

TENTATIVE AGREEMENT
BY AND BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS MOTHER LODE CHAPTER NO. 661
(Together "CSEA") and MOTHER LODE UNION SCHOOL DISTRICT ("DISTRICT") FOR THE
2020/2021 SUCCESSOR AGREEMENT

February 19, 2021

The Parties have met and negotiated the following:

ARTICLE XI

SALARIES AND BENEFITS

A. Salaries. The Classified Salary Schedule is structured so that there is consistency as follows:

There is 1.75% between each Range of the salary schedule, and there is 4.50% between each Step of the salary schedule. The schedule consists of six (6) steps A to F. The schedule shall replace A to F to numbers 1 - 6.

The schedule in effect on June 30, 2020 shall be adjusted by two (2) percent and reclassification per list below, an equivalent of two percent (2%), for a total of four percent (4%) effective July 1, 2020. Effective July 1, 2021, the salary schedule shall be adjusted by the amount of LCFF funded COLA for the 2021-22 school year.

Reclassifications shall be as follows:

- Administrative Assistant to the Principal 14-->20 with added job duties
- Account Technician 18 -->22 with added job duties
- Receptionist/Duplication Clerk 6-->9 with added job duties
- Lead Maintenance and Grounds 17-->22with added job duties
- School Clerk II 7-->9
- School Clerk II - Bilingual 8-->10
- School Clerk II - CALPADS (new and formerly proposed) 9-->12 with added job duties
- School Clerk II - CALPADS - Bilingual 10-->13 with added job duties
- Lead Custodian 12-->15
- Building and Grounds Worker 12-->15
- LCAP Instructional Aide – language change for job requirements only
- Special Ed Instructional Aide II – language change for job requirements only

*Current School Clerk IIs and School Clerk IIs-Bilingual will be offered the new positions. If no interest, the District would not fill the School Clerk II-CALPADS or School Clerk II CALPADS-Bilingual positions until there was a vacancy. At that time the School Clerk II position would be removed.

D. Reopeners for 2021/2022 and 2022/2023.

During the 2021/2022 school year negotiations shall be limited to two non-economic articles per party. If LCFF COLA in 2021/2022 is less than 2.7% the parties agree to meet to ensure \$15.00 minimum wage is met by January 2022. This article shall be subject to a reopener in 2022/2023 of the Agreement. If any other bargaining unit is provided a salary reopener during the term of this Agreement, CSEA shall be provided the same right to reopen salaries.

ARTICLE XXX DISCIPLINE

D. Procedure for Disciplinary Action

2. The written notice shall include a statement of the employee's right to a hearing, hereinafter SKELLY, and the date, time and the place scheduled for the SKELLY, which shall not be less than ten (10) days from this notice. In attendance at the SKELLY Hearing shall be the employee being disciplined and his/her representative (i.e. union representative or attorney), the supervisor proposing the discipline and the SKELLY Hearing Officer. The Superintendent, or designee, will serve as the "Hearing Officer". In the event the Superintendent is mutually determined to not be impartial, a mutually agreed upon impartial third party will be utilized as the SKELLY Hearing Officer.

ARTICLE XXI: SAFETY

G. Emergency Administration of Medication:

1. Some students require the administration of medication in emergencies which may be provided by employees. There may be emergency situations where the health and safety of a student requires the administration of medication care services by classified employees who have volunteered to be trained to provide those services. The provisions apply to those employees who have volunteered and been trained.
2. The emergency administration of medication shall be by an employee who volunteered to be trained and as a result, deemed certified and qualified.
3. Any agreement by an employee to administer an emergency anti-seizure medication, glucagon, or epi-pens is strictly voluntary and staff may not be coerced, intimidated or threatened to volunteer. Any employee who volunteers may rescind his/her offer up to three (3) workdays after the completion of each training, for that particular medication. After that time, a volunteer may rescind his/her offer to administer one of these medications with a ten (10) work day notice, or until a new individual student health plan is developed, whichever is less. (ADD VOLUNTEER FORM TO APPENDIX - NEW APPENDIX H)
4. Employees who have volunteered shall be trained prior to administering medication in cases of emergency. Training may include general training, student specific training, and training for student involvement in self-care. At the conclusion of the training program and only after the employee has demonstrated competency of a service and meets the requirements as set forth for Emergency Medical Administration including CPR certification and/or District Credentialed Nurse will that employee be certified in writing by the District as qualified to render the service.
5. The District shall have sole discretion to determine the type, frequency, and content of all training, and to select volunteer employees to receive training and provide services pursuant to this section.

6. The District agrees to pay an annual stipend of \$150 to employees who successfully complete training and are selected by the District to administer medication on an emergency basis. The stipend for the trainings and certifications shall be paid to employees who have not rescinded his/her offer to volunteer to administer the medication at the end of the school year. The stipend is limited only to those employees who have certified in all three services/trainings listed in paragraph vii with a maximum of 3 stipends per site. Any employee who is qualified and willing to provide the services for less than one full year or is certified for all three services after October 1 shall receive the stipend on a prorated basis.
7. For purposes of this section, the only approved individual services are as follows:
 - a. Epinephrine administration
 - b. Glucagon administration
 - c. FDA approved rectal emergency seizure medication
8. The training stipend is based upon a full year of qualification and willingness of the employee to provide emergency administration of medication.
9. The District shall defend and indemnify from any and all civil liability each trained and certified volunteer employee who provided services pursuant to this section.

ARTICLE XVII TRANSPORTATION

P. The District shall reimburse any employee with the District, after one calendar year of service with the District, expenses associated with his/her obtaining the bus driver or van license, up to a maximum of \$400.00. To be eligible, the employee must still have a valid Bus Driver and Passenger Endorsement. Employees must submit all receipts and documentation to their supervisor for reimbursement.

ARTICLE IV EMPLOYEE RIGHTS

Probation Period

The probationary period for all classified employees shall not exceed six months or 130 days of paid service, whichever is longer. A permanent employee who accepts a promotion and fails to complete the probationary period for that promotional position, shall be employed in the classification from which the employee was promoted.

ARTICLE - XXXI DIAPERING & TOILETING STUDENTS - SPECIAL EDUCATION

A. School Site Administrator or designee is responsible for providing items and supplies for changing diapers and toileting, changing table and privacy screens if needed.

1. Special Education staff is responsible for submitting requests for more supplies when they have exhausted half of the on-hand supply.

B. Special Education staff will be trained in the diapering and/or toileting procedure by the supervising site case manager or other skilled designee. This will be done at the beginning of each new school year or when necessary.

C. Two adults should always be present when performing these tasks.

Article XXXII: TERM AND RENEGOTIATION (Formerly Article XXXI-new due to DIAPERING & TOILETING)

B. This agreement shall become effective upon ratification of both parties and shall be in full force and effect from July 1, 2020 through June 30, 2023.

