
MASTER CONTRACT

Between

**RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
CHAPTER #629**

November 1, 2018 through October 31, 2021

FOR THE BOARD OF EDUCATION

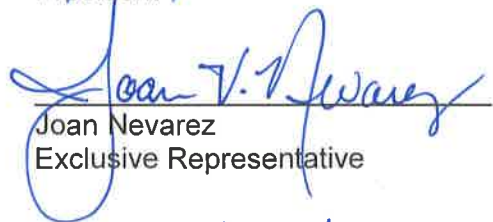


Sharon Barrett, President
Board of Trustees

FOR THE ASSOCIATION



Jeff Johnson
President



Joan Nevarez
Exclusive Representative

Dated: 5/22/19

Dated: 5/22/19

TABLE OF CONTENTS

<u>Article</u>	<u>Description</u>	<u>Page No.</u>
	Preamble	1
I	Effect of Agreement.....	1
II	Management Rights	1
III	Recognition and Organizational Rights.....	1
IV	Term	2
V	Savings Provisions	2
VI	Compensation	2
VII	Employees Disabled and/or Handicapped.....	3
VIII	Employee Rights	4
IX	Grievance Procedure	6
X	Holidays.....	9
XI	Insurance Benefits.....	9
XII	Layoffs	14
XIII	Leaves	17
XIV	Payroll Deduction for Association Dues	25
XV	Physical Examination	26
XVI	Educational Incentive Program	26
XVII	Vacant Positions/Reassignments/Transfers	27
XVIII	Vacations.....	31
XIX	Summer School.....	31
XX	Year-Round Education Classified Employees Bargaining Agreement	31
XXI	Hours of Employment and Overtime	35
XXII	In-Service Training	38
	Appendix A - Job Classifications, Salary Schedules and Job Descriptions	
	Appendix B - Travel and Conference	
	Appendix C - Classified Employee Performance Evaluation Report	
	Appendix D - Professional Growth Program and Professional Growth Courses	
	Appendix E - Classified Plan For Improvement	
	Appendix F - Grievance Report Form	
	Appendix G - Availability For Additional Work	
	Memorandum of Understanding	
	- Health Assistant/Health Attendance Assistants	
	- Laid Off Classified Employees	

PREAMBLE

This is an Agreement between the RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT (hereafter "District") and CHAPTER #629 of the CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (hereafter "CSEA" or "Association") and is effective with its execution by the parties.

ARTICLE I

EFFECT OF AGREEMENT

It is understood that the specific provisions contained in this Agreement shall prevail over District practices and procedures and the state laws only to the extent permitted by state law.

ARTICLE II

MANAGEMENT RIGHTS

The District reserves, as its exclusive right and prerogative, to act in all matters not specifically enumerated herein, retaining all powers and authority to direct, manage, and control to the fullest extent of the law; provided that in the event of an emergency, the District retains its right to take reasonable action in dealing with said emergency. An emergency shall be a natural disaster, an act of civil strife, or other event rendering normal operations of the District to be substantially impaired.

ARTICLE III

RECOGNITION AND ORGANIZATIONAL RIGHTS

1. Recognition
 - 1.1 The District confirms its recognition of CSEA as the exclusive representative of all classified employees of the District except those formally designated as confidential, supervisory, management, substitutes, and/or limited term employees.
 - 1.2 Upon hire, HR will provide name and contact information of CSEA site representatives to new employees. HR will notify CSEA rep of new employee's name, position and projected start date. The CSEA site rep will be allowed to meet with new employees on proposed start date for up to 30 minutes with the purpose of campus and position orientation.
2. CSEA Rights - CSEA shall have the following rights in addition to any other portion of this agreement.
 - 2.1 The right of access at times not in conflict with regularly assigned duties and responsibilities to the areas in which employees work.
 - 2.2 The right to use without charge institutional bulletin boards, mailboxes, and the use of the school mail system, and other District means of communication for the purpose of posting or transmission of information or notices concerning CSEA matters. Such materials shall not be slanderous or libelous in relation to the Board, District Personnel or District programs.
 - 2.3 The right to use without charge institutional equipment, facilities, and buildings at reasonable times, provided that prior approval is obtained to avoid interference with District programs.
 - 2.4 Except for records pertaining to recommendations and other pre-employment records, the right to review employees' personnel files and any other records dealing with employees when accompanied by the employee or on presentation of a written authorization signed by the employee.
 - 2.5 The right to be supplied, upon request of CSEA's Chapter President(s), with a complete seniority roster of all bargaining unit employees on the effective date of this Agreement, and every year thereafter for the life of the Agreement.

- 2.6 Chapter Officers shall be permitted appropriate release time to deal with CSEA/District business. Any officer or designee who needs to leave their work site to deal with CSEA/District business will notify the Superintendent's office.
- 2.7 Distribution of Contract: Within thirty (30) days after the execution of this contract, the District shall print or duplicate without charge, a copy of this contract for every employee in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this agreement shall be provided, without charge, a copy of this agreement by the District. Each employee in the bargaining unit shall be provided by the District without charge, a copy of any written changes agreed to by the parties of this agreement during the life of this agreement.
- 2.8 With prior notice to the Superintendent, the right of release time for bargaining unit employees to attend afternoon Chapter meetings, as long as they do not disrupt the necessary District operation.
 - 2.8.1 Supervisors are to be given advanced notice of any meetings taking place during normal working hours. The supervisor will grant such use of time if the employee's job duties are sufficiently addressed.

ARTICLE IV

TERM

1. This Agreement shall remain in full force and effect from November 1, 2018 up to and including October 31, 2021 or until another master contract is executed between the District and the Association, whichever occurs later.
2. Annual reopeners for the 2018-2019, 2019-2020 and 2020-2021 contract years shall be limited to the following:
 - 2.1 Compensation (Article VI)
 - 2.2 Insurance Benefits (Article XI)
 - 2.3 Contract concerns of either party pertaining to the existing contract will be reopened upon request.
3. The negotiation process for the annual reopeners of a successor Agreement shall commence upon the submission of a written request of CSEA by September 1 annually.

ARTICLE V

SAVINGS PROVISION

1. If, during the life of this Agreement, there exists any applicable law or any applicable 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 of this Agreement, such provision shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions will continue in full force and effect.
2. In the event of suspension or invalidation of any Article or Section of this Agreement, the Parties agree to meet and negotiate as soon as possible after such determination becomes known to the Parties for the purpose of arriving at a mutually satisfactory replacement for such Article or Section.

ARTICLE VI

COMPENSATION

1. Compensation shall be provided in accordance with the attached salary schedule (Appendix "A"). Effective the 2018-2019 school year, unit members may elect, pursuant to District and County Office procedures, to be paid on an eleven (11) monthly check cycle or eleven (11) monthly check cycle with a deferred summer check.

2. Mileage and expense reimbursement shall be provided in accordance with the attached schedule. (Appendix B Federal Mileage Reimbursement Rate).
3. Damaged Personal Property
 - 3.1 The Red Bluff Union Elementary School District will pay the cost of replacing or repairing property of an employee limited to eyeglasses, hearing aides, dentures, watches, or clothing required for the position worn or carried by the employee when such property is damaged in the line of duty without fault of the employee.
 - 3.2 Reimbursement by the District shall augment and not replace personal insurance coverage. The combination of personal reimbursement and District reimbursement shall not exceed the total current value of the property in question or \$1,000.
 - 3.3 If disagreement exists regarding the value of the damaged property, a third party mutually agreeable to the District and the employee shall determine the value of the property in question.
4. Longevity Pay
 - 4.1 Longevity is defined as years of service with the Red Bluff Union Elementary School District. Step raises and longevity increments shall be paid as earned per this agreement. All bargaining unit members shall be eligible for longevity increments that are based on years of service in the Red Bluff Union Elementary School District and shall not be prorated.
 - 4.2 Units shall be paid additional salary as follows (based on Step F of the salary range): After completion of 10 years – 5%; 15 years – 10%; 20 years – 15%; 25 years – 20%.
 - 4.3 If an employee is hired between July 1st and December 31st of a given year, the following July 1st they will receive credit for a year of service on the salary schedule. If hired between January 1st and June 30th of a given year, an employee will not receive a year's credit until July 1st of the next year.
5. Stipends for District Service
 - 5.1 Service on District committees may be compensated in case as follows: 0-8 hours – no compensation; 9-14 hours - \$100; 15+ hours - \$200.

Committees

Assessment
Curriculum
DAIT
DLT
ELAC/DELAC
Library

Literacy
Special Education
Staff Development
Technology
Units

- 5.2 A stipend equal to the number of hours of a presentation or training at a District inservice or training shall be provided to the presenter or trainer for their preparation time. This will be for out of school hours prep time.

ARTICLE VII

EMPLOYEES DISABLED AND/OR HANDICAPPED

1. In the event that a permanent employee becomes unable to perform the duties of his/her assignment because of illness or injury, the District will make an effort to assign the employee to a position which is within the new capabilities of the employee.

2. Such assignments may be either an existing job assignment or may be newly created positions legitimately needed by the District.
3. In the event that the assignment is new to the District, the District and the Association will meet to determine the job responsibilities and the salary placement of the new position.
4. The affected employee may refuse any such offer of continued employment. The District is under no obligation to make alternative offers.

ARTICLE VIII

EMPLOYEE RIGHTS

1. Performance Evaluations (See Appendix C)
 - 1.1 Completion dates for evaluation
 - 1.1.1 All regular classified employees shall be evaluated by their immediate supervisor(s) on a form agreed upon by the DISTRICT and CSEA in accordance with the following schedule:
 - 1.1.1.1 Probationary employees: may be evaluated any time, but in any case, within six (6) calendar months.
 - 1.1.1.2 Permanent employees: at least once each year, no later than May 15 of that year
 - 1.1.1.3 A final evaluation shall be made on all persons who separate, transfer, promote or demote voluntarily.
 - 1.1.1.4 If a transfer is made less than forty (40) working days prior to a regular evaluation, the regular evaluation will be made by the former supervisor. The new supervisor may submit a special evaluation, if desired.
 - 1.2 Procedure to be followed
 - 1.2.1 Performance evaluation reports shall be made on forms agreed upon by the District and CSEA, which shall be prepared by the employee's immediate supervisor. (Appendix C)
 - 1.2.2 The immediate supervisor shall present and discuss the performance evaluation report with the employee. The evaluation form shall be signed by the employee and he/she shall be given a signed copy.
 - 1.2.3 Performance evaluation reports shall be filed in the employee's personnel file and shall be available for review, subject to existing Education Code time limits in connection with disciplinary actions.
 - 1.2.4 Evaluation procedures for all sites shall be uniform.
 - 1.3 Special evaluations
 - 1.3.1 At any time, a principal may, with the approval of the Superintendent, issue to an employee, a Notice of Commendation or a Notice of Unsatisfactory Service. Such notices shall be made on forms provided by the District and shall set forth specific reasons for recognition of outstanding or unsatisfactory service by the employee.
 - 1.3.2 They shall be delivered to the employee personally by his/her immediate supervisor whenever practicable.
 - 1.4 Access to records

- 1.4.1 Classified employees shall have the right to inspect material in their personnel files on request, with the exception of material obtained prior to employment.

