unaccompanied homeless students and finding resources to support them.
7. Visiting homes where McKinney-Vento students reside to offer support and communicate with families.
8. Reporting to District McKinney-Vento Liaison to case manage mental health services for homeless students.
9. Actively participating in Resource Management Team and identify resources to support homeless students.

Secretary

PURPOSE STATEMENT

The job of Secretary is done for the purpose/s of providing secretarial support to school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to Principal

ESSENTIAL FUNCTIONS

1. Administers first aid and prescription medications to students (under the direction of a health care professional) for the purpose of meeting immediate health care needs within established guidelines.
2. Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
3. Collects payments for a variety of events (e.g. fines, fees, lunch, and fund raisers, etc.) for the purpose of completing transactions and/or securing funds.
4. Compiles data (e.g. work orders, budget reports, specialized reports, student records, etc.) for the purpose of preparing reports or processing requests.
5. Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
6. Maintains a variety of manual and electronic documents files and records (e.g. student records, spreadsheets, time sheets, letters, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
7. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
8. Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
9. Processes a variety of documents and materials (e.g. time sheets, work orders, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
10. Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing department operations.
11. Responds appropriately to inquiries for the purpose of maintaining confidentiality of student, family and district records.
12. Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, parents, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
13. Schedules activities (e.g. appointments, meetings, and facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.

JOB REQUIREMENTS: MINIMUM QUALIFICATIONS

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date

1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT.
5 ADAMS CHAPTER AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE
6 XVIII, SECTION 18.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

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9 The parties agree that due to the lack of bus drivers within the Transportation Department, the
10 following changes will take place:
11

12 **A. Shift Selection:**

13 All Drivers will have the option to work five (5) or eight (8) hours per day five (5) days per week
14 annually.
15

- 16 1. Current employees shall be given notification upon signature of this agreement and shall have
17 ten (10) working days to notify their supervisor in writing of their intent to work an (8) hour
18 shift for the next school year.
- 19 2. New employees provide the shift they wish to work upon hire in writing to the hiring
20 supervisor.
- 21 3. Beginning in the spring of the 2022-2023 school year, all current employees shall notify the
22 employer on their reasonable assurance letter the shift they choose to work for the next school
23 year.
24

25 If selecting eight (8) hour shifts, the employee will also indicate, in order of preference, two
26 departments they prefer to work the additional three (3) hours in. The District will attempt to
27 satisfy all requests in order of seniority.
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29 **B. Hours of Work:**

- 30 1. Employees who choose to work eight (8) hour shifts may be required to work split shifts from
31 thirty (30) minutes up to two (2) hours of unpaid time between assignments.
- 32 2. Employees who choose to work eight (8) hour shifts will be guaranteed a minimum of five (5)
33 hours at the Bus Driver rate of pay. If no additional work beyond the five (5) hours is available
34 in the Transportation Department, the employer may assign the least senior employee(s) work
35 out of the Classification according to Section C. of this document.
- 36 3. Breaks and Lunches should follow the CBA when applicable. Breaks and lunches should be
37 taken between work assignments when possible.
- 38 4. Employees will be assigned a morning and an afternoon route including pre-trip, post-trip, and
39 cleaning responsibilities. The remainder of their shift will be worked between the end of their
40 morning route and the beginning of their afternoon route.
- 41 5. Trips will only be assigned according to section 7.8.1.
- 42 6. Assignments that require travel between worksites in their personal vehicle shall be
43 compensated the federal mileage rate and shall be counted as hours worked.
- 44 7. Employees will receive their full assignment and expectations for the following week before
45 noon on Friday.
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C. Out of Classification work:

When there is not enough transportation work available during the workday, the district may assign work out of the classification utilizing the following procedure:

- 1. Employee must meet required qualifications of the position to perform any work outside their classification.
- 2. The district will first ask qualified employees by seniority to perform work in another classification.
- 3. If there are no volunteers to perform the needed work, the District may choose to assign employees by reverse seniority to perform work in another classification.
- 4. The District will attempt to schedule employees consistently in the departments using the processes agreed to in this MOU. However, Section 7.2 of the CBA still applies regarding reassignments for emergency or urgent District needs; in which case, the employee will be given as much advance notice as possible when being assigned to other departments either temporarily or permanently.

If an employee volunteers for a position and the district has objective concerns about the employee’s ability to perform the duties assigned to them, the employer must notify the employee of its concerns and give the employee a reasonable time to improve their performance. If performance concerns still exist, the district may choose to by-pass the employee and assign them work in a different classification. The district shall notify the President of the association of the by-pass.

D. Rate of Pay and Annual Contract:

- 1. Drivers shall receive an annual contract every school year at the Bus Driver rate of pay on schedule A for five (5) or eight (8) hours per day throughout the school year.
- 2. When drivers are assigned to work other classifications up to three (3) hours a day, they will be paid the rate as shown on Schedule A within the classification of the work being performed. Employees will further be compensated in accordance with Section 7.6 for work outside of their classification.
- 3. Employees will fill out an Increase/Decrease pay form for the work performed outside their classification.

The parties further agree to revisit this MOU as needed to address any unexpected issues.

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This Memorandum of Understanding will be effective upon signature and shall remain in effect through August 31, 2023.

**PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948**

MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

NAME: /signed by/
Jesusa (Susie) Espindola, Co-Chapter President

NAME: /signed by/
Dr. Curt Guaglianone, Superintendent

DATE: 07/18/22

DATE: 06/23/22

NAME: /signed by/
Marsha Lefthand, Co-Chapter President

DATE: 07/18/22

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to the following:

1. A new position will be created “Certified Nurse’s Assistant – Driving” (job description is attached).
2. The Position will be paid the “Certified Nurse’s Assistant” rate of pay on Schedule A of the Current Collective Bargaining Agreement.
3. Employees hired as a “Certified Nurse’s Assistant” will not be required to transport students.
4. Employees hired as “Certified Nurse’s Assistant – Driving” May be required to drive district-provided vehicle to transport student(s) to educational setting(s) both in and out of district.
5. It is agreed that “Certified Nurse’s Assistant – Driving” employees are not school bus drivers and will not be driving school busses and will not be required to obtain a Washington state CDL license.

This Memorandum of Understanding will be effective upon signature and shall remain in effect through August 31, 2025.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

BY: */Signed by Jesusa Espindola/*
Jesusa Espindola, Co-Chapter President

BY: */Signed by Dr. Curt Guaglianone/*
Dr. Curt Guaglianone, Superintendent

DATE: *February 16, 2023*

DATE: *January 18, 2023*

BY: */E-signed by Marsha Lefthand/*
Marsha Lefthand, Co-Chapter President

DATE: *January 19, 2023*



Job Description

Mt. Adams School District #209

Certified Nurse's Assistant – Driving

Purpose Statement

The job of Certified Nurse's Assistant is done for the purpose/s of providing support to the school site operations with specific responsibilities under the direction of a health care professional; coordinating with other personnel in supporting students with special needs; documenting activities in accordance with established guidelines and/or regulatory requirements; and providing personal hygiene care and services.