C. During the 2021/2022 school year negotiations shall be limited to two non-economic articles per party. If LCFF COLA in 2021/2022 is less than 2.7% the parties agree to meet to ensure \$15.00 minimum wage is met by January 2022. The parties shall each have the right to reopen this Agreement for negotiations on two (2) articles of the Agreement in addition to the article on Salaries and Benefits, Article XI, for the 2022/2023 year. Initial bargaining proposals for the District and CSEA shall normally be presented at the March meeting of the Board of Trustees. Copies of the District’s proposal(s) shall be forwarded to the CSEA Chapter President, the CSEA Labor Relations Representative, and identified members of the CSEA bargaining team when presented to the Board of Trustees.

CSEA #661 and MLUSD agree to cross-reference AB119 in ARTICLE III and add AB 119 MOU language to the Table of Contents and as APPENDIX G.

For District:

Dated: 2/23/2021 By: DocuSigned by: Marcy Guthrie
C03B0E40F65B41F...

Dated: 2/23/2021 By: DocuSigned by: Lisa Donaldson
EFB6FA80F31C4D6...

For California School Employees Association:

Dated: 2/23/2021 By: DocuSigned by: Brooke LaFromboise
09E3DA5D42EF4EE...

Dated: 2/23/2021 By: DocuSigned by: Barbara Grover
7E682969AC034F3...

Dated: 2/23/2021 By: DocuSigned by: Ashley Bose
35BEE22EA9D4E4...

Dated: 2/23/2021 By: DocuSigned by: [Signature]
51FC542E563E401...

Dated: 2/23/2021 By: DocuSigned by: Cesar Mata
8FCF29A8CFF749D...

MOTHER LODE UNION SCHOOL DISTRICT
2020-2021 DRAFT
Classified Salary Schedule

	Range	1	2	3	4	5	6
Nutrition Services Assistant Yard Supervisor	2	14.62	15.28	15.97	16.68	17.43	18.22
Campus Monitor	3	14.88	15.55	16.24	16.98	17.74	18.54
Nutrition Services Worker	4	15.14	15.82	16.53	17.27	18.05	18.86
School Clerk I	5	15.40	16.09	16.82	17.58	18.37	19.19
LCAP Instructional Aide	6	15.67	16.38	17.11	17.88	18.69	19.53
Library Clerk II	7	15.94	16.66	17.41	18.20	19.01	19.87
SpED Instructional Aide II Instructional Aide II Bilingual	8	16.22	16.95	17.72	18.51	19.35	20.22
Custodian Food Service/Office Technician School Clerk II	9	16.51	17.25	18.03	18.84	19.69	20.57
Custodian (nights) Student Van Driver School Clerk II Bilingual	10	16.80	17.55	18.34	19.17	20.03	20.93
	11	17.09	17.86	18.66	19.50	20.38	21.30
School Clerk II-CALPADS	12	17.39	18.17	18.99	19.84	20.74	21.67
School Clerk II-CALPADS Bilingual	13	17.69	18.49	19.32	20.19	21.10	22.05
Head Groundskeeper	14	18.00	18.81	19.66	20.55	21.47	22.44
Bus Driver Lead Custodian Building/Grounds/Maintenance Worker	15	18.32	19.14	20.00	20.90	21.85	22.83
	16	18.64	19.48	20.35	21.27	22.23	23.23
Lead Driver/Trainer	17	18.97	19.82	20.71	21.64	22.62	23.63
	18	19.30	20.17	21.07	22.02	23.01	24.05
	19	19.64	20.52	21.44	22.41	23.42	24.47
Admin Asst to Principal	20	19.98	20.88	21.82	22.80	23.82	24.90
	21	20.33	21.24	22.20	23.20	24.24	25.33
Account Technician Lead Building & Grounds Maintenance	22	20.68	21.61	22.59	23.60	24.67	25.78
	23	21.05	21.99	22.98	24.02	25.10	26.23
	24	21.41	22.38	23.38	24.44	25.54	26.69
	25	21.79	22.77	23.79	24.86	25.98	27.15
	26	22.17	23.17	24.21	25.30	26.44	27.63
	27	22.56	23.57	24.63	25.74	26.90	28.11
	28	22.95	23.99	25.07	26.19	27.37	28.60
	29	23.35	24.41	25.50	26.65	27.85	29.10
Nursing Specialist Sign Language Interpreter	30	23.76	24.83	25.95	27.12	28.34	29.61
	31	24.18	25.27	26.40	27.59	28.83	30.13
Fleet Service Leader	32	24.60	25.71	26.87	28.08	29.34	30.66
	33	25.03	26.16	27.34	28.57	29.85	31.20
	34	25.47	26.62	27.82	29.07	30.37	31.74
	35	25.92	27.08	28.30	29.58	30.91	32.30
	36	26.37	27.56	28.80	30.09	31.45	32.86
Technology Technician	37	26.83	28.04	29.30	30.62	32.00	33.44
	38	27.30	28.53	29.81	31.16	32.56	34.02
	39	27.78	29.03	30.34	31.70	33.13	34.62
	40	28.27	29.54	30.87	32.26	33.71	35.22
	41	28.76	30.05	31.41	32.82	34.30	35.84
	42	29.26	30.58	31.96	33.39	34.90	36.47
	43	29.78	31.12	32.52	33.98	35.51	37.11
	44	30.30	31.66	33.08	34.57	36.13	37.75
	45	30.83	32.21	33.66	35.18	36.76	38.42
	46	31.37	32.78	34.25	35.79	37.40	39.09

Longevity:

10-14 Years in District	3%
15-19 Years in District	5%
20-24 Years in District	7%
25+ Years in District	9%

Note: This is a squared salary schedule;
4.5% between steps; 1.75% between ranges.

Mother Lode USD PROPOSED NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND MOTHER LODE CHAPTER #661 (CSEA) AND
THE MOTHER LODE UNION SCHOOL DISTRICT

November 5, 2019 10:30 AM

Article VI-Section F

COMMENTS

AB 119 (2017) adds sections 3555-3559 to the Government Code and amends the Public Records Act at Government Code Section 6254.3. It requires that, absent a waiver by CSEA, the District is required to (1) give CSEA 10 days' notice of every orientation session absent an urgent critical unforeseen need, (2) provide CSEA with access to new hires during any orientation session, (3) provide CSEA with contact information on new hires within 30 days of hire or the first pay period of the month after the employee is hired, whichever is later, and (4) also provide CSEA with a list of all employees' names and contact information every 120 days.

Please note: Newly hired employees may, in accordance with the Public Records Act (PRA), request not to have their home address, home telephone number, personal cellular telephone number, and birth date provided to their exclusive representative. Under the PRA, this personal information is *not* open to *public* disclosure, but *is* open to the exclusive representative, unless the employee affirmatively requests otherwise. (*County of Los Angeles v. Los Angeles County Employee Relations Commission* (2013) 56 Cal.4th 905.) The employer may not encourage employees to make such a request.