- 1.5 Unsatisfactory evaluation procedure

- 1.5.1 All personnel evaluations are strictly confidential and for intradistrict use only. Any employee who has areas needing improvement or who receives an unsatisfactory evaluation must develop a Plan for Improvement with the employee's supervisor. The supervisor will list the areas needing improvement and both the supervisor and employee indicate what each agree is necessary to implement the plan, and by when. Additionally, any employee who receives an unsatisfactory evaluation shall have the right to be reevaluated after thirty (30) calendar days of their initial evaluation or at the end of the agreed upon time-line for the Plan for Improvement. If the subsequent evaluation is unsatisfactory, the employee shall be subject to discipline up to and including dismissal from the classified service. An employee dismissed under this provision shall have the right to appeal in accordance with state law.

- 1.6 Appeals

- 1.6.1 If an employee is not satisfied with his/her performance evaluation, he/she may appeal to the next immediate supervisor. Further appeal will go to the Superintendent. If the employee is not satisfied, then the appeal may go to the Governing Board.

- 2. Annual Status Report

- 2.1 Each classified employee shall annually receive a report indicating his/her current status regarding sick leave and vacation leave. This report shall be distributed by October 31st.
 - 2.2 If the employee deems the information to be incorrect, he/she shall check the discrepancy (if any) with the District Payroll Specialist.

ARTICLE IX
GRIEVANCE PROCEDURE

1. Definitions

- 1.1 A "grievance" is a formal written allegation by a grievant(s) that he/she has been directly affected by a violation of the specific provisions of this Agreement.
- 1.2 A "grievant" may be an employee of the District and/or CSEA.
- 1.3 A "day" is any day in which the central administration office of the District is open for business.
- 1.4 The "immediate supervisor" is the lowest level administrator having immediate jurisdiction over the grievant who has been designated to adjust grievances.

2. Grievance Levels

2.1 Time Lines

- 2.1.1 Grievances must be filed, in writing, within twenty (20) days after the incident giving rise to the grievance. Failure to do so will be grounds to dismiss the grievance.

2.2 Informal Level

- 2.2.1 The parties agree to make every effort to resolve a grievance and/or potential grievance at the earliest level possible.
- 2.2.2 Grievants will discuss informally the grievance with the manager or supervisor at the lowest appropriate level.
- 2.2.3 The immediate supervisor will propose a remedy within five (5) working days.
- 2.2.4 In the event that the grievant is dissatisfied with the proposed decision at this level, he/she will have twenty (20) working days from the date on the proposed informal decision to file a formal grievance.

2.3 Level I – Immediate Supervisor's Level

- 2.3.1 All grievances must be filed at the lowest appropriate level, usually with the immediate supervisor.
- 2.3.2 Once a grievance has been filed with the immediate supervisor, the immediate supervisor will meet with the parties to the grievance prior to rendering his/her decision.
- 2.3.3 The immediate supervisor will communicate his/her decision to the employee in writing within ten (10) days after receiving the complaint.

2.4 Level II – Superintendent's Level

- 2.4.1 The grievant may appeal the Level I decision, in writing, to the Superintendent within ten (10) days after receiving the decision at Level I; or, if the supervisor fails to respond within the ten (10) days, may request a meeting. A copy of the appeal shall be furnished to the supervisor.
- 2.4.2 The Superintendent, or Superintendent's designee, shall render a decision within ten (10) days and will communicate the decision, in writing, to the grievant.

2.5 Level III – Board Level

- 2.5.1 The grievant may appeal the Level II decision, in writing, to the Board within ten (10) days after receiving the decision at Level II; or, if the Superintendent fails to respond within the ten (10) days, may request a meeting. A copy of the appeal shall be furnished to the Board.
- 2.5.2 The Board will set up a meeting at a time that is mutually convenient for the District, the employee, and the CSEA representative.
- 2.5.3 The Board shall render its decision within ten (10) working days after the meeting.
- 2.6 Level IV – Mediation
 - 2.6.1 If not satisfied with the decision at Level III, the grievant, within ten (10) days of the Level III decision, may request CSEA to submit the grievance to mediation.
 - 2.6.2 CSEA, by written request to the Superintendent or designee within ten (10) days of the above request of the grievant, may submit the grievance to mediation.
 - 2.6.3 CSEA and the District shall thereupon secure the services of a mediator from the California State Mediation and Conciliation Service.
 - 2.6.4 During the pendency of mediation, the time lines for further processing of grievances shall be stayed.
- 2.7 Level V – Arbitration
 - 2.7.1 If not satisfied with the decision at Level III and if Level IV is not successful, the grievant, within ten (10) days of the conclusion of Level IV, may request, in writing, that CSEA submit the grievance to arbitration.
 - 2.7.2 CSEA, by written notice to the Superintendent within ten (10) days of the above request of the grievant, may submit the grievance to arbitration.
 - 2.7.3 CSEA and the District shall, by mutual agreement, select an arbitrator. The parties shall request the California State Conciliation Service to supply a list of five (5) names of persons experienced in hearing grievances in public schools. Each party shall alternately strike a name until only one remains. The order of striking shall be determined by lot.
 - 2.7.4 In each dispute, the arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted. If the parties cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by discussion with the parties and by referring to the written grievance and the answers thereto at each step. It is agreed and understood that neither party may raise a new issue, which was not discussed in previous levels.
 - 2.7.5 After the hearing, and after both parties have been given an opportunity to make written arguments, the arbitrator shall submit his/her findings and decision to both parties.
 - 2.7.6 The arbitrator shall have no power to add to, subtract from, or modify the terms of the agreement, nor shall the arbitrator be empowered to render a decision on issue(s) not before the arbitrator.
 - 2.7.7 The decision of the arbitrator shall be final and binding on all parties.
 - 2.7.8 All costs for the services of the arbitrator, including, but not limited to, per diem expenses, travel, and subsistence expenses, and the cost of any hearing room, shall be borne equally by the District and CSEA. All other costs will be the burden of the party incurring them.
 - 2.7.9 All documents, communications, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of

the participants.

3. General Provisions

- 3.1 If the same grievance is made by more than one (1) grievant, one (1) grievant, on his/her own behalf and on behalf of all the other grievants, may process the grievance for all grievants. Names of all grievants must appear on all documents related to the grievance.
- 3.2 All grievances shall contain a clear, concise statement of:
 - 3.2.1 The contract provision in question.
 - 3.2.2 The circumstances in which the grievance is based.
 - 3.2.3 The grievant(s) involved.
 - 3.2.4 The remedies sought.
- 3.3 All grievances must be submitted on District forms.
- 3.4 No grievance resolution will be final until ten (10) days after the CSEA has been notified of the tentative resolution at Levels I and II and has had an opportunity to respond.
- 3.5 A grievant may present grievances and have them adjusted without the intervention of the CSEA at Levels I and II. The grievant may terminate the grievance at any time by giving written notice to the District. A grievance may not be appealed to Level II without the consent of the grievant(s).
- 3.6 If any grievance meeting or hearing is scheduled during the school day, any employee required by either party to participate as a witness or grievant in such meeting or hearing shall be granted reasonable release time.
- 3.7 A grievant may bring a conferee of his/her choice to all meetings, in addition to his/her CSEA representative, provided, however, that the grievant must be physically present.
- 3.8 CSEA representatives acting in this capacity shall be granted reasonable release time for the processing of grievances.
- 3.9 All time lines contained within this procedure, except for Section 2.1, may be waived by mutual agreement of the Parties.

ARTICLE X

HOLIDAYS

1. Holidays for classified employees shall be as follows:

1.1	July 4	Independence Day
1.2	September-First Monday	Labor Day
1.3	November 11 or date observed	Veteran's Day
1.4	November-Wednesday before Thanksgiving	Admissions Day
1.5	November-4 th Thursday and 4 th Friday	Thanksgiving Day and the day after
1.6	December 24	Christmas Eve
1.7	December 25	Christmas Day
1.8	January 1	New Year's Day
1.9	January-3 rd Monday	Martin Luther King Day
1.10	February -3 rd Monday	Lincoln's Birthday
1.11	February -3 rd Tuesday	Washington's Birthday
1.12	Friday before Easter	Good Friday
1.13	May-the last Monday	Memorial Day

NOTE: The exact day of each of the holidays listed above is subject to negotiations.

NOTE: Classified employees not on duty during the summer shall not be paid for holidays occurring during the summer.

2. Regular employees of the District who are not normally assigned to duty during the Christmas recess or intersessions shall be paid for the holidays granted full-time employees during that period provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the Christmas recess.
3. When a holiday herein listed falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday herein listed falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a classified employee is required to work on any of said holidays, he/she shall be paid compensation, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half his/her regular rate of pay (which equals regular rate of pay x 2-1/2).
4. Nothing in this section may be construed to prohibit the District for providing holiday pay for employees who have not been in paid status on the days specified herein.
5. Additional holidays may be designated by the President, the Governor, or the Board of Education.