Job Requirements: Minimum Qualifications

Essential Functions

- Administers immediate first aid and medical assistance as instructed by a health care professional (e.g. diapering, tube feeding, colostomy bags, medication, etc.) for the purpose of meeting immediate health care needs.
- Administers mandated screenings (e.g. vision, dental, hearing and/or back/scoliosis screenings, etc.) for the purpose of referring medical conditions and/or providing appropriate care for ill, medically fragile and/or injured children.
- Advises assigned administrator of observations involving students' safety, abuse (physical, sexual, drug, etc.) and other health related issues for the purpose of identifying problems, referring for proper treatment and complying with legal requirements.
- Assists students, individually or in small groups, with lesson assignments (e.g. read stories, listen to students read, providing writing assistance, reinforce English lessons, provide spelling practice, facilitate activities, computer learning programs, etc.) for the purpose of practicing and/or reinforcing learning concepts and assisting students in reaching academic goals and grade level standards.
- Assists medically fragile or physically disabled students for the purpose of maintaining students' personal hygiene.
- Attends meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Communicates with parents, students, health care providers, and/or public agencies for the purpose of promoting needed treatment and/or complying with legal requirements.
- Distributes information on a variety of health subjects (e.g. lice, ringworm, drug prevention, personal hygiene, etc.) for the purpose of providing instructional materials to teachers, students and/or parents.
- **Driving district provided vehicle to transport student(s) to educational setting(s) both in and out of district.**
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Reports observations and incidents relating to specific students (e.g. accidents, fights, inappropriate social behavior, violations of rules, safety conditions, etc.) for the purpose of communicating information to appropriate instructional and/or administrative personnel.
- Supports classroom teachers and other school personnel for the purpose of assisting them in the implementation of curriculum and teaching methodologies.

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: adhering to safety practices; administering first aid.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job related equipment. Independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; dealing with frequent interruptions; diffuse argumentative behavior; working as part of a team.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, 0% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Licenses/Certificate: Valid Driver's License, Current Driving Abstract

Training: District will provide training to safely use all equipment necessary for transporting students.

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

CLASSROOM TECHNOLOGY AND STUDENT DEVICE TECHNICIAN

PURPOSE STATEMENT:

The Classroom Technology and Student Device Technician's main job is to support classroom and student technology to minimize downtime. In addition, they will maintain the technology device inventory (through the current online program), as well as collect and store student devices at the end of the school year and prepare student devices at the start of the school year. Position should be 195 days - standard 180 day school year plus 5 days before and 10 days after school is out. Position reports to the district Technology Director.

ESSENTIAL FUNCTIONS:

- Troubleshoots Classroom technology issues and problems
- Assists Staff with technology issues and problems
- Troubleshoots student device issues
- Basic student account troubleshooting
- *End of school year:* inventory, prepare and store student devices for the Summer
- *Start of school year:* distribute and inventory student devices to classrooms
- Updates district technology inventory throughout the year, as needed
- Other technology duties as assigned

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating classroom technology (such as projectors, document cameras, audio amplification systems, tablets, student computers), operating standard office equipment including software and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; find and read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic networking operations, physical inspections of technology for external defects, and knowledge of how classroom technologies are used in the education process.

ABILITY is required to communicate effectively with co-workers and/or vendors. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited.

Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

WORK ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment. Valid Washington Drivers' License is required to travel between campus locations, either in a District-provided vehicle or the employee's own vehicle (mileage will be reimbursed for personal vehicle).

EXPERIENCE: Job related experience is required. Experience with Google Chromebooks and other classroom technology is preferred.

EDUCATION: High School Diploma required. AA/AS or BA/BS preferred

REQUIRED TESTING: Certificates and Licenses

CONTINUING EDUC. / TRAINING: Clearances

Criminal Justice Fingerprint/Background Clearance

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

BUILDING OPERATIONS TECHNOLOGY SPECIALIST

PURPOSE STATEMENT:

The Building Operations Technology Specialist's main job is to control and maintain the building's system controls. These include HVAC, electrical, Boiler, lighting, physical access control, and camera systems, and other building functions. The Specialist also serves as the District representative while seeking support on these systems. Position should be 195 days.

ESSENTIAL FUNCTIONS:

- Responds to service and change requests from the building staff with regards to the HVAC, lighting, physical access control and camera systems
- Assists external technicians with access to building electrical and mechanical resources.
- Monitors the network interfaces for the above-mentioned systems for potential errors and performs repairs when needed
- Make recommendations to Management for repair and maintenance and improvement of systems
- Work collaboratively with other District staff to facilitate repairs and maintenance on systems
- Assist District Technology Team as needed, time permitting
- Other duties as assigned

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating building technology, operating standard office equipment including software and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; find and read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic networking operations, basic HVAC and other building-function-related operations, physical inspections of technology for external defects, and knowledge of what standard operations for the aforementioned technologies should look like.

ABILITY is required to communicate effectively with co-workers and/or vendors. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited.

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MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

WORK ENVIRONMENT

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EXPERIENCE: Job related experience is required. Specific experience with current HVAC monitoring and other building maintenance operations platforms is preferred.

EDUCATION: High School Diploma required. AA/AS or BA/BS preferred

REQUIRED TESTING: Certificates and Licenses

CONTINUING EDUC. / TRAINING: Clearances

Criminal Justice Fingerprint/Background Clearance

**SCHEDULE A
MOUNT ADAMS SCHOOL DISTRICT 2022-2023**

Educational Assistant

Educational Assistant (non-degreed)-Instructional *

- 15 Credits
- 30 Credits
- 45 Credits
- 60 Credits
- 75 Credits
- 90 Credits

Educational Assistant (AA/2year)

Student Supervisor

Student Bus Monitor

Special Program

Home Visitor

* Pursuant to RCW 28A.413.040, all Educational Assistants must meet the minimum employment requirements of the statute by September 1, 2018.

Health Care Provider (Non-certificated)

- RN-2 year degree
- LPN
- C.N.A.

Food Service

- Food Service Worker
- Cook
- Head Cook
- Food Service Coordinator

Clerical Support

Secretary - Buildings & Programs

(Specific duties to be assigned according to job needs.
Will include building level data, Student data input)

- Program records Clerk
- Attendance Liaison
- District Student Data Clerk
- Mckinney-Vento Case manager

Transportation

- Bus Driver - Step 1
- Bus Driver - Step 2 @ 7 years*
- Extracurricular/Activities Bus Driver**
- Bus Driver Trainer***
- Mechanic

* (\$1.00 per hour increase over Step 1, Section 17.12)

** (Extracurricular rate same as Step 1, Section 7.8.1.8)

*** (\$2.00 increase above Bus Driver Pay while training only)

Maintenance/Custodial

- Custodian
- Grounds/Maintenance
- Tech I (Apprentice Grade)
- Tech II (Journeyman Grade)