1. DISTRICT NOTICE TO CSEA OF NEW HIRES

- a) The District shall provide CSEA Chapter President notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

2. EMPLOYEE INFORMATION

- a) "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit.
- b) The District shall provide CSEA with contact information on the new hires. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

Mother Lode USD PROPOSED NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND MOTHER LODE CHAPTER #661 (CSEA) AND
THE MOTHER LODE UNION SCHOOL DISTRICT

November 5, 2019 10:30 AM

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;
- xvi. Employee ID;
- xvii. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

- c) Periodic Update of Contact Information: The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Home Street address (incl. apartment #)
- x. City
- xi. State
- xii. ZIP Code (5 or 9 digits)
- xiii. Home telephone number (10 digits);
- xiv. Personal cellular telephone number (10 digits);
- xv. Personal email address of the employee;

Mother Lode USD PROPOSED NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND MOTHER LODE CHAPTER #661 (CSEA) AND
THE MOTHER LODE UNION SCHOOL DISTRICT

November 5, 2019 10:30 AM

- xvi. Employee ID;
- xvii. Hire date.

3. NEW EMPLOYEE ORIENTATION

- a) "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b) The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.
 - i. In the event the District conducts a group orientation, CSEA shall have thirty (30) minutes of time for one (1) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
 - ii. In the event the District conduct one-on-one orientations with new employees, CSEA shall have up to *sixty (60)* minutes of paid release time for one (1) CSEA representative to conduct the orientation session, plus up to sixty (60) minutes of paid release time for the new hire(s). *Orientation session shall be conducted between the district office hours of 8:00 am and 4:00 pm. CSEA orientations shall not delay the hiring or start date of the new hire nor impact the instructional program.* Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- c) The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d) The orientation session shall be held on District property.

Mother Lode USD PROPOSED NEW EMPLOYEE ORIENTATION
MEMORANDUM OF UNDERSTANDING BETWEEN THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION AND MOTHER LODE CHAPTER #661 (CSEA) AND
THE MOTHER LODE UNION SCHOOL DISTRICT

November 5, 2019 10:30 AM

- e) During CSEA’s orientation session, no District manager or supervisor or non-unit employee shall be present.

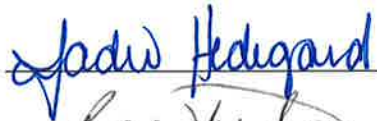
4. DURATION OF AGREEMENT


- a) Term: This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2021 and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2021, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2021, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration.
 - a. Unless mutually agreed to by the Parties, there shall be no reopening of negotiations on this during the life of the Agreement from the date this Agreement is signed, through June 30, 2021.
- b) Savings Clause: If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days of the invalidation.

DISTRICT

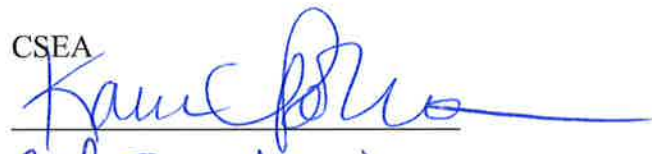








CSEA











MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Account Technician	REPORTS TO:	CBO
DEPARTMENT:	Business	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	260 days, 12 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 22
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Performs a variety of responsible work involved in developing, preparing, processing, maintaining and reviewing District accounting and financial documents, records and reports; under the supervision of the CBO.

REPRESENTATIVE DUTIES:

- Prepares and processes purchase orders checking for accuracy and completeness and proper authorization; enters requisitions data for Maintenance, Operations & Transportation as well as District Office.
- Perform a variety of clerical duties in support of the district office functions such as typing, data entry, duplicating, mail distribution, filing and answering phones, order and stock office supplies.
- Prepares invoices, warrant orders and processes purchase order payments through the current accounting system.
- Attends Accounts Payable User Group training provided by El Dorado County Office of Education as scheduled.
- Assists in completing financial and statistical reports related to accounts payable, accounts receivable, budget and purchasing.
- Maintains records related to the transportation fees and passes.
- Maintains and balances District Revolving Account.
- Prepares, processes and records district deposits through current accounting system.
- Delivers District deposits on a weekly basis.
- Transports intra-district mail between Mother Lode District Office and El Dorado County Office of Education on a weekly basis. Perform other business related errands as necessary.
- Communicates with vendors, salespeople and others to research information or explain District procedures and policies.
- Operate a variety of standard office equipment.
- May provide relief or assistance to other District office staff.
- Asset and inventory accounting.
- Adhere to Department of Industrial Relations (DIR) regulation and processes.
- Project Tracking.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Account Technician

- **Bond accounting and filing and assist with audit documentation.**
- **Liaison between DO and school sites for purchase order process training and support.**
- Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent supplemented by college-level course work in purchasing, Business Administration or related field

Five (5) years of responsible clerical/accounting experience

School site experience is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid Driver License

California Department of Justice fingerprint clearance

TB **risk assessment**

Passing employee entrance evaluation

Accounting proficiency test

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, practices and terminology of accounting and financial record keeping, including bookkeeping procedures.
- California school business and accounting practices and procedures.
- Telephone techniques and etiquette.
- Computer based application software to include spreadsheets, word processing and database management.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Learn and apply to district policies and practices.
- Operate a variety of office equipment.
- Perform mathematical calculations quickly and accurately.
- Understand and follow oral and written directions.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Perform complex assignments independently.
- Perform a variety of specialized and technical duties and provide technical information and assistance to others.
- Plan and organize work.
- Use of computers to perform all required tasks.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Account Technician

- Meet District standards of professional attitude and effective leadership.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within and outside the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

WORKING CONDITIONS:

ENVIRONMENT:

The noise level in the office environment is usually moderate

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and office equipment; hearing and speaking to exchange information in person or on the telephone; seeing to inspect documents for accuracy; sitting for extended periods of time; reaching to retrieve and maintain files. Ability to lift the following: Floor lift 30 lbs.; Chest lift-40 lbs.

**MOTHER LODE UNION SCHOOL DISTRICT
Position Description**

TITLE: Administrative Assistant to the Principal	REPORTS TO: Principal
DEPARTMENT: School Site	CLASSIFICATION: Classified
FLSA: Non-Exempt	WORK YEAR: 213 days/10 month
BOARD APPROVAL: xx/xx/xxxx	SALARY: Range 20
CSEA APPROVAL: xx/xx/xxxx	

BASIC FUNCTION:

Perform a wide variety of clerical and secretarial duties to assist students, parents, staff and visitors in daily operations of school, coordinate school office activities and assist the Principal in administrative tasks; assist students, parents, staff and visitors with the daily operations of the school; perform public relations and communications services for the Principal; under the supervision of the Principal.