ARTICLE XI

INSURANCE BENEFITS

1. Medical Plan

1.1 The medical plans will be with California's Valued Trust. Open enrollment is during the month of September. For the plan year of 2018-2019, the available plan choices are as follows:

- Plan 4 with Rx A
- Plan 7 with Rx B
- Plan 8 with Rx B
- Plan 9 with Rx A
- Wellness Plan
- Plan HDHP-2
- Bronze Plan

- 1.2 Each full-time member of the classified unit agrees, via payroll deduction, to contribute the amounts as indicated below:
 - 1.2.1 Beginning on September 1, 2011 school year, for the 2011-12 school year and all subsequent years, the District shall pay the sum of \$1,107.00 per month to offset the combined insurance premiums for medical, dental, and vision insurance. Unit members shall pay all sums in excess of \$1,107.00 per month, which are required to fully pay for the combined premium for medical, dental, and vision insurance by automatic monthly payroll withdrawal. Contributions will be phased in as follows: Employees paid over 12 months will begin their contributions on July 30th. Employees paid over 11 months will begin their contributions on the August paycheck.
 - 1.2.2 Beginning October 1, 2018, the District shall pay the sum of \$1,132.00 per month to offset the combined insurance premiums for medical, dental, and vision insurance. Unit members shall pay all sums in excess of \$1,132.00 per month, which are required to fully pay for the combined premium for medical, dental, and vision insurance by automatic monthly payroll withdrawal. Contributions will be phased in as follows:
- 1.3 Part-time unit members regularly assigned to work at least twenty (20) hours per week shall be eligible to receive a prorated District premium contribution based upon the number of normally assigned work hours per day as compared to 7.5.
- 1.4 All classified employees who are not covered above are eligible to purchase insurance coverage through the District at the employee's expense.
2. Dental Insurance
 - 2.1 Dental insurance will be Delta Dental Insurance. The District shall provide a Delta Dental Plan of California with unlimited benefits and four cleanings a year, or equivalent dental insurance for full-time employees and dependents. Retirees are eligible for dental coverage at the rates provided by the insurance carrier and at the retiree's expense.
 - 2.2 Part-time unit members regularly assigned to work at least twenty (20) hours per week shall be eligible to receive a prorated District premium contribution based upon the number of normally assigned work hours per day as compared to 7.5.
 - 2.3 All classified employees who are not covered above are eligible to purchase Insurance coverage through the District at the employee's expense.
3. Vision Insurance
 - 3.1 Vision insurance will be Vision Service Plan C/15. Retirees are eligible for vision coverage at the rates provided by the insurance carrier and at the retiree's expense.
 - 3.2 Part-time unit members regularly assigned to work at least twenty (20) hours per week shall be eligible to receive a prorated District premium contribution based upon the number of normally assigned work hours per day as compared to 7.5.
 - 3.3 All classified employees who are not covered above are eligible to purchase insurance coverage through the District at the employee's expense.
4. Group Life Insurance
 - 4.1 Life insurance will be Symetra Group Life. This insurance policy will provide a death benefit of \$20,000. The District will allow full- and part-time classified employee retirees to continue their existing life insurance coverage at their own expense for life.
 - 4.2 It is understood that this coverage is only available to the extent that the insurance carrier allows such inclusion.

5. State Disability Insurance

The District will deduct, in accordance with state regulations, the state-determined SDI rate, as may be in effect at the time, from the gross salary/wages of the employee and take any and all necessary steps to provide all employees with this coverage.

6. The Employee Assistance Program (EAP)

- 6.1 The Employee Assistance Program (EAP) is a counseling and consultation service designed to help employees and eligible families with a wide range of personal issues. The services are confidential and the cost is covered by individual employee contribution. The Employee Assistance Program (EAP) is mandatory for all full-time employees and optional for part-time employees with or without District sponsored medical insurance.

The EAP Program can help you with marital and family problems, relationship issues, alcohol abuse, drug dependency, financial and credit concerns, emotional problems and stress, child care, elder care, pre-retirement planning, federal taxpayer's problems, legal issues and questions, interpersonal conflicts.

7. Selection of Insurance Carriers

- 7.1 The District reserves the right to select the carrier and the method of payment for all insurance coverages stated above, provided that at no time may the District select insurance plans with benefits less than those in effect with the execution of the agreement.

8. Insurance Providing Greater Benefits

- 8.1 Nothing in this section precludes the District from securing insurance plans with benefits greater than those in effect at the time of execution of this agreement.

9. Insurance with Lesser Benefits

- 9.1 Under no circumstances may the District diminish the benefits in effect at the time of the execution of the agreement prior to meeting and negotiating with CSEA.

10. Other Benefits of Part-Time Employees

- 10.1 The Red Bluff Union Elementary School District provides benefits to part-time classified employees on a prorated basis as provided for in Section 45136 of the California Education Code.
- 10.2 Regularly employed part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law, and all vacation, maternity, and other leaves and benefits granted by the District to the majority of the regular full-time employees in the classified service of the District or to regular full-time employees in the same classified positions or general class of positions; but such leaves and benefits may be prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year such part-time employees bear to eight (8) hours per day, forty (40) hours per calendar week, four (4) calendar weeks per month, or twelve (12) calendar months during the school year.
- 10.3 This section shall not apply to employees properly designated as substitute, short-term, or limited-term employees.

11. Employee Coverage

11.1 Full-time Employees

- 11.1.1 Full-time employees with regular assignments of at least seven and one-half (7-1/2) hours per day shall receive medical, dental, and vision and life insurance coverage for the employee and

their dependents.

11.2 Part-time Employees

- 11.2.1 Part-time employees with regular assignments of four (4) or more hours of employment shall receive the insurance coverage provided for full-time employees on a prorated basis.
- 11.2.2 Proration shall be based on seven and one-half (7-1/2) hours per day equals one hundred percent (100%).
- 11.2.3 Employees electing to pay the difference in the costs of such coverage shall have the difference deducted from their pay warrants and be covered by the above-noted insurance.
- 11.2.4 Employees electing not to pay the difference will not receive any insurance benefits and are not entitled to any in lieu sums from the District.
- 11.2.5 Part-time employees with regular assignments of less than four (4) hours shall not receive any District paid medical insurance benefits.
- 11.2.6 All classified employees who are not covered above are eligible to purchase insurance coverages through the District at the employee's expense.

12. Exceptions

12.1 Medical Insurance

Part-time employees regularly assigned to at least three (3) hours of work per day and who were covered by the District's medical insurance plan prior to May 1, 1989 shall be permitted to continue their insurance coverage.

12.2 Vision Insurance

Vision insurance will be Vision Service Plan C/15 - Employees who were employed between three (3) to four (4) hours per day prior to April 1, 1991 and who have elected to participate in the plan prior to April 5, 1991, will continue to receive prorated vision insurance coverage. Employees hired after this date must meet the four (4) hour requirement.

INSURANCE PLAN FOR RETIRED EMPLOYEES

13. Medical (Beginning August 1, 2004)

The DISTRICT shall provide retired DISTRICT classified employees with medical insurance benefits for a maximum of five (5) years pursuant to the following conditions:

13.1 The District agrees to pay 80% of the cost of the highest premium medical plan chosen by the bargaining unit for the retiree only.

13.2 Retirees – Retiring after June 30, 2011: When a retired employee reaches age 65 or has received District paid medical benefits (health only) as set forth below, the District will cease providing the retired employee with medical benefits on a District paid basis.

The Retiree Health Benefit duration will be as follows:

2010 – 2011	10 years
2011 – 2012	10 years
2012 – ongoing	5 years

Thereafter, five (5) years. The District reserves the right to renegotiate this provision in the future. However, the retired employees receiving benefits under this provision shall continue to receive medical insurance benefits as provided herein.

Full-time unit members who choose to opt out of Retiree Health Benefits will receive an annual in lieu cash payment of \$5,000 per year of eligibility in accordance with the above table. Part-time unit members who qualify for District provided benefits under Article 11.2 and who elect not to participate in Retiree Health Benefits will receive an annual in lieu cash payment of \$5,000.00 on a prorated - basis

13.3 Retirees can continue with dental or vision coverage at their own expense.

OTHER PROVISIONS

The retired employee was a DISTRICT employee at the time of his/her retirement.

Qualifications

Full-time employees electing to retire under PERS on or after the age of fifty (50) years, and who have completed at least ten (10) years of consecutive employment with the DISTRICT, shall receive DISTRICT paid medical insurance, in accordance with the schedule in item 11.1 above.

Part-time employees who meet the requirements stated above shall receive the same benefit on a prorated basis. The basis of proration shall be the total number of hours worked during the ten (10) years of consecutive employment divided by the number of hours in ten (10) years of full-time employment.

When a retired employee reaches age sixty-five (65) or has received District paid medical benefits for five (5) years in accordance with this policy he/she may, at his/her own expense, by making payments to the insurance provider directly.

This policy shall apply only to DISTRICT employees retiring on or after June 6, 1997.

The DISTRICT reserves the right to renegotiate this provision in the future. However, the retired employees receiving benefits under this provision shall continue to receive medical insurance benefits as provided herein.

In the event at some future date, the DISTRICT's health plan carrier should require all eligible persons to enroll in Medicare "A" and "B" in order to remain in the DISTRICT's plan, the cost of Medicare, if any, must be paid by the retiree.

When a classified retiree is not eligible for DISTRICT-paid medical benefits, he/she may participate as follows:

1. The DISTRICT group medical insurance plan for classified employees is available to all retirees of the DISTRICT who qualify under the plan.
2. The DISTRICT will enroll retirees at the time of retirement at the existing group rates, will collect the monthly retiree dues, and will forward them to the appropriate office of the health insurance carrier with the regular group payment.
3. Retirees who do not take insurance at the time of retirement and wish to be reinstated will be subject to the health insurance fee schedule for those in this status as established by the insurance carrier.
4. Retirees will provide the DISTRICT with checks for monthly dues two (2) months in advance of the due date.
5. The District Office will have available current carrier regulations regarding the group medical insurance plan.

14. Dental Insurance

Dental insurance will be Delta Dental Insurance. The DISTRICT shall provide a Delta Dental Plan of California with unlimited benefits and four cleanings a year, or equivalent dental insurance for full-time employees and dependents. Retirees are eligible for dental coverage at the rates provided by the insurance carrier and at the retiree's expense.

15. Vision Insurance

Vision insurance will be Vision Service Plan C/15. Retirees are eligible for vision coverage at the rates provided by the insurance carrier and at the retiree's expense.

ARTICLE XII

LAYOFFS

Laid off employees who accept a position with a lower range salary shall be placed on the salary schedule in the range of the position they are taking, but will maintain their longevity, professional growth and step they acquired in the previous positions.