Technology

- Building Technology/Operations Specialist
- Classroom Technology Technician

108.50%	
Probation	After
\$ 17.02	\$ 20.08
	\$ 20.48
	\$ 20.88
	\$ 21.28
	\$ 21.68
	\$ 22.08
	\$ 22.49
\$ 19.68	\$ 23.24
\$ 16.27	\$ 18.69
\$ 15.98	\$ 18.36
\$ 28.97	\$ 34.20
\$ 18.65	\$ 22.03
\$ 40.77	\$ 40.77
\$ 34.20	\$ 34.20
\$ 27.35	\$ 27.35
\$ 17.72	\$ 19.68
\$ 20.58	\$ 22.82
\$ 21.22	\$ 23.56
	\$ 26.89
\$ 22.80	\$ 25.26
\$ 20.70	\$ 22.95
\$ 21.91	\$ 24.35
\$ 24.30	\$ 26.76
\$ 24.30	\$ 26.76
\$ 27.00	\$ 27.00
	\$ 28.00
\$ 27.00	\$ 27.00
\$ 29.00	\$ 29.00
\$ 31.05	\$ 32.64
\$ 22.49	\$ 24.98
\$ 22.94	\$ 26.52
\$ 25.70	\$ 28.53
\$ 29.51	\$ 32.76
\$ 28.97	\$ 34.20
\$ 25.70	\$ 28.53



1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER
5 AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3.
6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 Due to the growth of the District and the use of computer and network technology rapidly increasing
10 within the District, there is a need to grow the technology support services within the District.
11

- 12
13 A. The parties agree to move position(s) currently classified within the Educational Assistant
14 Classification that provide computer and networking technology support and place them under
15 a new classification called District Technical Support.
16
17
18 B. The parties agree to add the classification “District Technical Support” to Section 1.4.
19 recognizing the work/position(s) being moved from the Educational Assistant Classification.
20
21

22 **Section 1.4.**

23 The bargaining unit to which this Agreement is applicable shall consist of all classified
24 employees in the following general job classifications: Educational Assistants, Health Care
25 Coordinators (non-certificated), Food Service, Clerical Support, Transportation,
26 Maintenance/Custodial, District Technical Support. Excluded: All non-certificated central
27 office employees, the Supervisor of Maintenance, and the Supervisor of Transportation.
28
29

- 30 C. The parties agree the “**Specialist (Technology)**” position will be retitled as “**Building**
31 **Operations Technology Specialist**” and placed under the District Technical Support
32 Classification. The position shall increase from one hundred eighty (180) workdays per year to
33 one hundred ninety-five (195) workdays per year.
34
35 a. The current employee working as a “Specialist (Technology)” under the Educational
36 Assist Classification will be reclassified to the new District Technical Support
37 Classification as a “Building Operations Technology Specialist”.
38
39 i. Seniority/Longevity shall be transferred over to the District Technical Support
40 Classification.
41
42 ii. The current employee may choose to continue their annual contract at one
43 hundred eighty (180) days and waive the additional fifteen (15) days. The
44 employee may choose before the start of each contract year to increase their
45 contract to one hundred ninety-five (195) days as stated in the job description.
46 Once the employee chooses to increase their contract year to meet the
47 requirements of the position, they cannot go back to a one hundred eighty (180)



1 day work year. (This paragraph was mistakenly left off of original LOA. Added
2 back in on August 2, 2023. Okayed by all parties. ajh)

3
4 D. The parties agree to the creation of the “Classroom Technology and Student Device
5 Technician” this position shall be placed under the new District Technical Support
6 Classification. The position will be one hundred ninety-five (195) workdays per year.

7
8 E. See attached documents for agreed wages and job description.

9
10 This Letter of Agreement shall be effective upon signature, shall remain in effect through August 31,
11 2025, and shall be attached to the current Collective Bargaining Agreement.

12
13
14 PUBLIC SCHOOL EMPLOYEES OF
15 WASHINGTON / SEIU LOCAL 1948

16 MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

17
18
19
20 BY: /E-signed by Jesusa Espindola/
21 Jesusa (Susie) Espindola, Co-Chapter President

BY: /E-signed by Curt Guaglianone/
Curt Guaglianone, Superintendent

22
23 DATE: June 19, 2023

DATE: June 12, 2023

24
25
26 BY: /E-signed by Marsha Lefthand/
27 Marsha Lefthand, Co-Chapter President

28
29 DATE: June 12, 2023

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

CLASSROOM TECHNOLOGY AND STUDENT DEVICE TECHNICIAN

PURPOSE STATEMENT:

The Classroom Technology and Student Device Technician's main job is to support classroom and student technology to minimize downtime. In addition, they will maintain the technology device inventory (through the current online program), as well as collect and store student devices at the end of the school year and prepare student devices at the start of the school year. Position should be 195 days - standard 180 day school year plus 5 days before and 10 days after school is out. Position reports to the district Technology Director.

ESSENTIAL FUNCTIONS:

- Troubleshoots Classroom technology issues and problems
- Assists Staff with technology issues and problems
- Troubleshoots student device issues
- Basic student account troubleshooting
- *End of school year:* inventory, prepare and store student devices for the Summer
- *Start of school year:* distribute and inventory student devices to classrooms
- Updates district technology inventory throughout the year, as needed
- Other technology duties as assigned

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating classroom technology (such as projectors, document cameras, audio amplification systems, tablets, student computers), operating standard office equipment including software and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; find and read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic networking operations, physical inspections of technology for external defects, and knowledge of how classroom technologies are used in the education process.

ABILITY is required to communicate effectively with co-workers and/or vendors. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited.

Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

WORK ENVIRONMENT

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EXPERIENCE: Job related experience is required. Experience with Google Chromebooks and other classroom technology is preferred.

EDUCATION: High School Diploma required. AA/AS or BA/BS preferred

REQUIRED TESTING: Certificates and Licenses

CONTINUING EDUC. / TRAINING: Clearances

Criminal Justice Fingerprint/Background Clearance

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

BUILDING OPERATIONS TECHNOLOGY SPECIALIST

PURPOSE STATEMENT:

The Building Operations Technology Specialist's main job is to control and maintain the building's system controls. These include HVAC, electrical, Boiler, lighting, physical access control, and camera systems, and other building functions. The Specialist also serves as the District representative while seeking support on these systems. Position should be 195 days.

ESSENTIAL FUNCTIONS:

- Responds to service and change requests from the building staff with regards to the HVAC, lighting, physical access control and camera systems
- Assists external technicians with access to building electrical and mechanical resources.
- Monitors the network interfaces for the above-mentioned systems for potential errors and performs repairs when needed
- Make recommendations to Management for repair and maintenance and improvement of systems
- Work collaboratively with other District staff to facilitate repairs and maintenance on systems
- Assist District Technology Team as needed, time permitting
- Other duties as assigned

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MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

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EXPERIENCE: Job related experience is required. Specific experience with current HVAC monitoring and other building maintenance operations platforms is preferred.