REPRESENTATIVE DUTIES:

- Coordinate and communicate school activities, events and timelines.
- Maintain the principal's calendar; schedule appointments; arrange meetings and conferences including travel arrangements; maintain school calendar and coordinate school events as requested.
- Coordinate activities for staff (i.e., professional development, PO's).
- Coordinate activities for students (i.e., field trips, etc.).
- Coordinate facility use and schedules.
- Screen visitors and phone calls; receive mail, prioritize and distribute.
- Provide administrative and clerical support for complex operations; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.
- Lead the activities of the office staff, provide training, indirect supervision, technical leadership and direction as necessary; assure compliance with established procedures; assist in setting work priorities and provide input to performance evaluations.
- Provide information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate.
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, inventories and student activities; prepare and maintain related records, files and logs.

**MOTHER LODE UNION SCHOOL DISTRICT
Position Description**

Title: Administrative Assistant to the Principal

- Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.
- Oversee and assist Clerk with enrolling, registering and scheduling new students; complete enrollment information and enter into computer. Assist in the completion of records for the release or transfer of students.
- Operate a variety of office equipment including calculator, copiers, computer and communications equipment and other school office equipment.
- Assist in orienting new staff; provide information and materials.
- Coordinating substitute personnel; provide keys and instructional materials and maintain related records.
- Oversee and assist in maintaining accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.
- Prepare a variety of budget and financial materials, correspondence, reports and statistical information.
- Determine needs of children entering the Nurse's office with injuries or illness when a nurse or health assistant is not present, and administer first aid as necessary.
- Requisition, receive, store and distribute supplies and office materials; maintain materials and equipment inventory as assigned.
- Serve on school and District committees as assigned.
- **Maintains social media platforms**
- **Maintains and updates website**
- **Publishes information - Newsletters, Bulletins, Site Bulletin Boards, Marquee**
- **Creates Schedules**
- **Collaborates with and organizes volunteers**
- **Helps with communication development and marquee maintenance**
- **Maintains confidentiality with access to Principal's emails**
- Other related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent

Three years of experience in the secretarial field is required

College coursework in Business Administration is desirable

Spanish speaking is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid Driver License

California Department of Justice fingerprint clearance

TB **risk assessment**

Passing employee entrance evaluation

Type at 45 wpm net

Current CPR and First Aid Certificate

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Administrative Assistant to the Principal

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- District school office terminology, practices, procedures, policies and goals.
- Modern office practices, procedures and equipment including computer software equipment.
- Financial and statistical record-keeping techniques.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Letter and report writing techniques.
- Applicable Education Codes and related laws.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Perform public relations and communications services for the Principal.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office equipment including computer, calculator and copier.
- Understand and work within scope of authority.
- Meet schedules and prioritize timelines.
- Plan, prioritize and organize work.
- Train and provide work direction to others.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Administration of medication appropriately and maintain accurate logs.
- To remain calm and respond appropriately to difficult people and situations.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within and outside the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Administrative Assistant to the Principal

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone. Ability to lift the following: Floor lift 30 lbs.; Chest lift-40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Building and Grounds Maintenance Worker	REPORTS TO:	CBO
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	260 days, 12 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 15
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Perform building/grounds maintenance and gardening work around District schools, facilities and buildings. Perform building maintenance work and assist other grounds and maintenance personnel; under the guidance of the Principal and the supervision of the CBO.

REPRESENTATIVE DUTIES:

- Operate a riding mower and various push mowers, edgers and other equipment to perform grounds maintenance and gardening work around District schools, facilities and buildings.
- Drive a vehicle to conduct work.
- Operate a spray rig to apply herbicides and control weeds; assure the safe application of herbicides according to established procedures; wear appropriate protective suit and respirator as required.
- Calibrate materials for spraying; utilize various chemical, herbicide or pesticide applications.
- Rake, edge, weed, plant, fertilize and water lawns and landscape areas; plant, fertilize, water, trim and prune shrubs, trees and flowers.
- Prepare surface ground for planting.
- Maintain riding and push mowers and other landscaping machinery, tools and equipment; make minor repairs as necessary.
- Maintain records of chemical applications as required.
- Operate and make minor repairs to heating and air conditioning units, light systems, irrigation systems, plumbing, electrical, fire/ intrusion alarms and low voltage systems.
- Assist in development and implementation of inventory program.
- Perform skilled work in the painting, alteration, repair, maintenance and construction of buildings, and other district facility needs.
- Routine inspections of school grounds, playground equipment and grease traps.
- Routine inspection of playground equipment.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Building and Grounds Maintenance Worker

- Align, and assemble playground equipment.
- Assist in setup for special events.
- Deliver supplies and materials.
- Communicate needs for repairs on all facilities and equipment to supervisor.
- Maintain and prepare athletic fields as assigned.
- Assist other grounds and maintenance personnel as assigned.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent is desirable

Sufficient training and experience to demonstrate the knowledge and abilities listed below or two years building and grounds maintenance experience is highly desirable

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver License
- Obtain Forklift Operator Certification
- Obtain Pesticide Application Certification
- California Department of Justice fingerprint clearance
- TB **risk assessment**
- Passing employee entrance evaluation

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, operations and maintenance of supplies and tools used in general grounds and maintenance work.
- Basic grounds maintenance procedures including mowing, spraying, edging, raking and weeding.
- Laws, rules and regulations related to the application of herbicides and pesticides.
- Methods and materials used in controlling pests, insects and weeds.
- Health and safety regulations.
- Basic first aid procedures and methods.

ABILITY TO:

- Operate a variety of walk/ride type mowers and edgers to perform grounds maintenance and gardening work around District schools, facilities and buildings.
- Assist others in specialized groundskeeping activities.
- Operate a spray rig to apply herbicides and control weeds.
- Wear appropriate protective suit and respirator as required.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.

**MOTHER LODE UNION SCHOOL DISTRICT
Position Description**

Title: Building and Grounds Maintenance Worker

KNOWLEDGE AND ABILITIES: (Continued)

KNOWLEDGE OF:

- Repair plumbing, electrical and other building features.
- Calibrate materials for spraying.
- Observe legal and defensive driving practices.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within and outside the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions; regular exposure to fumes, dust and odors

PHYSICAL ABILITIES:

Sitting, walking or standing for extended periods of time; dexterity of hands and fingers to operate equipment; bending at the waist; reaching overhead and horizontally, walking over rough or uneven surfaces; carrying, pushing or pulling equipment; heavy physical labor. Ability to lift the following: Floor Lift-75 lbs.; Chest Lift-75 lbs.

HAZARDS:

Fumes from vehicle and equipment operation
Exposure to chemicals
Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE: Duplication Clerk/Receptionist	REPORTS TO: CBO
DEPARTMENT: District Office	CLASSIFICATION: Classified
FLSA: Non-Exempt	WORK YEAR: 260 days, 12 month
BOARD APPROVAL: xx/xx/xxxx	
CSEA APPROVAL: xx/xx/xxxx	SALARY: Range 9

BASIC FUNCTION:

Performs District duplicating services and clerical duties; under the supervision of the CBO.