1. Definitions

- 1.1 "Class" is a group of classifications within the same occupational area or job family.
- 1.2 "Classification" is a position with defined duties, responsibilities, and authority, with the same job title, minimum qualifications, and salary range.

2. Layoff Procedure

- 2.1 Unit members shall be subject to layoff for lack of work or lack of funds. Layoff includes any reductions in assignment to a classification or grade lower than that in which the employee has permanence, voluntarily consented to by the employee, in order to avoid interruption of employment by layoff.
 - 2.1.1 Any proposed reduction of hours of employment of unit members shall be the subject of meeting and negotiating between the parties of this Agreement.
- 2.2 In the event of a layoff, the order of layoff shall be determined by length of service. The employee, who has been employed the shortest time in the classification, plus higher classifications, shall be laid off first.
 - 2.2.1 Before July 1, 2007 "Length of Service" means all hours in paid status, whether during the school year, a holiday, recess or during any period that school is in session or closed, but does not include any hours compensated solely on an overtime basis. "Hours in Paid Status" shall not be interpreted to mean any service performed prior to entering into probationary or permanent status in the classified service of the District except service in restricted positions.
 - 2.2.2 On or after July 1, 2007 "Length of Service" will be determined by actual date of hire of the employee. Employees hired before July 1, 2007 will have their hours in paid status frozen as of June 30, 2007 and seniority will then continue to accrue on a year by year basis.
- 2.3 In case of two (2) or more unit members having identical seniority, the seniority shall be determined by lot.
- 2.4 Prior to any final layoff notices being sent to those unit members who have been employed the shortest time within the classification, the District shall notify the more senior unit members whose positions

have been eliminated that they must elect one (1) of the following options within five(5) working days of receipt of the notice. The District shall also concurrently provide CSEA with a copy of this notice.

2.4.1 Select the remaining position vacated by the least senior unit member in the classification.

2.4.2 Select a position in a lower classification in which the unit member previously had successfully completed the probationary period and which is to be vacated by the least senior unit member.

2.4.3 Elect to be laid off.

2.5 Prior to any layoff, the District shall post a seniority list of affected unit members. Pursuant to paragraph 2.4, the District shall also provide CSEA with a copy of the seniority list annually upon request.

2.6 Unit members who are laid off shall continue to be eligible to receive District paid insurance benefits for a period of sixty (60) calendar days from the date of termination of employment, subject to the approval of the carriers.

3. Notice of Layoff-Specifically Funded Program

3.1 When, as a result of the expiration of a specifically funded program, unit members' positions must be eliminated at the end of any school year, and unit members will be subject to layoff for lack of funds, the unit members to be laid off at the end of such school year shall be given written notice on or before May 29 informing them of their layoff effective at the end of such school year and of their displacement rights, if any, and reemployment rights. An attempt will be made by the District to first deliver the layoff notice in person.

3.2 However, if the termination date of any specially funded program is other than June 30, such notice shall be given not less than sixty (60) days prior to the effective date of their layoff. A copy of any layoff list will be provided to the CSEA president.

4. Notice of Layoff-Bona Fide Reduction

4.1 When, as a result of a bona fide reduction or elimination of the service being performed by any department, unit members shall be subject to layoff for lack of work, affected unit members shall be given notice of layoff not less than sixty (60) days prior to the effective date of layoff, and informed of their displacement rights, if any, and reemployment rights. An attempt will be made by the District to first deliver the layoff notice in person.

5. Reemployment

5.1 Unit members who are laid off are eligible for reemployment for a period of thirty-nine (39) months and shall be reemployed in preference to new applicants for any open position for which they qualify. Laid off employees shall be notified of all openings by regular U.S. Mail. The notification requirement set forth herein is not triggered until such time that the 39-month re-employment list has been exhausted. (Note: Offers of Reemployment shall be served on an employee as provided for in Paragraph 5.5)

5.1.1 Reemployment shall be in the reverse order of layoff. If an opening occurs in the laid-off employee's current classification, or any other classification in which they gained permanency, employee(s) will be reemployed based strictly on seniority.

5.1.2 Persons on layoff status need to notify the personnel technician of their interest and belief that they met the minimum requirements for any openings.

5.1.3 If an opening occurs in a position for which the employee never gained permanency, but meets the qualifications for the position, interviews will be conducted if there is more than one in-house applicant. The decision on who will fill the position will be based on the interviews and qualifications.

- 5.1.4 Any employee reemployed in a position outside of the current classification from which they were laid off, will continue to get the 39-month rehire rights within the job classification from which they were laid off. The three call back provisions set forth in Paragraph 5.4 shall only be applied within their laid off classifications.
- 5.1.5 Nothing in this Article precludes other District employees from also interviewing for any open positions; however, outside applicants will not be accepted if there are laid off employees in-house who meet the qualifications for an open position.
- 5.2 Unit members who take voluntary demotions in lieu of layoff shall be granted the same rights as unit members laid off and shall retain eligibility to be considered for reemployment for an additional period of twenty-four (24) months; provided that the employee meets the same basic legal and physical requirements for the position.
- 5.3 Unit members who take voluntary demotions in lieu of layoffs shall be, at the option of the unit members, returned to a position in their former classification as vacancies become available, and without limitation of time.
- 5.4 Refusal of three (3) offers of reemployment to the classification from which laid off shall cause removal from the list and the loss of any reemployment rights. However, declining an offer of reemployment of fewer hours of employment than held at the time of layoff shall not constitute a refusal of employment. In the case that the District receives two (2) non-responses to the above offers of employment, the unit member will be removed from the list and lose any re-employment rights.
- 5.5 Offers of reemployment shall be made either by personal service or via U.S. certified mail (return receipt) addressed to the last known address and shall include the specific vacancy and hours being offered, the rate of pay, level of benefits, a current job description, and a mechanism for acceptance or refusal of the offer of reemployment within the prescribed time limit, and a place for the unit member's signature. Failure to so reply within five (5) working days from the date of service of the offer of reemployment shall be deemed a refusal of that offer of reemployment. It is the responsibility of each unit member on a reemployment list to file a current mailing address with the District Office.
- 5.5.1 "Working day" is defined to mean any day the District office is open for business.
- 5.6 A unit member who is laid off and subsequently rehired from a reemployment list shall have the accrued sick leave balance as of the date of layoff reinstated.
- 5.7 Upon reemployment in the classification in which laid off, a unit member shall be placed on the former step of the salary range. Notwithstanding the provisions of Appendix A of this Agreement, the unit member shall be eligible for advancement to the next step of the salary schedule on the first of the month after twelve (12) calendar months after reemployment, less the months of paid service rendered after the previous step advancement,
- 5.8 If restored to permanent status, the employee shall receive restoration of accumulated sick leave and seniority as of the date of separation.

6. Retirement and Layoff

- 6.1 Notwithstanding any other provision of law, any unit member who was subject to being, or was in fact, laid off for lack of work or funds and who elected service retirement from the Public Employees' Retirement System shall be placed on an appropriate reemployment list. The District shall notify the Board of Administration of the Public Employee's Retirement System of the fact that retirement was due to layoff for lack of work or of funds. If the unit member subject to reemployment subsequently accepts, in writing, the appropriate vacant position, the District shall maintain the vacancy until the Board of Administration of the Public Employee's Retirement System has properly processed his/her request for reinstatement from retirement.

ARTICLE XIII

LEAVES

1. Paid Sick Leave

- 1.1 Full-time unit members earn paid sick leave at the rate of eight (8) hours per month worked.
- 1.2 A part-time unit member shall be entitled to sick leave based on the proportion of the time that he/she works per week in relation to full-time.
- 1.3 Sick leave shall accumulate indefinitely. However, no wages will be paid for unused sick leave at termination of employment.
- 1.4 Sick leave is granted when an employee is unable to work because of sickness or disability, including quarantine. Employees may use sick leave for medical or dental office calls during working hours. Sick leave deductions for medical or dental visits during work hours shall be as follows:
 - 1.4.1 Up to one-fourth (1/4) of the employee's working day, no deduction. During any given school year (July 1 through June 30) employees may use this provision a maximum of eight (8) times.
 - 1.4.2 Over one-fourth (1/4) of the employee's working day, absence will be deducted hour for hour.
- 1.5 During any given school year (July 1 through June 30), employees may, on two (2) occasions, be late or absent due to illness up to one (1) hour without said absence being charged to sick leave. All other instances of illness or absence due to illness shall be charged to sick leave.
- 1.6 At the beginning of each fiscal year, the employee shall be credited with the number of days of paid sick leave which he/she should normally earn in the ensuing fiscal year. Sick leave up to the amount credited may be used in advance, except that employees serving an initial probation period may use only six (6) days of paid sick leave during the probationary period.
- 1.7 It will be the responsibility of each employee to notify the Absence Management system as soon as possible if he/she will be from duties. All absences must be reported to the Absence Management system in a timely manner.
- 1.8 The District may require a doctor's verification of illness following any absence exceeding five (5) consecutive workdays. Employees returning to work after a surgery or serious illness, upon the request of the District, must provide a physician's release certifying medical permission to return to work.
- 1.9 After exhaustion of paid sick leave, an employee who is ill or injured may use accumulated vacation (and compensatory time, if available) to take advantage of substitute differential pay (see paragraph 1.10) to avoid leave without pay.
- 1.10 Upon exhaustion of accumulated sick leave during any given school year, employees shall receive substitute differential pay for a period of one hundred (100) working days. Substitute differential pay means the salary paid the substitute shall be deducted from the employee's regular salary. The substitute's pay shall be in accordance with District policy.
- 1.11 According to the California Education Code (45196), an employee is entitled to additional sick leave benefits as follows:
 - 1.11.1 When a person employed in the classified services is absent from his/her duties on account of illness or accident for a period of five (5) months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due him/her for any months in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his/her position during his/her absence.

- 1.12 The employee may be required to provide a written statement to the effect that he/she is a member of a religious sect, denomination, or organization and that he/she was ill or injured and that he/she was treated by the practice of his/her religion.
- 1.13 After exhaustion of all paid leave, a permanent employee may be placed on additional leave upon request and with approval of the Board. The additional leave may be paid or unpaid and may be extended for any period not to exceed eighteen (18) months. If placed on unpaid leave, the employee shall not, again, become eligible for paid leave until he/she has rendered service.
- 1.14 According to law, unused sick leave shall be credited to retirement for employees hired prior to July 1, 1980.
- 1.15 By law, any classified employee of the District who has been employed for a period of one (1) calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with another school district or County Superintendent of Schools within one (1) year of such termination of his/her former employment shall have transferred with him/her to the second district or County Superintendent of Schools, the total amount of earned sick leave to which he/she is entitled under Education Code 45202.