EDUCATION: High School Diploma required. AA/AS or BA/BS preferred

REQUIRED TESTING: Certificates and Licenses

CONTINUING EDUC. / TRAINING: Clearances

Criminal Justice Fingerprint/Background Clearance

**SCHEDULE A
MOUNT ADAMS SCHOOL DISTRICT 2022-2023**

Educational Assistant

	108.50%	
	Probation	After
Educational Assistant (non-degreed)-Instructional *	\$ 17.02	\$ 20.08
15 Credits		\$ 20.48
30 Credits		\$ 20.88
45 Credits		\$ 21.28
60 Credits		\$ 21.68
75 Credits		\$ 22.08
90 Credits		\$ 22.49
Educational Assistant (AA/2year)	\$ 19.68	\$ 23.24
Student Supervisor	\$ 16.27	\$ 18.69
Student Bus Monitor	\$ 15.98	\$ 18.36
Special Program	\$ 28.97	\$ 34.20
Home Visitor	\$ 18.65	\$ 22.03

* Pursuant to RCW 28A.413.040, all Educational Assistants must meet the minimum employment requirements of the statute by September 1, 2018.

Health Care Provider (Non-certificated)

RN-2 year degree	\$ 40.77	\$ 40.77
LPN	\$ 34.20	\$ 34.20
C.N.A.	\$ 27.35	\$ 27.35

Food Service

Food Service Worker	\$ 17.72	\$ 19.68
Cook	\$ 20.58	\$ 22.82
Head Cook	\$ 21.22	\$ 23.56
Food Service Coordinator		\$ 26.89

Clerical Support

Secretary - Buildings & Programs	\$ 22.80	\$ 25.26
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(Specific duties to be assigned according to job needs.
Will include building level data, Student data input)

Program records Clerk	\$ 20.70	\$ 22.95
Attendance Liaison	\$ 21.91	\$ 24.35
District Student Data Clerk	\$ 24.30	\$ 26.76
Mckinney-Vento Case manager	\$ 24.30	\$ 26.76

Transportation

Bus Driver - Step 1	\$ 27.00	\$ 27.00
Bus Driver - Step 2 @ 7 years*		\$ 28.00
Extracurricular/Activities Bus Driver**	\$ 27.00	\$ 27.00
Bus Driver Trainer***	\$ 29.00	\$ 29.00
Mechanic	\$ 31.05	\$ 32.64

* (\$1.00 per hour increase over Step 1, Section 17.12)

** (Extracurricular rate same as Step 1, Section 7.8.1.8)

*** (\$2.00 increase above Bus Driver Pay while training only)

Maintenance/Custodial

Custodian	\$ 22.49	\$ 24.98
Grounds/Maintenance	\$ 22.94	\$ 26.52
Tech I (Apprentice Grade)	\$ 25.70	\$ 28.53
Tech II (Journeyman Grade)	\$ 29.51	\$ 32.76

Technology

Building Technology/Operations Specialist	\$ 28.97	\$ 34.20
Classroom Technology Technician	\$ 25.70	\$ 28.53

1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER
5 AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3.
6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:
10

11 I. Schedule A shall be amended (see below and attached)

12 a. For 2023-2024, wage rates for all employees in the Association shall be increased by
13 three and seven tenths' percent (3.7%).
14
15
16

17
18 This Letter of Agreement shall go into effect September 1, 2023, and shall be attached to the current
19 Collective Bargaining Agreement.
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21
22 PUBLIC SCHOOL EMPLOYEES OF
23 WASHINGTON / SEIU LOCAL 1948

24 MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

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27
28 BY: */e-signed by Jesusa Espindola/*
29 Jesusa (Susie) Espindola, Co-Chapter President

BY: */e-signed by Dr. Guaglianone/*
Dr. Curt Guaglianone, Superintendent

30
31 DATE: *August 27, 2023*

DATE: *August 24, 2023*

32
33
34 BY: */e-signed by Marsha Lefthand/*
35 Marsha Lefthand, Co-Chapter President

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37 DATE: *August 25, 2023*
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SCHEDULE A 2023-2024 MT. ADAMS SCHOOL DISTRICT	2022-2023		2023-2024 - (3.7%)	
	Probation	After	Probation	After
Educational Assistant				
Educational Assistant (non-degreed)-Instructional *	\$17.0185	\$20.0772	\$17.6482	\$20.8200
15 Credits		\$20.4787		\$21.2364
30 Credits		\$20.8803		\$21.6528
45 Credits		\$21.2818		\$22.0692
60 Credits		\$21.6833		\$22.4856
75 Credits		\$22.0849		\$22.9020
90 Credits		\$22.4864		\$23.3184
Educational Assistant (AA/2year)	\$19.6767	\$23.2393	\$20.4048	\$24.0991
Student Supervisor	\$16.2681	\$18.6891	\$16.8700	\$19.3806
Student Bus Monitor	\$15.9804	\$18.3587	\$16.5717	\$19.0380
Special Program	\$28.9722	\$34.1982	\$30.0442	\$35.4635
Home Visitor	\$18.6541	\$22.0347	\$19.3443	\$22.8500
* Pursuant to RCW 28A.413.040, all Educational Assistants must meet the minimum employment requirements of the statute by September 1, 2018.				
Health Care Provider (Non-certificated)				
RN-2 year degree	\$40.7668	\$40.7668	\$42.2752	\$42.2752
LPN	\$34.1982	\$34.1982	\$35.4635	\$35.4635
C.N.A.	\$27.3474	\$27.3474	\$28.3593	\$28.3593
Food Service				
Food Service Worker	\$17.7182	\$19.6756	\$18.3738	\$20.4036
Cook	\$20.5792	\$22.8213	\$21.3406	\$23.6657
Head Cook	\$21.2150	\$23.5573	\$22.0000	\$24.4289
Food Service Coordinator		\$26.8916		\$27.8866
Clerical Support				
Secretary - Buildings & Programs	\$22.8044	\$25.2638	\$23.6481	\$26.1986
(Specific duties to be assigned according to job needs. Will include building level data, Student data input)				
Program records Clerk	\$20.6963	\$22.9549	\$21.4621	\$23.8042
Attendance Liaison	\$21.9127	\$24.3474	\$22.7234	\$25.2483
District Student Data Clerk	\$24.3004	\$26.7598	\$25.1995	\$27.7499
Mckinney-Vento Case manager	\$24.3004	\$26.7598	\$25.1995	\$27.7499
Transportation				
Bus Driver - Step 1	\$27.0000	\$27.0000	\$27.9990	\$27.9990
Bus Driver - Step 2 @ 7 years*		\$28.0000		\$28.9990
Extracurricular/Activities Bus Driver**	\$27.0000	\$27.0000	\$27.9990	\$27.9990
Bus Driver Trainer***	\$29.0000	\$29.0000	\$29.9990	\$29.9990
Mechanic	\$31.0499	\$32.6422	\$32.1988	\$33.8499
* (\$1.00 per hour increase over Step 1, Section 17.12)				
**(Extracurricular rate same as Step 1, Section 7.8.1.8)				
***(\$2.00 increase above Bus Driver Pay while training only)				
Maintenance/Custodial				
Custodian	\$22.4865	\$24.9793	\$23.3185	\$25.9035
Grounds/Maintenance	\$22.9384	\$26.5185	\$23.7872	\$27.4997
Tech I (Apprentice Grade)	\$25.7018	\$28.5263	\$26.6528	\$29.5818
Tech II (Journeyman Grade)	\$29.5102	\$32.7568	\$30.6020	\$33.9688
Technology				
Building Technology/Operations Specialist	\$28.9722	\$34.1982	\$30.0442	\$35.4635
Classroom Technology Technician	\$25.7000	\$28.5300	\$26.6509	\$29.5856



LETTER OF AGREEMENT

THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree to add a Registered Behavior Technician (RBT) position to the Education Assistant Classification.