REPRESENTATIVE DUTIES:

- Collate, assemble, hole punch, bind, staple and package reproduced materials.
- Perform a variety of clerical duties in support of the district office functions such as typing, data entry, duplicating, mail distribution, filing and answering phones, order and stock office supplies.
- Communicate with staff to assure the order timelines are met.
- Maintain equipment in efficient working order, troubleshoot and diagnose as appropriate; notify supervisor/vendor of malfunctions as necessary.
- Perform tasks with accuracy, speed and sound independent judgment.
- Type with a speed of 45 wpm net.
- Operate standard office equipment.
- Maintain related inventories according to established guidelines.
- Carry out oral and written instructions effectively.
- Greet office visitors and answer telephones.
- Participate in meetings and in-service training programs as assigned.
- Clerical support of Maintenance and Operations.
- Scheduling of departments; work orders and facility use paperwork.
- Prepare Bank Deposits following all cash protocols.
- Provide Special Education clerical support (i.e. filing, mailing, copies, etc).
- Assist with receiving and tracking Inter-district transfer requests.
- Collect Bus applications and Bus Fees.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent

One year of office experience is desirable

One year of employment with experience using computers desirable

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Duplication Clerk/Receptionist

LICENSES AND OTHER REQUIREMENTS:

California Department of Justice fingerprint clearance

TB **risk assessment**

Passing employee entrance evaluation

Type at 45 wpm net

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic operations of duplicating equipment and office machines.
- Record-keeping techniques.
- Standard office procedures.

ABILITY TO:

- Operate duplication equipment and office machines.
- Perform a variety of clerical duties (i.e., filing) accurately.
- Maintain, adjust and perform routine maintenance of equipment.
- Produce quality printed work according to established production standards.
- Understand and carry out written and oral directions in an orderly and organized manner.
- Work effectively and efficiently with minimum supervision.
- Perform duties with a demanding schedule.
- Learn new equipment and procedures.
- Type with a speed of 45 wpm net.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within and outside the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to noise from equipment operation

PHYSICAL ABILITIES:

Lifting heavy boxes of paper; dexterity of hands and fingers to operate a variety of duplicating equipment and office machines; standing for extended periods of time; bending at the waist; carrying, pushing or pulling; seeing to proof completed work. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	LCAP Instruction Aide	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	183 days, 10 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 6
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

The primary function of this position is to assist in providing, reinforcing and supporting instruction to individuals or groups of students to meet the annual LCAP goals; under the supervision of the Principal with guidance from Assistant Principal and Teachers.

REPRESENTATIVE DUTIES:

- Work with students individually or in groups with a focus on improving student achievement.
- Administer/proctor assessments to determine appropriate instructional program for students.
- Collaborate with Principals, Assistant Principals and Teachers to deliver the prescribed instruction to meet the LCAP goals.
- Collect and organize student data using multiple software programs.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent

Computer experience is required

Experience with instructional programs and student data management software is desirable

Experience in working with students is desirable

College coursework such as early childhood education or child development is desirable

Spanish speaking is desirable

LICENSES AND OTHER REQUIREMENTS:

California Department of Justice fingerprint clearance

TB test clearance ~~risk assessment~~

Pass employee entrance evaluation

A minimum of one of the following is required:

- Passing score on the highly qualified paraprofessional exam ~~is required;~~
- **AA Degree; or**
- **48 semester units of General Education**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic computer applications.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description
LCAP Instructional Aide

- General purposes of public education.
- Basic first aid procedures and methods.

ABILITY TO:

- Direct learning activities of individual students or groups of students.
- Work with students tactfully, courteously and with good judgment.
- Work harmoniously and responsibly with teachers.
- Understand and carry out oral and written directions.
- Perform duties in an orderly and organized manner.
- Operate computer hardware and software.
- Monitor student performance in collaboration with Principal, Assistant Principal and Teachers.
- Communicate effectively in oral and written form.
- Gather and organize student performance data.
- Read and understand basic statistical information.
- Perform duties with a demanding schedule.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

WORKING CONDITIONS:

ENVIRONMENT:

School campus/classrooms and computer labs

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials and/or use technology. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Lead Building and Grounds Maintenance	REPORTS TO:	CBO
DEPARTMENT:	Maintenance	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	260 days, 12 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 22
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Plan, coordinate, organize and perform the building/grounds maintenance and gardening work around District schools, facilities and buildings. Perform building maintenance work, provide work direction, guidance to others, and assist other grounds and maintenance personnel; under the guidance of the Principal and the supervision of the CBO.

REPRESENTATIVE DUTIES:

- Confer with the Principal and CBO regarding maintenance needs of school buildings and facilities plan.
- Provide work direction and guidance to Building/Grounds Maintenance Workers; assist in training of maintenance and operations personnel and provide feedback.
- Inspect buildings and grounds for damage, needed repairs, security and safety hazards and prepare work orders.
- Prepare and revise grounds and maintenance work schedules, to achieve facilities needs and goals of educational, operational and athletic departments.
- Assist CBO with communication and collaboration with administrators, district personnel and contractors to coordinate activities and programs, resolve issues, conflicts, and exchange information for the safe completion of facilities projects.
- **Researches a variety of information (e.g. new regulations, new technology, best practices, etc.) for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.**
- **Coordinates with CBO and/or maintenance worker any corrective actions in response to code violations as needed to ensure compliance with all local, state, and federal guidelines.**
- **Researches products and methods for facility projects to determine appropriate solutions; prepares statement of work and bid documents for construction, maintenance, and repair quotes.**

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Lead Building and Grounds Maintenance

- May work directly with contractors for the purpose of monitoring, providing site access, oversee, and provide direction of project. Communicate regular status updates to Principal and/or CBO.
- Operate a riding mower and various push mowers, edgers, and other equipment to perform grounds maintenance and gardening work around District schools, facilities and buildings.
- Drive a vehicle to conduct work.
- Operate a spray rig to apply herbicides and control weeds; assure the safe application of herbicides according to established procedures; wear appropriate protective suit and respirator as required.
- Calibrate materials for spraying; utilize various chemical, herbicide or pesticide applications.
- Rake, edge, weed, plant, fertilize and water lawns and landscape areas; plant, fertilize, water, trim and prune shrubs, trees and flowers.
- Prepare surface ground for planting.
- Maintain riding and push mowers and other landscaping machinery, tools and equipment; make minor repairs as necessary.
- Maintain records of chemical applications as required.
- Operate and make minor repairs to heating and air conditioning units, light systems, irrigation systems, plumbing, electrical, fire/ intrusion alarms and low voltage systems.
- Assist in development and implementation of inventory program.
- Perform skilled work in the painting, alteration, repair, maintenance and construction of buildings, and other district facility needs.
- Conduct routine inspections of school grounds, playground equipment and grease traps.
- Conduct routine inspection of playground equipment.
- Align and assemble playground equipment.
- Assist in setup for special events.
- Deliver supplies and materials.
- Communicate needs for repairs on all facilities and equipment to supervisor.
- Maintain and prepare athletic fields as assigned.
- Assist other grounds and maintenance personnel as assigned.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent is desirable