2. Industrial Accident (Workers' Compensation)

- 2.1 Classified employees compelled to be absent because of industrial accident or illness will be subject to the following provisions.
 - 2.1.1 Allowable leave shall be sixty (60) days during which the schools of the District are required to be in session or when the employee would otherwise have been performing work for the District in any one (1) fiscal year for the same accident.
 - 2.1.2 The sixty (60) days leave shall not be accumulative from year to year.
 - 2.1.3 Industrial accident or illness leave shall commence on the first day of absence.
 - 2.1.4 When a classified employee is absent from his/her duties on account of an industrial accident or illness, and for which he/she is receiving temporary disability benefit under the Workers' Compensation laws of California, he/she shall be entitled to receive wages or salary from the District, which when added to the temporary disability benefits, will result in a payment to him/her of not more than his/her full salary.
 - 2.1.5 Industrial accident or illness leave shall be reduced by one (1) day for each day of authorized absence regardless of a temporary disability indemnity awarded contributions.
 - 2.1.6 When an industrial accident or illness overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.
 - 2.1.7 Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Article III and Education Code 45195 and 45202 for the purposes of each of these sections, his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave, provided that if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his/her accumulated sick leave, which when added to his/her temporary disability indemnity, will result in a payment to him/her of not more than his/her full salary.
 - 2.1.8 During any paid leave of absence, the employee shall endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District in turn shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement and other authorized contributions.
 - 2.1.9 Any employee receiving benefits as a result of this section shall, during the periods of injury or illness, remain within the State of California unless the Board authorized travel outside

the State.

3. Bereavement Leave

- 3.1 Classified employees shall be allowed, without loss of pay, a maximum of five (5) days leave in the event of a death in the immediate family. (See 11.1-Immediate Family).

4. Jury Duty and Witness Leave

- 4.1 Leave of absence for jury duty shall be granted to any classified employee. The employee shall receive full pay while on leave provided that the jury service fee for such leave is assigned to and the subpoena or court certification is filed with the District. Request for jury service leave should be made by presenting the official court summons to jury service to the immediate supervisor. Payment received for jury duty service shall be endorsed by the employee and returned to the District. This will not apply to payment for mileage.
- 4.2 Leave of absence shall be granted to an employee when he/she has been served a subpoena or to appear as a witness in a court case or administrative proceeding of another governmental jurisdiction. The employee shall receive full pay during the leave period, provided that the witness fee for such leave is assigned to, and the subpoena or court certification is filed with the District. Request for leave of absence to serve as a witness should be made by presenting the official court summons to the immediate supervisor.
- 4.3 An employee who has received a leave of absence under this rule shall make himself/herself available for work during hours when his/her presence is not required in court.

5. Leave Without Pay

- 5.1 Leave of absence without pay may be granted to a permanent classified employee, upon the written request of the employee and the approval of the Board of Education.
- 5.2 Leave of absence without pay may be granted for any period not exceeding one (1) year, except that leave of absence for military service shall be granted as provided by the Education Code and the Military and Veteran's Code, and leave of absence for service in the Peace Corps may be granted for a period not to exceed twenty-four (24) months.
- 5.3 The granting of a leave of absence without pay gives the employee the right to return to his/her position and work site at the expiration of his/her leave of absence in the same status as at the inception of the leave.
- 5.4 Failure to report for duty within five (5) working days after a leave expires shall be considered abandonment of the position and the employee may be terminated.
- 5.5 If the employee's classification has been abolished during the employee's absence, he/she shall be laid off for lack of work and placed on the reemployment list for the class effective the date of termination of leave. He/she may be returned to a vacant position in a class at the same or a lower salary level for which he/she is qualified. (Pursuant to Article XII - Layoffs)
- 5.6 For salary schedule purposes, leave without pay shall not be counted for step advancement except as required by law, e.g., military leave.

6. Personal Necessity

- 6.1 Eligibility: An employee may use, at his/her election, not more than seven (7) days per year of accumulated sick leave benefits in the following cases of personal necessity.
- 6.1.1 Serious illness of a member of his/her immediate family. (Immediate family is defined in Section 11 of this Article.)

- 6.1.2 Accident or imminent danger involving the person or property, or the person or property of a member of the immediate family.
- 6.1.3 The birth of a child making it necessary for the employee who is the parent of the child to be absent from his or her position.
- 6.1.4 Appearance in court as a litigant, or as a willing witness under an official order. The employee must return to work in cases where it is not necessary for him/her to be absent the entire day.
- 6.1.5 Service as a pall bearer.
- 6.1.6 Such other reasons which may be prescribed by the Governing Board.
- 6.2 Requirements
 - 6.2.1 Advance permission is not required for absence resulting from death, accident, or serious illness of members of an employee's immediate family or when an employee's home is in imminent danger. However, if the situation permits, the employee should alert the principal of the intended absence.
 - 6.2.2 Verification of reason for absence - The employee shall submit a signed statement. It is assumed that the employee shall be the best judge of that which constitutes "serious illness" inasmuch as there is no legal definition for the term. This is also true of imminent danger to one's home. Two (2) days personal necessity will be allowed at the declaration of the employee for compelling personal importance with no prior permission required.
 - 6.2.3 Absence in excess of seven (7) days - Absence for personal necessity in excess of seven (7) days per year, or in excess of accumulated full-time sick leave days, will normally be considered personal business leave involving loss of salary. However, in the event of unusual circumstances and with the Superintendent's approval, permission may be granted for an additional three (3) days of personal necessity leave (beyond the seven). In the event the employee is absent for more than ten (10) days, substitute differential pay shall be deducted from the employee's rate or if a substitute is not utilized, the first step of the employee's range shall be deducted from the employee's daily rate. The Governing Board must approve any personal necessity leave that exceeds ten (10) days. If the Board denies an extension, additional time off shall result in full loss of pay for the additional days absent.
- 6.3 Personal Business Leave
 - 6.3.1 Unit members may use up to three days of the current year's sick leave as Personal Business Leave, defined as "pressing business, which cannot be conducted before or after the school day or on weekends." The employee will not be required to disclose the nature of his or her personal business. However, it is agreed that these days are not to be used for entertainment or vacation purposes.
 - 6.3.2 Limitations – Personal Business Leave shall not be granted during a leave of absence.
- 6.4 Compelling Personal Importance Leave
 - 6.4.1 Unit members may use up to two (2) days of the current year's personal necessity leave as compelling personal importance leaves with no prior permission required.

6.5 Limitations

- 6.5.1 Personal necessity leave shall not be granted during a scheduled vacation or leave of absence.
- 6.5.2 Payment of such absence shall be made only upon certification of the employee's administrator or immediate supervisor or the Superintendent that the absence was due to a personal necessity.
- 6.5.3 In all cases of personal necessity leave, it must be demonstrated that the need for such absence cannot be accomplished outside of regular duty hours.

6.6 Procedure

- 6.6.1 The applicant will state the reason the absence is necessary and relate it to one of the items in Section 6 of this Article.
- 6.6.2 The absence request shall be submitted to the immediate supervisor/ administrator at least three (3) days prior to the proposed absence if this is feasible, but in all cases will be submitted as soon as possible.
- 6.6.3 On occasion, the need for personal necessity leave may be so personal and potentially embarrassing in nature that a written description of the reason for the request, on the absence report above, would place unreasonable demand upon the employee. In this instance, the employee shall meet with the Superintendent and explain that he/she is requesting a privacy personal necessity leave. When that occurs, the Superintendent will authorize the leave under the policy. A copy of such authorization shall be sent to the principal and the District Payroll Specialist.

6.7 Appeal

- 6.7.1 In cases where personal necessity leave is denied at the Superintendent level, the decision may be appealed to the Board. The Board's ruling shall be final.

7. Pregnancy Disability Leave

- 7.1 The Red Bluff Union Elementary School District shall grant a leave of absence from duty to any female employee of the Red Bluff Union Elementary School District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom.
- 7.2 The length of the leave of absence, including the date on which the leave shall begin, and the date on which the employee shall resume duties, shall be determined by the employee and the employee's doctor.
- 7.3 A written statement from the employee's doctor must be furnished by the employee giving the date when, in the doctor's judgment, the employee may return to work.
- 7.4 Absence necessitated by disabilities caused or contributed to by pregnancy, miscarriage, or childbirth shall be treated the same as leave for illness, pursuant to Section 1 of this Article.
- 7.5 Should the employee wish to extend the leave beyond the date the doctor determines he/she may return to work, she shall request leave without pay.

8. Family Medical Leave Act (FMLA)

- 8.1 Unit members with at least one year of continuous District employment and who have worked for the District for at least 1,250 hours during the previous fiscal year are eligible for unpaid Family and Medical Care Leave, pursuant to applicable State and Federal law. Current law provides for unpaid leave of up to twelve (12) weeks which may be used for an employee's serious health condition; the birth, adoption or foster placement of a child; or the care of a seriously ill child, spouse or parent. During this unpaid

leave, the District would continue its regular payment of group insurance premiums.

9. Other Leaves

- 9.1 A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leaves and who is absent because of non-industrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six (6) months. The Board may renew the leave of absence, paid or unpaid, for two (2) additional six (6) month periods or such lesser leave periods that it may provide, but not to exceed a total of eighteen (18) months.
- 9.2 An employee, upon ability to resume the duties of a position within the classification to which he/she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. He/she shall be restored to a position within the classification to which he/she was assigned and, if at all possible, to his/her position with all the rights, benefits, and burdens of a permanent employee.
- 9.3 If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his/her position; he/she shall be placed on a reemployment list for a period of thirty-nine (39) months.
 - 9.3.1 At any time during the prescribed thirty-nine (39) months, the employee is able to assume the duties of his/her position, he/she shall be reemployed in the first vacancy in the classification of his/her previous assignment. His/her reemployment will take preference over all other applicants except for those laid off for lack of work or funds under Article XIII in which case he/she shall be ranked according to his/her proper seniority. Upon resumption of his/her duties, the break in service will be disregarded and he/she shall be fully restored as a permanent employee.