Registered Behavioral Technicians (RBT) will be paid as a Special Program Educational Assistant on Schedule A. Positions will be posted as RBT preferred. Employees without RBT Certification must be willing to commit to completing certification within six (6) months of their hire date. MSD will provide Employees with the resources need to obtain their certification immediately upon hire. Employees will be responsible for the hours and fees related to getting their certification. MSD will work to accommodate any unforeseen delays in the certification process.

Employees who do not acquire their RBT Certification within six (6) months of hire shall be notified by the District Human Resources Department that their contract will not be renewed the following year if they do not acquire the certification by the last workday of the school year. They will be given the opportunity to apply for open positions immediately after notification if they choose. Employees who are unable to obtain a new position by the end of the school year will be placed on layoff status according to the provisions of the CBA.

This Letter of Agreement shall be effective upon signature, shall remain in effect through August 31, 2025, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

BY: /E-signed by Jesusa Espindola/
Jesusa (Susie) Espindola, Co-Chapter President

BY: /E-signed by Dr. Guaglianone/
Dr. Curt Guaglianone, Superintendent

DATE: Sep 18, 2023

DATE: Sep 7, 2023

BY: /E-signed by Marsha Lefthand/
Marsha Lefthand, Co-Chapter President

DATE: Sep 9, 2023



MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

BEHAVIOR TECHNICIAN

JOB SUMMARY:

The Behavioral Technician will provide educational support, in the form of skills instruction and behavior reduction protocols, based upon the principles of Applied Behavior Analysis (ABA) to children enrolled in special education services in the public school setting. The Behavioral Technician will collect data on programs, assist with staff training, and assist the Behavior Analyst with assessments, as needed. The Behavioral Technician will be responsible for implementing the duties of classroom paraprofessionals in the temporary absence of these team members. The Behavior Technician is responsible for completing and maintaining all required certifications and trainings once employed including, but not limited to: Safety Care, Fingerprinting & Background Checks, RBT trainings and other District in-services and trainings as directed by supervisor.

ESSENTIAL JOB FUNCTIONS:

1. Provide direct educational support in 1:1 and group settings utilizing a combination of intensive teaching and natural environment training arrangements.
2. Follow the prescribed behavioral skill acquisition and behavior reduction protocols.
3. Collect, record, and summarize data on observable client behavior.
4. Assist with staff training in line with the student's individualized treatment and behavior reduction protocols.
5. Effectively communicate with teachers and other school staff regarding student progress as instructed by the Board Certified Behavior Analyst (BCBA).
6. Utilize safe & appropriate prevention, de-escalation, and physical intervention procedures when working with students.
7. Maintain student confidentiality.
8. Assist classroom teachers/staff, district Behavior Specialists, and the BCBA with skill acquisition and behavior reduction assessments.
9. Assist classroom teachers/staff, district Behavior Specialists, and the BCBA in preparing student materials as instructed.
10. Maintain and acquire technical knowledge by attending required trainings (Right Response certification, Registered Behavior Technician certification, etc.).

Other Job Functions:

1. Perform other related duties as assigned.

QUALIFICATIONS:

REQUIRED EDUCATION AND EXPERIENCE

1. High School Diploma OR equivalent.
2. Current Right Response Advanced Certification OR ability to attend training to become certified.
3. Current Behavior Technician certification OR ability to attend training to become certified.

MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

BEHAVIOR TECHNICIAN (continued)

PREFERRED EDUCATION AND EXPERIENCE

1. Experience working with children ages 3-21 in a classroom or 1:1 setting; experience implementing procedures based upon the principles of Applied Behavior Analysis.
2. Associates or Bachelor's degree in Psychology, Education, Applied Behavior Analysis, or related field.

REQUIRED SKILLS, KNOWLEDGE AND OR ABILITIES

1. Ability to accept feedback and develop knowledge and skill sets accordingly.
2. Effective time management skills and the ability to manage multiple tasks at one time.
3. Excellent written and verbal communication skills.
4. Ability to develop and maintain professional relationships with students, co-workers, supervisors, and community members.
5. Ability to adhere to organizational policies and procedures and abide by code of ethics as indicated by the Behavior Analyst Certification Board.
6. Commitment to ongoing training and development as it relates to educational skills, professional development, ethics, and technology, and training in order to perform job responsibilities to required standards.
7. Ability to interpret and implement written behavioral protocols.

PHYSICAL DEMANDS

The usual and customary methods of performing the job's functions require the following conditions:

- Significant: Must be able to lift up to 50 pounds.
- Frequent: Must be able to assume and maintain a variety of postures (kneeling, squatting, crawling, sitting, and standing) for extended periods of time.

REQUIRED TESTING: None specified

CERTIFICATES AND LICENSES:

- Current Behavior Technician Certificate
- Ability to attend training to become certified

CONTINUED EDUC. / TRAINING: None specified

CLEARANCES: Criminal Justice Fingerprint/Background Clearance

FLSA STATUS: Non exempt

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MT. ADAMS CHAPTER AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.

The parties agree on the following:

- Annual contracted workdays for the Building Operations Technology Specialist shall change from one hundred ninety-five (195) days per year to two hundred sixty (260) days per year.

The changes are reflected on the attached job description.

This Memorandum of Understanding will be effective upon signature and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEES OF
WASHINGTON / SEIU LOCAL 1948

MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

BY: */e-signed by Jesusa Espindola/*
Jesusa (Susie) Espindola, Co-Chapter President

BY: */e-signed by Dr. Curt Guaglianone/*
Dr. Curt Guaglianone, Superintendent

DATE: *June 7, 2024*

DATE: *June 5, 2024*

BY: */e-signed by Marsha Lefthand/*
Marsha Lefthand, Co-Chapter President

DATE: *June 5, 2024*



MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

BUILDING OPERATIONS TECHNOLOGY SPECIALIST

PURPOSE STATEMENT:

The Building Operations Technology Specialist's main job is to control and maintain the building's system controls. These include HVAC, electrical, Boiler, lighting, physical access control, and camera systems, and other building functions. The Specialist also serves as the District representative while seeking support on these systems. Position is 260 days per year.

ESSENTIAL FUNCTIONS:

- Responds to service and change requests from the building staff with regards to the HVAC, lighting, physical access control and camera systems
- Assists external technicians with access to building electrical and mechanical resources.
- Monitors the network interfaces for the above-mentioned systems for potential errors and performs repairs when needed
- Make recommendations to Management for repair and maintenance and improvement of systems
- Work collaboratively with other District staff to facilitate repairs and maintenance on systems
- Assist District Technology Team as needed, time permitting
- Other duties as assigned

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating building technology, operating standard office equipment including software and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; find and read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: basic networking operations, basic HVAC and other building-function-related operations, physical inspections of technology for external defects, and knowledge of what standard operations for the aforementioned technologies should look like.

ABILITY is required to communicate effectively with co-workers and/or vendors. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited.

Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals;



MT ADAMS SCHOOL DISTRICT JOB DESCRIPTION

maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

RESPONSIBILITY

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

WORK ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment. Valid Washington Drivers' License is required to travel between campus locations, either in a District-provided vehicle or the employee's own vehicle (mileage will be reimbursed for personal vehicle).

EXPERIENCE: Job related experience is required. Specific experience with current HVAC monitoring and other building maintenance operations platforms is preferred.

EDUCATION: High School Diploma required. AA/AS or BA/BS preferred

REQUIRED TESTING: Certificates and Licenses

CONTINUING EDUC. / TRAINING: Clearances

Criminal Justice Fingerprint/Background Clearance

1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER
5 AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3.
6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following:
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- 11
12 1. Schedule A shall be amended (see below and attached)
13
14 a. For 2024-2025, wage rates for all employees in the Association shall be increased by
15 three and seven tenths of a percent (3.7%).
16
17 2. The parties agree the Home Visitor shall be moved from the Education Assistant Classification
18 to the Clerical Support Classification. The Home Visitor shall be increased to two hundred (200)
19 workdays per year.
20

21 This Letter of Agreement shall go into effect September 1, 2024, and shall be attached to the current
22 Collective Bargaining Agreement.
23

24
25 PUBLIC SCHOOL EMPLOYEES OF
26 WASHINGTON / SEIU LOCAL 1948
27

28 MOUNT ADAMS CHAPTER
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MOUNT ADAMS SCHOOL DISTRICT #209
30

31 BY: */e-signed by Susie Espindola/*
32 Jesusa (Susie) Espindola, Co-Chapter President
33

BY: */e-signed by Dr. Curt Guaglianone/*
Dr. Curt Guaglianone, Superintendent
34

35 DATE: *July 9, 2024*
36

DATE: *June 27, 2024*
37

38 BY: */e-signed by Marsha Lefthand/*
39 Marsha Lefthand, Co-Chapter President
40

41 DATE: *June 26, 2024*
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SCHEDULE A 2024-2025

SCHEDULE A 2023-2024 MT. ADAMS SCHOOL DISTRICT	2023-2024 - (3.7%)		2024-2025 - (3.7%)	
	Probation	After	Probation	After
Educational Assistant				
Educational Assistant (non-degreed)-Instructional *	\$17.6482	\$20.8200	\$18.3012	\$21.5904
15 Credits		\$21.2364		\$22.0222
30 Credits		\$21.6528		\$22.4540
45 Credits		\$22.0692		\$22.8858
60 Credits		\$22.4856		\$23.3176
75 Credits		\$22.9020		\$23.7494
90 Credits		\$23.3184		\$24.1812
Educational Assistant (AA/2year)	\$20.4048	\$24.0991	\$21.1598	\$24.9908
Student Supervisor	\$16.8700	\$19.3806	\$17.4942	\$20.0977
Student Bus Monitor	\$16.5717	\$19.0380	\$17.1848	\$19.7424
Special Program	\$30.0442	\$35.4635	\$31.1559	\$36.7757
Home Visitor (Clerical classification starting SY 24-25)	\$19.3443	\$22.8500	N/A	N/A
* Pursuant to RCW 28A.413.040, all Educational Assistants must meet the minimum employment requirements of the statute by September 1, 2018.				
Health Care Provider (Non-certificated)				
RN-2 year degree	\$42.2752	\$42.2752	\$43.8394	\$43.8394
LPN	\$35.4635	\$35.4635	\$36.7757	\$36.7757
C.N.A.	\$28.3593	\$28.3593	\$29.4086	\$29.4086
Food Service				
Food Service Worker	\$18.3738	\$20.4036	\$19.0536	\$21.1585
Cook	\$21.3406	\$23.6657	\$22.1302	\$24.5413
Head Cook	\$22.0000	\$24.4289	\$22.8140	\$25.3328
Food Service Coordinator		\$27.8866		\$28.9184
Clerical Support				
Secretary - Buildings & Programs	\$23.6481	\$26.1986	\$24.5231	\$27.1679
(Specific duties to be assigned according to job needs. Will include building level data, Student data input)				
Program Records Clerk	\$21.4621	\$23.8042	\$22.2562	\$24.6850
Attendance Liaison	\$22.7234	\$25.2483	\$23.5642	\$26.1824
Home Visitor (Clerical classification starting SY 24-25)	N/A	N/A	\$23.5642	\$26.1824
District Student Data Clerk	\$25.1995	\$27.7499	\$26.1319	\$28.7767
Mckinney-Vento Case manager	\$25.1995	\$27.7499	\$26.1319	\$28.7766
Transportation				
Bus Driver - Step 1	\$27.9990	\$27.9990	\$29.0350	\$29.0350
Bus Driver - Step 2 @ 7 years*		\$28.9990		\$30.0350
Extracurricular/Activities Bus Driver**	\$27.9990	\$27.9990	\$29.0350	\$29.0350
Bus Driver Trainer***	\$29.9990	\$29.9990	\$31.0350	\$31.0350
Mechanic	\$32.1988	\$33.8499	\$33.3901	\$35.1024
* (\$1.00 per hour increase over Step 1, Section 17.12)				
**(Extracurricular rate same as Step 1, Section 7.8.1.8)				
***(\$2.00 increase above Bus Driver Pay while training only)				
Maintenance/Custodial				
Custodian	\$23.3185	\$25.9035	\$24.1813	\$26.8619
Grounds/Maintenance	\$23.7872	\$27.4997	\$24.6673	\$28.5172
Tech I (Apprentice Grade)	\$26.6528	\$29.5818	\$27.6389	\$30.6763
Tech II (Journeyman Grade)	\$30.6020	\$33.9688	\$31.7343	\$35.2257
Technology				
Building Technology/Operations Specialist	\$30.0442	\$35.4635	\$31.1558	\$36.7757
Classroom Technology Technician	\$26.6509	\$29.5856	\$27.6370	\$30.6803



Purpose Statement

The job of Home Visitor is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school. Position is two hundred (200) days per year.

Essential Functions

- Assists in coordinating with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents/students, interpreting technical information, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Attends meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Conducts parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
- Coordinates home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Coordinates with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Gathers data relative to incidents for the purpose of resolving issues and/or preventing conflicts.
- Identifies at risk students for the purpose of providing support and referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Interacts with community (e.g. business and social services, etc.) for the purpose of developing opportunities for students and their families.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. activity logs, phone logs, community resources, Parent Resource Library, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of items for loan.
- Monitors students during assigned periods within a variety of school environments (e.g. lunchroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes assignments, group activities, etc. for the purpose of assisting teacher in developing and/or recognizing the needs of the student.
- Organizes a variety of activities (e.g. parent meetings, conferences, patriotism activities, etc.) for the purpose of providing support to the school and parents, showcasing students' talents and abilities, and celebrating the diversity of the community.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.