Sufficient training and experience to demonstrate the knowledge and abilities listed below or two years building and grounds maintenance experience is highly desirable

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver License
- Obtain Forklift Operator Certification

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Lead Building and Grounds Maintenance

- Obtain Pesticide Application Certification
- California Department of Justice fingerprint clearance
- TB risk assessment clearance
- Passing employee entrance evaluation

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Planning, methods, operations and maintenance of supplies and tools used in general grounds and maintenance work.
- Basic grounds maintenance procedures including mowing, spraying, edging, raking and weeding.
- Various heating and air conditioning units, light systems, irrigation systems, plumbing, electrical, fire/ intrusion alarms and low voltage systems.
- Laws, rules and regulations related to the application of herbicides and pesticides.
- Methods and materials used in controlling pests, insects and weeds.
- Health and safety regulations.
- Basic first aid procedures and methods.
- Basic record-keeping techniques.
- Reading and writing communication skills.

ABILITY TO:

- Operate a variety of walk/ride type mowers and edgers to perform grounds maintenance and gardening work around District schools, facilities and buildings.
- Operate and make minor repairs to heating and air conditioning units, light systems, irrigation systems, plumbing, electrical, fire/ intrusion alarms and low voltage systems.
- Assist others in specialized grounds keeping activities.
- Operate a spray rig to apply herbicides and control weeds.
- Wear appropriate protective suit and respirator as required.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds, athletic fields and other landscaped areas.
- Calibrate materials for spraying.
- Observe legal and defensive driving practices.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within and outside the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Lead Building and Grounds Maintenance

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor work environment; driving a vehicle to conduct work; seasonal heat and cold or adverse weather conditions; regular exposure to fumes, dust and odors

PHYSICAL ABILITIES:

Sitting, walking or standing for extended periods of time; dexterity of hands and fingers to operate equipment; bending at the waist; reaching overhead and horizontally, walking over rough or uneven surfaces; carrying, pushing or pulling equipment; heavy physical labor. Ability to lift the following: Floor Lift-75 lbs.; Chest Lift-75 lbs.

HAZARDS:

Fumes from vehicle and equipment operation

Exposure to chemicals

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Lead Custodian	REPORTS TO:	CBO
DEPARTMENT:	Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	260 days, 12 months
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 15
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Plan, organize, lead, and participate in the daytime on-site custodial and routine maintenance functions and activities of a school site; provide work direction and guidance to others; under the guidance of the Principal and the supervision of the CBO.

REPRESENTATIVE DUTIES:

- Participate in the custodial and limited ground/maintenance activities pertaining to immediate safety (i.e., playground bark maintenance, de-icing walkways, leaves, tree droppings, etc.). performed by the school site custodial staff during an assigned shift;
- Perform emergency cleanup services resulting from breakage, vandalism, spilling, weather, and illness.
- Confer with the Principal and CBO regarding maintenance needs of school buildings and facilities.
- Provide work direction and guidance to Custodians assigned to the school; assist in training of custodial personnel and provide feedback for performance evaluation
- Inspect buildings and grounds for damage, needed repairs, security and safety hazards and prepare work orders.
- Prepare and revise work schedules.
- Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings.
- Requisition needed materials, supplies and equipment.
- Maintain operational inventory.
- Oversee rooms, furniture and equipment arrangement for special events.
- Sweep, mop, strip, wax, and seal floors; vacuum, spot, clean, shampoo and extract rugs and carpets.
- Dust, wash, and polish furniture and woodwork.
- Empty and clean waste receptacles, including trash barrels.
- Clean restrooms, locker rooms, and shower.
- Lock and unlock gates and doors, and set security systems; raise and lower flags.
- Operate and program low voltage systems.
- Routine inspection of fire extinguishers and playground equipment.
- Perform related duties as assigned.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Head Custodian

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent is desirable

Sufficient training and experience to demonstrate the knowledge and abilities listed below or two years building and grounds maintenance experience highly desirable.

LICENSES AND OTHER REQUIREMENTS:

- Valid Driver License
- California Department of Justice fingerprint clearance
- TB **risk assessment**
- Employee entrance evaluation

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials and equipment used in custodial, groundskeeping and general maintenance work.
- Requirements of maintaining school buildings in a safe, clean and orderly condition.
- Basic principles of training, providing work direction and guidance to others.
- Operating principles of heating and air conditioning equipment.
- Safe practices related to cleaning methods and procedures.
- Basic record-keeping techniques.
- Reading and writing communication skills.

ABILITY TO:

- Plan and perform skilled custodial services.
- Operate equipment used in custodial, groundskeeping and general maintenance work
- Demonstrate leadership, good judgment and common sense.
- Make arithmetic calculations quickly and accurately.
- Plan and schedule the custodial program.
- Estimate time and materials involved with the custodial program.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Train and provide work direction to others.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Head Custodian

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:

Sitting, walking or standing for extended periods of time; dexterity of hands and fingers to operate equipment; bending at the waist; reaching overhead and horizontally. Ability to lift the following: Floor Lift-75 lbs.; Chest Lift-75 lbs.

HAZARDS:

Exposure to cleaning agents and chemicals.

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	School Clerk II	REPORTS TO:	Principal
DEPARTMENT:	Clerical	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days/10 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 9
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Perform a wide variety of clerical work, record keeping, student service function and related work as required under the supervision of the Principal and guidance of the Administrative Assistant to the Principal.

REPRESENTATIVE DUTIES:

- Greet office visitors and answer telephones. Provide information concerning school activities, programs, and schedules.
- Build and maintain student schedules
- Perform a variety of clerical work including typing, filing, checking and recording information on records.
- Type correspondence, memoranda, reports and lists.
- Assist preparing various documents and reports related to school activities and programs.
- Maintain student attendance records.
- Enroll and schedule new students.
- Complete records for the release or transfer of students.
- Receive and receipt money.
- Assist ill or injured students by providing minor first aid and contact parents accordingly.
- Review documents for accuracy, completion, and conformance to established school policies and procedures.
- Receive, sort and distribute incoming and outgoing mail.
- Operate a variety of office machines.
- Maintain order with student(s) assigned to school office.
- Assist in the operation of the school office, as needed and appropriate.
- Provide assist and consult with nurse and/or administration with health related issues.
- Train student office helpers as necessary.
- Other related duties as assigned.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent
Extensive experience with computers
Type at 45 wpm net is desirable
One year of general clerical and typing experience
Experience in a school or office is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid Driver License
Department of Justice fingerprint clearance
TB **risk assessment**
Passing employee entrance evaluation
Basic and current CPR and First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Clerical work with accuracy, speed and sound independent judgment.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.