10. Catastrophic Illness Leave

- 10.1 Unit members who have exhausted all sick leave and other time off may use Catastrophic Illness Leave under the following provisions:
 - 10.1.1 Catastrophic Illness Leave shall begin no sooner than the eleventh (11th) work day of absence, and only after all other personal accumulated sick leave and other paid time off has been exhausted.
 - 10.1.2 Maximum leave is not to exceed twelve (12) consecutive calendar months, or the maximum number of days donated pursuant to this section, whichever is less.
- 10.2 To request Catastrophic Illness Leave, the unit member or his/her designee, shall submit a request in writing to the Association President stating the facts which support a need for such leave.
 - 10.2.1 To qualify for such leave, the employee will have suffered an illness or injury that is expected to incapacitate the employee for an extended period of time, or that incapacitates a member of the employees' family which incapacity requires the employee to take time off from work for an extended period of time to care for that family member, and taking extended time off work creates a financial hardship for the employee because he/she has exhausted all of his/her sick leave and other paid time off.
 - 10.2.2 A "member of the employees' family" in 10.2.1 above shall be limited to spouse, children, mother, father, or an individual over which the employee has legal guardianship.
- 10.3 As soon as practicable, the Association shall meet and determine whether to recommend to the Superintendent approval of the request for Catastrophic Illness Leave.
 - 10.3.1 If the request is denied, the Association President shall notify the employee or his/her designee and the Superintendent.

- 10.3.2 If the request is approved by the Association and the Superintendent, the Association and the District shall solicit classified unit members on an approved District form authorizing donation of sick leave days for use pursuant to this section.
- 10.3.3 Donation authorization form shall be returned to the District Office.
- 10.3.4 Donated sick leave days will be deposited in a separate sick leave pool for each request and deducted from the donating employee's accumulated sick leave.
- 10.3.5 Sick leave days donated and taken pursuant to this section shall be credited/deducted in hourly increments.
- 10.3.6 The maximum number of days an employee can contribute per year pursuant to this section is ten (10).
- 10.3.7 The sick leave pool shall be reduced by one full day for each day of catastrophic leave awarded to the requesting employee.
- 10.3.8 In the event that days donated to the sick leave pool are not used, then those days will be returned to the donating employees and credited to their accrued sick leave.
- 10.4 In the event an employee exhausts his/her donated catastrophic illness leave from the sick leave pool, the employee or his/her designee may request additional catastrophic leave pursuant to this section. However, in no event shall the employee be eligible to use more than twelve (12) consecutive calendar months of donated catastrophic illness leave.
- 10.5 Employees using Catastrophic Illness Leave pursuant to this section shall not accrue any other leave credits provided for in this Agreement or by law.

11. Immediate Family

- 11.1 Members of the "Immediate family" as used in this Article, means the mother, step-mother, father, step-father, grandmother, step grandmother, grandfather, step grandfather or a grandchild, step grandchildren of the employee or of the spouse of the employee, and the spouse, son, step-son, son-in-law, daughter, step daughter, daughter-in-law, brother step brother, brother-in-law, sister, step sister, sister-in-law, daughter, aunt, uncle or any person who is part of the employee's family responsibility. For purposes of this article, spouse shall include marriage, domestic and life partners.

12. Leaves while Drawing State Disability Insurance Benefits

- 12.1 Unit members who utilize vacation or sick leave while receiving State Disability Insurance (SDI) benefits will provide a copy of the amount received from State Disability Insurance (SDI). This amount will be deducted from the employee's paycheck within the following pay period. Accordingly, the District will charge only a prorated amount of vacation or sick leave based upon the percentage of the normal salary paid by the SDI benefits during such leaves

13. Personal Business Leave

- 13.1 Unit members may use up to three days of the current year's sick leave as Personal Business Leave, defined as "pressing business, which cannot be conducted before or after the school day or on weekends." The employee will not be required to disclose the nature of his or her personal business. However, it is agreed that these days are not to be used for entertainment or vacation purposes.
- 13.2 Limitations – Personal Business Leave shall not be granted during a leave of absence.

14. Annual Conference

- 14.1 Employee acting as Association President shall be given release time (school business leave) to attend

the Annual CSEA Conference for no more than five (5) days.

14.2 Paraeducators' Conference-CSEA will meet and confer the Superintendent to determine the need and appropriate representation for paraeducation and/or maintenance and operations conference attendance

ARTICLE XIV

PAYROLL DEDUCTION FOR ASSOCIATION DUES

1. Membership Dues

- 1.1 CSEA shall have the sole and exclusive right to have membership dues initiation, deducted for employees in the bargaining unit by the District. The District shall pay to the designated payee by the first day of the following month from which the deduction was made, and sums so deducted.
- 1.2 The District and the Association recognize the right of the employee to form, join and participate in lawful activities of employee organizations and the equal alternative rights of employees to refuse to form, join, and participate in employee organizations' activities.
- 1.3 The District agrees to deduct CSEA membership dues and local Association dues from the pay of the CSEA members and remit the dues to CSEA and the local chapter subject to the following conditions:
 - 1.3.1 Dues deductions shall be made only upon submission by CSEA to the District of an application/authorization form duly completed by the unit member. Such application/authorization form shall list the amount of membership dues to be deducted.
 - 1.3.2 Application/authorization forms for dues deductions received on or before the fifth (5th) of the month will be effective for the month in which it has been received.
 - 1.3.3 Application/authorization forms of dues deductions after the fifth (5th) of the month will be made effective for the month following the one for which it has been received.
 - 1.3.4 CSEA dues or local Association dues, upon formal written request from CSEA or the local Association to the Superintendent (or designee) may be increased or decreased without re-solicitation and authorization from the members of CSEA.

2. New Employees

- 2.1 New employees, within thirty (30) days from the commencement of actual employment must submit a dues deduction authorization form, or shall pay an amount no greater than the current CSEA dues directly to the CSEA.

ARTICLE XV

PHYSICAL EXAMINATION

1. Should the District request any employee to undergo a physical examination or tuberculosis testing as a condition of continued employment, the costs will be borne by the District. The District shall have the right to select the physical and/or health agency for such examinations and/or testing.
2. In the event that the employee chooses to not use the physician or health agency of the District's choice, the costs shall be borne by the employee.

ARTICLE XVI

EDUCATIONAL INCENTIVE PROGRAM

1. The Educational Incentive Program is to encourage the continuous, purposeful engagement in study and related activities to retain and extend high standards for school classified employees.
2. The Superintendent will review all paperwork requesting the approval of units by CSEA members.
3. If approved, the CSEA member may proceed with taking the class for credit toward improvement on the salary schedule (per contract process)
4. If disapproved and appealed, the Superintendent will meet with the Educational Incentive Reviewing

Committee to discuss the proposed class, and will together render a decision.

5. If the Superintendents' recommendation for disapproval is over-ridden by the committee, the employee may proceed with taking the class for credit toward improvement on the salary schedule.
6. If the Committee agrees with the Superintendent's recommendation for disapproval, the class may not be taken for credit toward improvement on the salary schedule.
7. Once the unit member has completed the course and passed the class, he/she shall turn in the grade card to HR for processing.
8. HR will review the grade card and verify a passing grade, as well as check that the class was pre-approved. After verification, the units will be processed and sent to Payroll to appear on the following months' pay check.

- 1.1 The Educational Incentive Reviewing Committee will be composed of the Superintendent, the President of CSEA and two representatives from the classified unit to be appointed by the CSEA Chapter President. They shall meet at necessary intervals to review applications for credits. The Chairman will be elected by the representatives and will preside at all meetings.

2. This program is based upon the accumulation of twelve (12) units. The units may be earned through any combination of the following activities.

2.1 Continuing Education

- 2.1.1 The subject matter of the course should be related to the position currently occupied by the employee.

- 2.1.2 The course must be completed with a grade of "C" or better, or in the case of "pass/fail" courses, a "pass" must be earned.

- 2.1.3 In the event an employee wishes to audit a course, the number of units to be granted shall be determined by the Educational Incentive Reviewing Committee.

- 2.2 District approved educational agencies and special programs - Included in these activities are programs, workshops, seminars, conferences, conventions, institutes lectures offered by colleges, adult schools, professional associations, etc., and special events approved by the Educational Reviewing Committee (See Appendix D: Verification of Workshop Credit, to be submitted with Professional Growth Request for Unit Approval).

- 2.2.1 Such professional growth activities must be completed at employee expense.

- 2.2.2 The District will grant college credit or district credit on the following pro rata basis:

7-1/2 hours	=	½ college unit
15 hours	=	1 college unit

3. Guidelines Governing Participation

- 3.1 Recognition of completion of the twelve (12) units work will be in the form of a salary increase. The increase will be three and one-quarter (3.25%) of the base pay as determined by placement on the basic salary schedule and shall be permanent. The three and one-quarter (3.25%) shall not apply to longevity increments. New employees hired after June 30, 2015, will be capped at the ability to earn additional pay at thirty two and one half percent(32.5%), over the duration of their entire employment with the District.

- 3.2 The increase will be effective upon completion of the twelve (12) unit block. Payment of educational incentives will commence with the regular paycheck at the end of the month following the month in which the twelve (12) unit block "certificate of completion" form is received from the Educational Incentive Program Committee.

- 3.3 When the last course taken in the block was in excess of the number needed to complete the block,

only the excess for that particular course may be carried over.

4. Procedures for Participating

4.1 Classified employees complete the form "**Professional Growth Request for Unit Approval**" and submit it to the District Superintendent for pre-approval. If the Superintendent denies the request, the employee will be notified within one week of the request.

4.1.1 If the request for Unit Approval is denied, the employee has the right to appeal the decision to the Educational Incentive Program Committee. The Committee will meet as quickly as possible to hear the appeal; the decision of the committee will be final.

4.2 Upon completion of the courses or activities, verification of completion must be submitted to the Personnel Department.

4.3 At that time the units will be entered in the employee's Educational Incentive Program file. Evidence may include report cards and transcripts. Employees are encouraged to submit verification to the Personnel Department within one month after completion.

4.4 Upon completion of a twelve (12) unit block, a "Certificate of Completion" form must be submitted to the Educational Incentive Reviewing Committee for final approval.