HOME VISITOR

Job Description

Mt Adams School District #209

- Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.
- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Supports assigned administrator for the purpose of determination of appropriate discipline and/or placement in alternative education programs for students as needed.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses:

Driver's License & Evidence of Insurability

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Home Visitor



1 **LETTER OF AGREEMENT**

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4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER
5 AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3.
6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
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9 The parties agree to the following:
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12 1. Schedule A shall be amended (see below and attached)
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14 a. For 2024-2025, wage rates for all employees in the Association shall be increased by
15 three and seven tenths of a percent (3.7%).
16
17 2. The parties agree the Home Visitor shall be moved from the Education Assistant Classification
18 to the Clerical Support Classification. The Home Visitor shall be increased to two hundred eleven
19 (211) workdays per year.
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25 This Letter of Agreement shall go into effect September 1, 2024, and shall be attached to the current
26 Collective Bargaining Agreement.
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31 PUBLIC SCHOOL EMPLOYEES OF
32 WASHINGTON / SEIU LOCAL 1948

33
34 MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

35
36
37 BY: */e-signed by Jesusa Espindola/*
38 Jesusa (Susie) Espindola, Co-Chapter President

BY: */e-signed by Dr. Curt Guaglianone/*
Dr. Curt Guaglianone, Superintendent

39
40 DATE: *08/14/24*

DATE: *08/15/24*

41
42
43 BY: */e-signed by Toby Shadwick*
44 Toby Shadwick, Co-Chapter President

45
46 DATE: *08/14/24*
47
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SCHEDULE A 2024-2025

SCHEDULE A 2024-2025 MT. ADAMS SCHOOL DISTRICT		2023-2024 - (3.7%)		2024-2025 - (3.7%)		2024-2025 - (3.7%)	
		Probation	After	Probation	After	Probation	After
Educational Assistant							
	Educational Assistant (non-degreed)-Instructional *	\$17.6482	\$20.8200	\$18.3012	\$21.5904	\$18.30	\$21.59
	15 Credits		\$21.2364		\$22.0222		\$22.02
	30 Credits		\$21.6528		\$22.4540		\$22.45
	45 Credits		\$22.0692		\$22.8858		\$22.89
	60 Credits		\$22.4856		\$23.3176		\$23.32
	75 Credits		\$22.9020		\$23.7494		\$23.75
	90 Credits		\$23.3184		\$24.1812		\$24.18
	Educational Assistant (AA/2year)	\$20.4048	\$24.0991	\$21.1598	\$24.9908	\$21.16	\$24.99
	Student Supervisor	\$16.8700	\$19.3806	\$17.4942	\$20.0977	\$17.49	\$20.10
	Student Bus Monitor	\$16.5717	\$19.0380	\$17.1848	\$19.7424	\$17.18	\$19.74
	Special Program	\$30.0442	\$35.4635	\$31.1559	\$36.7757	\$31.16	\$36.78
	Home Visitor (Clerical classification starting SY 24-25)	\$19.3443	\$22.8500	N/A	N/A	N/A	N/A
* Pursuant to RCW 28A.413.040, all Educational Assistants must meet the minimum employment requirements of the statute by September 1, 2018.							
Health Care Provider (Non-certificated)							
	RN-2 year degree	\$42.2752	\$42.2752	\$43.8394	\$43.8394	\$43.84	\$43.84
	LPN	\$35.4635	\$35.4635	\$36.7757	\$36.7757	\$36.78	\$36.78
	C.N.A.	\$28.3593	\$28.3593	\$29.4086	\$29.4086	\$29.41	\$29.41
Food Service							
	Food Service Worker	\$18.3738	\$20.4036	\$19.0536	\$21.1585	\$19.05	\$21.16
	Cook	\$21.3406	\$23.6657	\$22.1302	\$24.5413	\$22.13	\$24.54
	Head Cook	\$22.0000	\$24.4289	\$22.8140	\$25.3328	\$22.81	\$25.33
	Food Service Coordinator		\$27.8866		\$28.9184		\$28.92

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SCHEDULE A 2024-2025 (continued...)

SCHEDULE A 2024-2025 MT. ADAMS SCHOOL DISTRICT		2023-2024 - (3.7%)		2024-2025 - (3.7%)		2024-2025 - (3.7%)	
		Probation	After	Probation	After	Probation	After
Clerical Support							
	Secretary - Buildings & Programs	\$23.6481	\$26.1986	\$24.5231	\$27.1679	\$24.52	\$27.17
(Specific duties to be assigned according to job needs. Will include building level data, Student data input)							
	Program Records Clerk	\$21.4621	\$23.8042	\$22.2562	\$24.6850	\$22.26	\$24.69
	Attendance Liaison	\$22.7234	\$25.2483	\$23.5642	\$26.1824	\$23.56	\$26.18
	Home Visitor <i>(Clerical classification starting SY 24-25)</i>	N/A	N/A	\$23.5642	\$26.1824	\$23.56	\$26.18
	District Student Data Clerk	\$25.1995	\$27.7499	\$26.1319	\$28.7767	\$26.13	\$28.78
	Mckinney-Vento Case manager	\$25.1995	\$27.7499	\$26.1319	\$28.7766	\$26.13	\$28.78
Transportation							
	Bus Driver - Step 1	\$27.9990	\$27.9990	\$29.0350	\$29.0350	\$29.04	\$29.04
	Bus Driver - Step 2 @ 7 years*		\$28.9990		\$30.0350		\$30.04
	Extracurricular/Activities Bus Driver**	\$27.9990	\$27.9990	\$29.0350	\$29.0350	\$29.04	\$29.04
	Bus Driver Trainer***	\$29.9990	\$29.9990	\$31.0350	\$31.0350	\$31.04	\$31.04
	Mechanic	\$32.1988	\$33.8499	\$33.3901	\$35.1024	\$33.39	\$35.10
* (\$1.00 per hour increase over Step 1, Section 17.12)							
**(Extracurricular rate same as Step 1, Section 7.8.1.8)							
***(\$2.00 increase above Bus Driver Pay while training only)							
Maintenance/Custodial							
	Custodian	\$23.3185	\$25.9035	\$24.1813	\$26.8619	\$24.18	\$26.86
	Grounds/Maintenance	\$23.7872	\$27.4997	\$24.6673	\$28.5172	\$24.67	\$28.52
	Tech I (Apprentice Grade)	\$26.6528	\$29.5818	\$27.6389	\$30.6763	\$27.64	\$30.68
	Tech II (Journeyman Grade)	\$30.6020	\$33.9688	\$31.7343	\$35.2257	\$31.73	\$35.23
Technology							
	Building Technology/Operations Specialist	\$30.0442	\$35.4635	\$31.1558	\$36.7757	\$31.16	\$36.78
	Classroom Technology Technician	\$26.6509	\$29.5856	\$27.6370	\$30.6803	\$27.64	\$30.68



Purpose Statement

The job of Home Visitor is done for the purpose/s of providing support to the instructional program with specific responsibilities for providing information on programs/services available to students and families as well as school and/or district activities and procedures; referring families to other agencies; and fostering an ongoing partnership between the home and school. Position is two hundred eleven (211) days per year.