ABILITY TO:

- Competently carry out modern office methods, practices and procedures.
- Assist in a variety of administrative tasks.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II/Bilingual

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan, prioritize and organize work.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.
- Maintain good grooming standards; appropriate dress for business office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone
Ability to lift the following: Floor lift 30 lbs.; Chest lift 40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	School Clerk II Bilingual	REPORTS TO:	Principal
DEPARTMENT:	Clerical	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days/10 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 10
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Perform a wide variety of clerical work, record keeping, student service function and related work as required under the supervision of the Principal and guidance of the Administrative Assistant to the Principal.

REPRESENTATIVE DUTIES:

- Greet office visitors and answer telephones. Provide information concerning school activities, programs, and schedules.
- Build and maintain student schedules
- Perform a variety of clerical work including typing, filing, checking and recording information on records.
- Type correspondence, memoranda, reports and lists.
- Assist preparing various documents and reports related to school activities and programs.
- Maintain student attendance records.
- Enroll and schedule new students.
- Complete records for the release or transfer of students.
- Receive and receipt money.
- Assist ill or injured students by providing minor first aid and contact parents accordingly.
- Review documents for accuracy, completion, and conformance to established school policies and procedures.
- Receive, sort and distribute incoming and outgoing mail.
- Operate a variety of office machines.
- Maintain order with student(s) assigned to school office.
- Assist in the operation of the school office, as needed and appropriate.
- Provide assist and consult with nurse and/or administration with health related issues.
- Train student office helpers as necessary.
- Assist site, district office personnel and non-English speaking parents in school related oral and written communication with non-English speaking parents.
- Attend Student Study Team; IEP sites, 504 and Parent Conferences as needed to provide interpretation.
- Other related duties as assigned.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II/Bilingual

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent
Extensive experience with computers
Type at 45 wpm net is desirable
One year of general clerical and typing experience
Experience in a school or office is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid Driver License
Department of Justice fingerprint clearance
TB **risk assessment**
Passing employee entrance evaluation
Basic and current CPR and First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Clerical work with accuracy, speed and sound independent judgment.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.
- Programs for English Learners.
- Programs procedures and appropriately translated terminology for Special Education.
- Dialects within languages.

ABILITY TO:

- Competently carry out modern office methods, practices and procedures.
- Assist in a variety of administrative tasks.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Speak, read, and write fluently in English and another foreign language.
- Understand cultural heritage and differences of non-English speaking students.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II/Bilingual

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan, prioritize and organize work.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.
- Maintain good grooming standards; appropriate dress for business office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone
Ability to lift the following: Floor lift 30 lbs.; Chest lift 40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	School Clerk II-CALPADS	REPORTS TO:	Principal
DEPARTMENT:	Clerical	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	213 days/10 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 12
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

Perform a wide variety of clerical work, record keeping, student service function and related work as required under the supervision of the Principal and guidance of the Administrative Assistant to the Principal.

REPRESENTATIVE DUTIES:

- Greet office visitors and answer telephones. Provide information concerning school activities, programs, and schedules.
- Build and maintain student schedules
- Perform a variety of clerical work including typing, filing, checking and recording information on records.
- Type correspondence, memoranda, reports and lists.
- Assist preparing various documents and reports related to school activities and programs.
- Maintain student attendance records.
- Enroll and schedule new students.
- Complete records for the release or transfer of students.
- Receive and receipt money.
- Assist ill or injured students by providing minor first aid and contact parents accordingly.
- Review documents for accuracy, completion, and conformance to established school policies and procedures.
- Receive, sort and distribute incoming and outgoing mail.
- Operate a variety of office machines.
- Maintain order with student(s) assigned to school office.
- Assist in the operation of the school office, as needed and appropriate.
- Provide assist and consult with nurse and/or administration with health related issues.
- Train student office helpers as necessary.
- **Special Education Information System (SEIS), Aeries/CALPADS, data, and special education records management.**
- Other related duties as assigned.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent
Extensive experience with computers
Type at 45 wpm net is desirable
One year of general clerical and typing experience
Experience in a school or office is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid Driver License
Department of Justice fingerprint clearance
TB **risk assessment**
Passing employee entrance evaluation
Basic and current CPR and First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Clerical work with accuracy, speed and sound independent judgment.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.

ABILITY TO:

- Competently carry out modern office methods, practices and procedures.
- Assist in a variety of administrative tasks.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Complete work with many interruptions.
- Work independently with little direction.

- Establish and maintain cooperative and effective working relationships with others.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II/Bilingual

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan, prioritize and organize work.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.
- Maintain good grooming standards; appropriate dress for business office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone
Ability to lift the following: Floor lift 30 lbs.; Chest lift 40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE: School Clerk II-CALPADS Bilingual	REPORTS TO:	Principal
DEPARTMENT: Clerical	CLASSIFICATION:	Classified
FLSA: Non-Exempt	WORK YEAR:	213 days/10 month
BOARD APPROVAL: xx/xx/xxxx	SALARY:	Range 13
CSEA APPROVAL: xx/xx/xxxx		

BASIC FUNCTION:

Perform a wide variety of clerical work, record keeping, student service function and related work as required under the supervision of the Principal and guidance of the Administrative Assistant to the Principal.

REPRESENTATIVE DUTIES:

- Greet office visitors and answer telephones. Provide information concerning school activities, programs, and schedules.
- Build and maintain student schedules
- Perform a variety of clerical work including typing, filing, checking and recording information on records.
- Type correspondence, memoranda, reports and lists.
- Assist preparing various documents and reports related to school activities and programs.
- Maintain student attendance records.
- Enroll and schedule new students.
- Complete records for the release or transfer of students.
- Receive and receipt money.
- Assist ill or injured students by providing minor first aid and contact parents accordingly.
- Review documents for accuracy, completion, and conformance to established school policies and procedures.
- Receive, sort and distribute incoming and outgoing mail.
- Operate a variety of office machines.
- Maintain order with student(s) assigned to school office.
- Assist in the operation of the school office, as needed and appropriate.
- Provide assist and consult with nurse and/or administration with health related issues.
- Train student office helpers as necessary.
- Assist site, district office personnel and non-English speaking parents in school related oral and written communication with non-English speaking parents.
- Attend Student Study Team; IEP sites, 504 and Parent Conferences as needed to provide interpretation.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II/Bilingual

- **Special Education Information System (SEIS), Aeries/CALPADS, data, and special education records management.**
- Other related duties as assigned.

EDUCATION AND EXPERIENCE:

High School Diploma or equivalent
Extensive experience with computers
Type at 45 wpm net is desirable
One year of general clerical and typing experience
Experience in a school or office is desirable

LICENSES AND OTHER REQUIREMENTS:

Valid Driver License
Department of Justice fingerprint clearance
TB **risk assessment**
Passing employee entrance evaluation
Basic and current CPR and First Aid Certificate

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Clerical work with accuracy, speed and sound independent judgment.
- Health and safety regulations.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies and objectives.
- Programs for English Learners.
- Programs procedures and appropriately translated terminology for Special Education.
- Dialects within languages.