5. Copies of the various forms related to the Educational Incentive Program will be found in Appendix D.

6. Classified Educational Incentive Program Course Guidelines

6.1 Suggested courses: position pertinent college level courses, workshops, District offered workshops.

6.2 The following areas are considered applicable to all classified positions: computer uses, software use, Red Cross first aid and CPR classes, typing, culturally and linguistically broadening classes.

• Limitations

7.1 Employees hired after June 30, 2015 will have a maximum earning percentage limit of Thirty Two and Half (32.5%) over the duration of their employment with the District.

ARTICLE XVII

VACANT POSITIONS/REASSIGNMENTS/TRANSFERS

1. Definitions

1.1 Vacancy: Any classified position, which has been vacated and which the District intends to fill, or any newly created classified position.

1.2 Reassignment: Movement of a unit member from one assignment to another assignment within the same classification at the same site.

1.3 Transfer: Movement, voluntary or involuntary, of a unit member from one site to another site within the same classification.

2. Job Posting Procedures

2.1 All vacancies shall be posted pursuant to the procedures of this article within thirty (30) calendar days after the vacancy occurs. The District shall notify the Association within thirty (30) calendar days in the event it does not intend to fill a vacated unit position. No advertising of vacancies outside of the District shall take place until the position is distributed to the employees for five (5) working days. An interview

shall be held with all DISTRICT employees who apply and meet the minimum requirements for the position.

- 2.2 During the procedure to hire a permanent employee to fill a vacancy, the District will not fill any unit vacancy with substitute employee(s) for more than sixty (60) calendar days unless otherwise agreed to by the Association and the District.
- 2.3 The date of posting shall be the date the vacancy announcement is posted at each work site. The Human Resources Department shall be responsible for distributing the vacancy announcements and having them posted at each work site. Vacancy announcements shall also be posted on the District web site and e-mailed to unit members.
- 2.4 Any unit member who will be on leave of absence of at least thirty (30) work days or layoff during the period of the job posting shall be mailed a copy of the notice by first class mail on the date the position is posted.
- 2.5 Unit members who wish to be notified of vacancies which occur during the summer recess period, on a yearly basis, shall file with the Superintendent's office a written request for the District e-mail such notices to the unit member. The request shall be submitted by June 1 and shall include the unit member's e-mail address and an indication of which particular vacancy notices the unit member wishes to receive.
- 2.6 The job vacancy notice shall include: the job title, a brief description of the duties, minimum qualifications required, assigned work location, regularly assigned work shift, days per week, months per year, salary range, and the deadline for submitting requests for consideration for the vacancy.
- 2.7 All unit members who apply and meet the minimum requirements for the position shall be interviewed.
- 2.8 Prior to posting the Board agenda listing the personnel filling the position, the District shall inform all unit members who submitted requests for consideration, the disposition of their request.
- 2.9 Within ten (10) working days of initial employment of a new employee, the District shall notify the Association president of the following relevant facts:
 - 2.9.1 Name of employee
 - 2.9.2 Position classification in District
 - 2.9.3 Salary range and placement
 - 2.9.4 Work site and department
 - 2.9.5 Date of hire

3. Reassignments

- 3.1 Written requests for reassignment may be submitted at any time to the unit member's immediate supervisor.
- 3.2 The following criteria shall be considered when a reassignment request is made (items not listed in priority sequence):
 - 3.2.1 Seniority
 - 3.2.2 Previous evaluations
 - 3.2.3 Aptitude, interest(s), and special training
 - 3.2.4 Existing practices regarding selection of paraprofessionals

3.2.5 The need to balance various skills among the schools

4. Transfers

- 4.1 Written requests for transfer may be submitted in writing at any time to the Superintendent.
- 4.2 The following criteria shall be considered when a transfer request is made (items not listed in priority sequence)
 - 4.2.1 Seniority
 - 4.2.2 Previous evaluations
 - 4.2.3 Aptitude, interest(s), and special training
 - 4.2.4 Existing practices regarding selection of paraprofessionals
 - 4.2.5 The need to balance various skills among the schools

5. Involuntary Transfer and Reassignments

- 5.1 No transfer or reassignment shall be made arbitrarily or vindictively. Transfers and reassignments shall be based exclusively on the legitimate needs of the District.
- 5.2 A unit member who is to be involuntarily transferred or reassigned shall be given the reasons, in writing, for the impending transfer or reassignment.

- 6. In order to prevent a "round-robin" series of job vacancy postings, in an initial vacancy announcement, the District may require unit members wishing to transfer to indicate their desire. The District will consider all such transfer requests for any actual vacancies which may occur.

Assignment or Reassignment of Paraprofessionals

1. Paraprofessional Being Hired

- 1.1 For purposes of this Article, a "paraprofessional" shall be defined as a person who assists classroom teachers and other certificated personnel in instructing, reading, writing, and mathematics, and whose position is supported by federal funds.
- 1.2 All Paraprofessionals, as defined above, shall, regardless of his/her date of hire, possess a secondary school diploma or its recognized equivalent and fulfill one additional requirement as stated below.
- 1.3 Pursuant to the Federal Requirements and Education Code Section 45330, all Paraprofessionals, as defined above, shall fulfill one of the below requirements:
 - 1.3.1 Completion of at least 48 units of study at an accredited institution of higher education.
 - 1.3.2 Possess an Associates Degree or higher from an accredited institution of higher education.
 - 1.3.3 Pass a proficiency assessment and/or test, being determined to possess the knowledge and the ability to assist in instructing reading, writing and mathematics.
- 1.4 The interview panel will comprised of the following:

- 1.4.1 An experienced paraprofessional
 - 1.4.2 An administrator
 - 1.4.3 Selection of the above panel to be made by the Superintendent or designee in consultation with CSEA presidents
- 1.5 First Level Interview and Screening
 - 1.5.1 The committee will develop a ranking pool based on test scores and interviews.
 - 1.5.2 Some applicants may not rank high enough to remain in the pool. The number of pool applicants will be at the committee's discretion.
 - 1.5.3 When the number of people in the pool falls to five, a new pool will be established. All remaining applicants in the pool will be notified that they must reapply.
 - 1.5.4 Candidates in the pool taking a temporary position will be notified when a new pool is developed.
- 1.6 Second Level Interview Team
 - 1.6.1 The interview team will try to interview at least twice the number of applicants as there are positions.
 - 1.6.2 District seniority will be utilized for resolution in case of no agreement.
- 2. Voluntary and Involuntary Transfer or Reassignment
 - 2.1 The classified staff affected will meet and attempt to reach agreement. An administrator shall be present.
 - 2.2 If no agreement can be reached on a reassignment, the principal, in consultation with the Superintendent, will make the decision.
 - 2.3 For a voluntary transfer/reassignment request not covered in Section 3 below, a letter shall be submitted to the Superintendent.
- 3. Paraprofessional Requesting Dissolution of Current Placement
 - 3.1 A letter shall be submitted to the principal or Superintendent.
 - 3.2 The principal or Superintendent may request the affected parties meet and discuss the situation. An administrator shall be present.
 - 3.3 Paraprofessional needing reassignment shall be placed in the "currently employed" pool.

ARTICLE XVIII

VACATIONS

1. Vacation time shall be earned at the rate of one (1) day for each 21.66 days of service or major fraction thereof, to a maximum of twelve (12) working days, not including longevity benefit. Vacation may be taken by twelve (12) month employees while regular day school is in session as long as it does not conflict with their work load and is approved by the Superintendent. Or designee
2. Classified employees who have worked less than six (6) months will not be eligible for vacation.
3. Employees working less than twelve (12) months and part-time employees' vacation time will be prorated. For example, a three (3) hour employee earns 3/8 of the vacation earned by an eight (8) hour employee based on the number of months worked.
4. Twelve (12) month employees will receive twelve (12) days vacation during the first five (5) years of employment; during the sixth (6th) through the tenth (10th) years, they will earn fifteen (15) days vacation; during the eleventh (11th) through the fifteenth (15th) years, seventeen (17) days vacation; during the sixteenth (16th) through twentieth (20th) years, nineteen (19) days vacation; during the twenty-first (21st) year and thereafter, twenty-one (21) days vacation will be earned by regular classified employees.
5. If an employee is terminated and has been granted vacation which was not yet earned at the time of termination of his/her services, the employer shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.
6. Upon separation from service, the employee shall be entitled to lump-sum compensation of all earned and unused vacation, except that employees who have not completed six (6) months of employment in regular status shall not be entitled to such compensation.
7. This section shall not apply to substitute, short-term, or limited term employees.
8. If an employee is not permitted to take the full vacation accumulation, the amount not taken shall be paid for in cash. However, at the option of the employee, up to ten (10) work days of such vacation may be carried over for use in the following school year.

ARTICLE XIX

SUMMER SCHOOL

1. Unit members employed for summer school shall be entitled to the same salary and benefits as unit members employed during the regular academic year. The benefits shall include (but not be limited to) vacation, holidays, and leaves.

ARTICLE XX

YEAR-ROUND EDUCATION CLASSIFIED EMPLOYEES BARGAINING AGREEMENT

The current collective bargaining agreement shall remain in effect for all unit members providing service at a year-round school site except as follows:

1. Program Descriptions and Definitions
 - 1.1 These contract provisions shall apply to unit members working at District schools operating on a single or multi-track basis with classes in session essentially twelve months per year. It will not apply to traditional year schools operating summer sessions.
 - 1.2 A "track" is a group of students assigned to attend school or be on vacation at a given period of time.

- 1.3 A "multi-track school" is one which provides educational services to three (3) or more groups of students in a pattern that allows full year use of school facilities.
- 1.4 "On-track" designates a period of time when a designated group of employees are working and/or two or more groups are attending school. "Off-track" designates a vacation period for one student group and for a group of employees.