Essential Functions

- Assists in coordinating with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Assists students, staff, teachers, parents and community members (e.g. applications for services, transporting parents/students, interpreting technical information, etc.) for the purpose of providing and/or conveying information and other services required by parents or teachers.
- Attends meetings for the purpose of conveying and/or gathering information required to perform job functions.
- Communicates with parents on behalf of school (e.g. attendance and homework issues, available programs/services, completing paperwork, etc.) for the purpose of ensuring that an ongoing partnership between the home and school is formed.
- Conducts parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Confers with teachers, parents and/or appropriate community agency personnel for the purpose of assisting in evaluating student progress and/or implementing student objectives.
- Coordinates home visits and parent meetings for the purpose of gaining information and/or discussing needs and problems involving students and their families.
- Coordinates with community leaders and organizations for the purpose of building resources and expanding program capabilities.
- Gathers data relative to incidents for the purpose of resolving issues and/or preventing conflicts.
- Identifies at risk students for the purpose of providing support and referrals to ensure student progress and ongoing involvement of family members in the educational process.
- Interacts with community (e.g. business and social services, etc.) for the purpose of developing opportunities for students and their families.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records (e.g. activity logs, phone logs, community resources, Parent Resource Library, etc.) for the purpose of documenting activities, providing up-to-date reference and audit trail and/or ensuring the availability of items for loan.
- Monitors students during assigned periods within a variety of school environments (e.g. lunchroom, playground, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Organizes assignments, group activities, etc. for the purpose of assisting teacher in developing and/or recognizing the needs of the student.
- Organizes a variety of activities (e.g. parent meetings, conferences, patriotism activities, etc.) for the purpose of providing support to the school and parents, showcasing students' talents and abilities, and celebrating the diversity of the community.
- Participates in a variety of meetings, workshops and committees for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Performs record keeping and clerical functions (e.g. scheduling, copying, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records/materials.
- Prepares a variety of documents, reports and written materials (e.g. registrations, homeless lists, activity logs, phone logs, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Refers students and their families to outside agencies (e.g. state agencies, medical professionals, counselors, foundations, charities, etc.) for the purpose of ensuring the need of students and families are met.

HOME VISITOR

Job Description

Mt Adams School District #209

- Responds to inquiries from a variety of internal and external sources (e.g. parents, students, teachers, staff, outside agencies, etc.) for the purpose of providing information and/or direction as may be required.
- Supports assigned administrator for the purpose of determination of appropriate discipline and/or placement in alternative education programs for students as needed.
- Visits families and students in their homes for the purpose of assessing situations, improving communication, providing information regarding school policies and programs, and/or providing referrals.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: planning and managing activities; preparing and maintaining accurate records; and utilizing standard office equipment including utilizing pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: community resources and principles of a community services program; and concepts of grammar and punctuation.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining constructive relationships; adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; setting priorities; and working flexible hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience is required.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Continuing Educ. / Training:

Certificates and Licenses:

Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Exempt

Approval Date

Salary Grade

Home Visitor



1 **LETTER OF AGREEMENT**

2
3 THIS LETTER OF AGREEMENT SETS FORTH THE FOLLOWING AGREEMENT BETWEEN
4 PUBLIC SCHOOL EMPLOYEES OF WASHINGTON/SEIU LOCAL 1948, MT. ADAMS CHAPTER
5 AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE XVIII, SECTION 18.3.
6 OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8
9 The parties agree to the following changes to the Collective Bargaining Agreement:
10

11 **Section 5.4.**

12 The calendar/work year shall be negotiated with Board prior to March 1st of each year. The Board may
13 adopt the work year by March 30th if agreement cannot be reached.
14
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23 This Letter of Agreement shall go into effect upon signature, and shall be attached to the current
24 Collective Bargaining Agreement.
25
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31 PUBLIC SCHOOL EMPLOYEES OF
32 WASHINGTON / SEIU LOCAL 1948

33
34 MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

35
36
37 BY: */e-signed by Jesusa Espindola/*
38 Jesusa (Susie) Espindola, Co-Chapter President

BY: */e-signed by Dr. Curt Guaglianone*
Dr. Curt Guaglianone, Superintendent

39
40 DATE: *09/23/24*

DATE: *09/17/24*

41
42
43 BY: */e-signed by Toby Shadwick*
44 Toby Shadwick, Co-Chapter President

45
46 DATE: *09/17/24*
47
48



1 **MEMORANDUM OF UNDERSTANDING**

2
3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT
4 BETWEEN PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MT.
5 ADAMS CHAPTER AND MT. ADAMS SCHOOL DISTRICT #209 PURSUANT TO ARTICLE
6 XVII, SECTION 17.4. OF THE CURRENT COLLECTIVE BARGAINING AGREEMENT.
7

8 **To ensure accurate timekeeping and payroll processing the following time rounding procedure**
9 **will be implemented:**

10
11 **Section 17.4 shall be amended to read as follows:**

12
13 **Section 17.4.**

14 For the purposes of calculating employee time, each punch will be rounded to the nearest quarter-hour.
15 If a punch occurs within seven (7) minutes of the scheduled time, it will be rounded accordingly. See
16 below for examples.

17
18 **Time In:**

- 19
20 • **Arrival:** If an employee clocks in between 8:53 AM and 9:07 AM for a scheduled 9:00 AM
21 start time, the time will be rounded to 9:00 AM.
22
23 • **Late Arrival:** If an employee clocks in after 9:07 AM for a scheduled 9:00 AM start time,
24 the time will be rounded up to 9:15 AM.
25

26 **Time Out:**

- 27
28 • **Departure:** If an employee clocks out between 3:53 PM and 4:07 PM for a scheduled 4:00
29 PM end time, the time will be rounded to 4:00 PM.
30
31 • **Late Departure:** If an employee clocks out after 4:07 PM for a scheduled 4:00 PM end
32 time, the time will be rounded up to 4:15 PM.
33

34 This seven (7) minute rounding is designed to provide flexibility and accommodate minor variations in
35 start and end times. However, it is important to note that this rounding is intended to support positive
36 and timely habits of arrival and departure. Supervisors will continue to monitor employee punch times
37 and address patterns of lateness or early departures. Consistent disregard for scheduled work hours
38 may result in disciplinary action, of which follows the Collective Bargaining Agreement.
39

40 **The District is aware of the unique circumstances that the Transportation Department encounters,**
41 **which may impact the employees' ability to avoid additional time due to daily punches. Due to these**
42 **extenuating circumstances, the District expects all employees within the Transportation Department to**
43 **make every effort to adhere to their daily schedule. The Transportation Supervisor will closely monitor**
44 **Transportation Employee time to ensure that any additional hours worked are unpreventable and**
45 **accurate.**
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This Memorandum of Understanding will be effective upon signature and shall remain in effect through August 31, 2025.

PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948

MOUNT ADAMS CHAPTER

MOUNT ADAMS SCHOOL DISTRICT #209

BY: */e-signed by Jesusa Espindola/*
Jesusa (Susie) Espindola, Co-Chapter President

BY: */e-signed by Dr. Curt Guaglianone/*
Dr. Curt Guaglianone, Superintendent

DATE: *11/22/24*

DATE: *11/22/24*

BY: */e-signed by Toby Shadwick/*
Toby Shadwick, Co-Chapter President

DATE: *11/22/24*