ABILITY TO:

- Competently carry out modern office methods, practices and procedures.
- Assist in a variety of administrative tasks.
- Add, subtract, multiply and divide quickly and accurately.
- Understand and follow oral and written directions.
- Complete work with many interruptions.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: School Clerk II/Bilingual

- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Speak, read, and write fluently in English and another foreign language.
- Understand cultural heritage and differences of non-English speaking students.

KNOWLEDGE AND ABILITIES: (continued)

ABILITY TO: (continued)

- Understand and work within scope of authority.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Plan, prioritize and organize work.
- Compile and maintain accurate records and prepare reports.
- Work confidentially with discretion.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.
- Maintain good grooming standards; appropriate dress for business office.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; constant interruptions; excessive intermittent noise.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting for extended periods of time; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; hearing and speaking to exchange information in person or on the telephone
Ability to lift the following: Floor lift 30 lbs.; Chest lift 40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

MOTHER LODE UNION SCHOOL DISTRICT
Position Description

TITLE:	Special Education Instructional Aide II	REPORTS TO:	Principal
DEPARTMENT:	School Site	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	WORK YEAR:	183 days, 10 month
BOARD APPROVAL:	xx/xx/xxxx	SALARY:	Range 8
CSEA APPROVAL:	xx/xx/xxxx		

BASIC FUNCTION:

The primary function of this position is to assist in providing, reinforcing and supporting instruction to individuals or groups of students with disabilities to meet IEP goals; under the guidance of the Education Specialist and supervision of the Principal.

REPRESENTATIVE DUTIES:

- Assist individuals or small groups of students with disabilities; reinforce instruction as directed by the Teacher.
- Assist the Teacher in meeting the educational needs of students.
- Prepare materials for classroom use for students; correct and record tests and record results on student profiles and other records of students.
- Observe and manage behavior of students according to approved procedures and communicate progress regarding student performance and behavior in the general education setting to the Education Specialist.
- Assist students with personal hygiene: wash hands and faces; toilet students and change diapers and clothing as needed.
- May perform specialized health care procedures as needed for designated students in the classroom and other school areas.
- Assist students on and off the bus; push wheelchairs and lift students as needed.
- Prepare and assist students for general education.
- Assist in supervising students in the classroom, on the playground, or on field trips and community activities.
- Assist in some clerical duties.
- Assist in setting up work areas, displays and exhibits, operating educational training equipment.
- Assist in equipment set-up and operate classroom/lab computer equipment.
- Assist students with specialized equipment as needed.
- Assure the health and safety of students by following health and safety rules; assist students by providing proper examples, emotional support, friendly attitude and general guidance.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Special Education Instructional Aide II

- Participate in meetings and in-service training programs.
- Perform related duties as assigned.

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Prefer one year of experience working with students is desirable.
- Coursework in child development, child psychology, and/or education desirable.
- Clerical skills ~~is~~ **are** desirable
- Computer experience
- Working with students is desirable
- Experience with instructional programs and student data software is desirable.

LICENSES AND OTHER REQUIREMENTS:

California Department of Justice fingerprint clearance

TB risk assessment

Passing employee entrance evaluation

A minimum of one of the following is required:

- Passing score on the highly qualified paraprofessional exam ~~is required;~~
- **AA Degree; or**
- **48 semester units of General Education**

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Child growth, development and child behavior characteristics.
- Correct English usage, punctuation, spelling and grammar.
- Basic first aid procedures and methods.
- Basic Math concepts.
- Basic computer skills.
- Possible extreme student behavior.

ABILITY TO:

- Be understanding, patient, warm and receptive towards children.
- Assist in providing instruction to individuals or small groups of students at an assigned school site.
- Assist in clerical duties.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.

MOTHER LODE UNION SCHOOL DISTRICT

Position Description

Title: Special Education Instructional Aide II

- Communicate effectively with children and adults.
- Monitor and discipline students according to approved policies and procedures.
- Operate instructional and office equipment.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships.
- Complete work with many interruptions.
- Work independently with little direction.
- Learn new equipment and procedures.
- Work with confidentiality and discretion.
- Work with staff, students and parents in a tactful, courteous manner using good judgment.
- Promote and maintain good public relations within the school district.
- Be honest, show good initiative, be dependable, be loyal and maintain confidentiality.

WORKING CONDITIONS:

ENVIRONMENT:

School campus/classroom and computer labs

PHYSICAL ABILITIES:

Standing for extended periods of time; bending at the waist to assist students; reaching overhead, above the shoulders and horizontally; hearing and speaking to exchange information; seeing to monitor student activities and behavior; dexterity of hands and fingers to demonstrate activities and prepare materials. Ability to lift the following: Floor Lift-30 lbs.; Chest Lift-40 lbs.

HAZARDS:

Exposure to bloodborne pathogens

Possible extreme student behavior



MOTHER LODE UNION SCHOOL DISTRICT

3783 Forni Road * Placerville CA 95667 * (530) 622-6464 * Fax (530) 622-6163

Marcy M. Guthrie Ed.D., Superintendent

Board of Trustees

Cathy Wilson, President

Al Priestley, Clerk

Janet VanderLinden, Member

Glen Sellers, Member

Chuck Wolfe, Member

Add School Year Here

TO: Mother Lode Employees
FROM: Marcy Guthrie, Superintendent
RE: Request for Volunteers: Administration of Epinephrine, Glucagon and FDA approved rectal emergency seizure medication

We are required to request volunteers who are interested in being trained to perform safety care tasks in the school setting.

Emergency Administration of Medication:

Some students require the administration of medication in emergencies which may be provided by employees. There may be emergency situations where the health and safety of a student requires the administration of medication care services by employees who have volunteered to be trained to provide those services.

The District shall defend and indemnify from any and all civil liability each trained and certified volunteer employee who provided services in administration of Epinephrine, Glucagon and/or FDA approved rectal emergency seizure medication.

Training will be coordinated and provided by the District Nurse and/or other licensed provider. If you are interested in being trained as a volunteer, please indicate your preference below and contact your supervisor.

In accordance with ARTICLE XXI SAFETY, you could be eligible for a \$150 stipend based upon a full year of qualification and willingness of the employee to provide emergency administration of medication. The District shall defend and indemnify from any and all civil liability each trained and certified volunteer employee who provided services pursuant to this section.

Please indicate your preference below:

- I would like to volunteer to be trained in administration of Epinephrine, Glucagon and FDA approved rectal emergency seizure medication for Mother Lode School District.
- I am not willing to volunteer at this time

Name and Date _____

The Mission of the Mother Lode Union School District is the successful education of every student.