2. Work Year Provisions

- 2.1 The year-round education calendar shall be a 60/20 format.
- 2.2 The following positions in a year-round school shall be designated twelve (12) month positions: custodians, maintenance, food service workers, library technicians, health assistants, clerical assistants, and school secretaries.
- 2.3 The following positions in a year-round school will be school term positions (approximately 180 work days), but may "cross tracks" so the length of their year may be ten (10), eleven (11) or twelve (12) months: Resource Specialist Assistant, Special Day Class Assistant, Bilingual Assistant and Noon Supervisor.
- 2.4 Any unit member who will be on leave or layoff during the period of any job posting shall be mailed a copy of the notice by first class mail on the date the position is posted. Employees on a year round calendar will also be mailed a copy of job announcements during their fall and spring breaks.
- 2.5 Unit members assigned to year-round education tracks may be eligible for exchange days subject to the following conditions:
 - 2.5.1 An employee who is "on-track" may be permitted to exchange work days with an "off-track" unit member of the same classification.
 - 2.5.2 Exchange days are to be used only for occasions where the contract does not provide a leave for the desired purposes.
 - 2.5.3 A District Exchange Agreement shall be agreed upon by the affected employees and must be approved by the principal at least five (5) days prior to the exchange period. The District Exchange Agreement shall be signed by all parties prior to the exchange period.
 - 2.5.4 Total exchange days allowable during a given school year will be five (5) days with an additional fifteen (15) days available upon approval of the Superintendent for Professional Growth.
 - 2.5.5 Pay back of exchange days is the responsibility of the involved unit members. The District bears no responsibility for the enforcement of private exchange day agreements between individual unit members nor shall the District be responsible for the payment of additional compensation based upon any unit member working beyond his/her contract work year due to unreimbursed exchange days.
 - 2.5.6 If an exchange is denied, the employee shall be provided, upon request, written confirmation that the request has been considered, denied, and the reasons therefore.
- 2.6 The work year shall be concurrent with the regular school year for the traditional employees. By mutual agreement between the employee and the District, he/she may be assigned to a modified schedule and/or be assigned to an extended work year, except for the following:
 - 2.6.1 Classroom Paraprofessionals will be assigned to a track by the District.
 - 2.6.2 Cafeteria employees will not be assigned to a track.

3. Transfer Procedure: Year-Round Education Only

Transfer procedures shall remain as outlined in Article XVII of the collective bargaining agreement, except as follows:

- 3.1 Employees currently assigned to a site newly designated as a year-round school shall be given first consideration to remain at that site. Input will be considered regarding grade level assignment and track assignment.
- 3.2 No employee will be involuntarily transferred to a year-round school calendar position from a traditional school year calendar position as long as there are vacancies in a traditional program for which the employee is qualified.
- 3.3 Employees currently assigned to a site newly designated as a year-round school shall be given first consideration for vacancies (same classification) for which they are qualified and for the first two years only shall be granted a position in one of the posted vacancies at a traditional school/work site.
- 3.4 No employee who is assigned to a year-round education site shall suffer a loss in assigned time and/or benefits in a "traditional" schedule when mutually agreeing to a modified work year which results in no change in assigned time or total days worked per year.
- 3.5 Vacancies in a year-round school shall be filled by qualified transfer and promotion requests from within the District before assigning staff new to the District in a year-round school.
- 3.6 When year-round school assignments within a class are open for short-term, substitute, or intercession duties, these positions will be assigned on a first priority basis to members of the year-round school staff prior to the advertising outside the year-round school. This process of "temporary" duty job assignment will include the provision of a no more than one pay range "promotion" where job descriptions provide generally parallel assignments.
- 3.7 At the request of the employee, an Association representative may be present for all discussion regarding transfer or assignment.

4. On-Call Custodial and Clerical Assistants

- 4.1 The District and Association recognize the need for short-term assistance and agree to its use as follows:
 - 4.1.1 The final weeks of a concluding school year and the first month of the new year to prepare and/or complete office files and reports.
 - 4.1.2 The moving of stored instructional materials and equipment on each "in/out" day(s).
 - 4.1.3 Supplemental cleaning required at least twice each year for weekend deep cleaning.
 - 4.1.4 Priority will be given to District staff volunteers to perform these duties described above. However, staff will not be required to participate in these duties on an overtime/weekend basis.

5. Track Assignments

- 5.1 Upon request, the District shall assign the children of unit members to the same track on which the unit member is assigned.
- 5.2 Upon request, the District will make every effort to have classified spouses working in the District assigned to the same track.
- 5.3 Paraprofessionals will be consulted regarding track assignments. If agreement cannot be reached, the

site administrator will make assignments based on the same criteria as in the current transfer policy of the collaborative bargaining agreement. Rationale shall be provided in written form to involved classified employees.

6. Working Conditions

- 6.1 Air-conditioning and heat shall be provided in all staff work places including classroom and staff lounge in the year-round program.
- 6.2 Under the "teacher rotation schedule", Paraprofessionals will not be required to move the storage cabinets.

7. Leaves - Year-Round Education Only

- 7.1 In a year's period of time, vacations, sick leave, and holiday pay will be equal to other like positions in the Bargaining Unit.
- 7.2 It is recognized by the parties that unit members assigned to year-round schools may not receive all of their holidays on the days specified in this contract, depending on the year and calendar for that school year. Such employees shall receive the same number of holidays as other employees in the same classification working at other schools (traditional year), or the District will provide a substitute holiday for such employee or provide compensation in the amount the employee would be entitled for holiday work, if the holiday had fallen within a normal period.
- 7.3 Employees acting as official representatives of California School Employees Association and working at the year-round site will be given release time to attend the annual CSEA conference as follows: not more than two employees for no more than five (5) days.

8. Year-Round Flexibility

- 8.1 The District and Association recognize that the implementation of a year-round school program will create some unforeseen operating problems. To the extent possible, school staff and administration shall work together in a spirit of cooperation to find solutions.

ARTICLE XXI

HOURS OF EMPLOYMENT AND OVERTIME

1. Work Week and Work Day

- 1.1 Full-time employment within this representation unit consists of a forty (40) hour work week rendered in units of eight (8) hours. The work week shall consist of up to five (5) consecutive work days, Monday through Friday, for all employees rendering service averaging four (4) hours or more per day during the work week. The normal work week shall be Monday through Friday.
- 1.2 The work day and work week for all unit members shall be established by the District. Any change in the work week not provided in Section 1.1 above and changes of fifteen minutes or more in the starting time shall be negotiated with CSEA.
- 1.3 Custodial/Maintenance Hours Of Summer Employment
In order to provide for efficient services, the District may modify the work hours of custodial/maintenance employees during the summer recess period. The summer hours of employment are 6:00 a.m. to 2:30 p.m. unless otherwise designated by the district in writing to the employee and CSEA, prior to the end of the school year. As necessary to facilitate group work activities, the work location of custodial/maintenance employees may be changed during the summer recess period.
- 1.4 The District shall not modify a work shift or a work schedule for purposes of avoiding the payment of overtime.
- 1.5 A part-time employee who is assigned by the District to work a minimum of thirty (30) minutes per day in excess of his/her regular assignment for a period of twenty (20) consecutive working days or more, shall have the basic assignment changed to reflect the longer hours of the assignment. Exception is as follows:
 - 1.5.1 In the event a part-time employee agrees to an assignment by the District to work a minimum of thirty (30) minutes per day in excess of his/her regular assignment to substitute for another unit member who is on leave, or for work of a limited period of time, the basic assignment shall be changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis. The unit member shall resume his/her original assignment at the conclusion of the limited time or substitute assignment.
- 1.6 All school calendars that may affect the classified staff shall be negotiated with CSEA.
- 1.7 Leap Year Provision
Effective July 1, 2009, the paid days for unit members employed on a twelve-month basis shall total 260 during each fiscal year of service. During any fiscal year, if the paid days (including workdays, paid leaves, vacation and holidays) exceed 260 (such as in a Leap Year), the excess number of days shall be designated as unpaid non-workdays. In each fiscal year, the non-work day shall be so designated and scheduled with the mutual agreement of the employee and the immediate supervisor.

2. Overtime

- 2.1 Overtime compensation shall be provided employees who are directed by their immediate supervisor to work in excess of eight (8) hours in any one (1) day, or in excess of forty (40) hours in any work week.
- 2.2 For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee. All time during which an employee is directed and authorized by the immediate supervisor to be on duty and to perform service shall also be considered as time worked.

- 2.3 Employees with a work week of five (5) consecutive work days averaging four (4) hours or more per day shall receive overtime compensation for work directed and authorized by the immediate supervisor to be performed on the sixth (6th) and seventh (7th) day following the commencement of the work week.
- 2.4 Employees whose average work day is less than four (4) hours shall receive overtime compensation for work directed and authorized by the immediate supervisor to be performed on the seventh (7th) day following the commencement of the work week.
- 2.5 Upon request of the unit member, the District shall grant either compensatory time equal to time and one-half of the employee's regular rate of pay, or pay time and one-half of the employee's regular rate of pay. Employees authorized by the District to take compensatory time off in lieu of cash compensation for authorized overtime shall take the compensatory time off, as approved by the District, within twelve (12) calendar months following the month the overtime service was rendered. If the employee is unable to take the time, or if the District rejects the employee's request for compensatory time, the unit member shall be compensated in the form of pay as set forth herein.

3. Extra Time

- 3.1 Extra time is any time worked by a part-time unit member over and above his/her normal part-time work assignment, up to eight (8) hours per day, as authorized by the immediate supervisor.
- 3.2 Flexible Hours - When two (2) or more employees in the same department wish to elect to stagger their work hours, a conference shall be scheduled between the designated supervisor and the employees in order to discuss the feasibility of such scheduling. When operation of the District, in the judgment of the supervisor, will suffer no impairment, hours of the employees shall be made flexible.

Exclusive of other rights and leaves available, a unit member may, with the approval of his/her supervisor, adjust their daily work hours for individual circumstances allowing flex-time off and makeup of that time within an agreed upon period of time.
- 3.3 Extra time shall be paid at the regular rate of pay, or shall be taken as time off on an hour for hour basis as approved by the District.
- 3.4 Any unit member wishing to be considered for additional work available during breaks from the regular school must annually submit an availability form (Appendix G) to the District HR Coordinator by June 1st each year. Unit members with a current form on file will be considered for available work prior to the District's out-sourcing of work.

4. Nine/Ten Hour Work Day

- 4.1 A nine (9)/ten (10) hour per day, forty hour, four consecutive day work week for certain classes, or parts of classes, of bargaining unit members, may be established by the Superintendent and CSEA in accordance with Education Code sections 45133 and 45132.
- 4.2 Employees of a particular classification or class may also request such a nine/ten hour work day. This request shall be submitted in writing to the immediate supervisor at least thirty (30) calendar days in advance of the requested work period. The supervisor shall review and discuss the request with the affected employees. The supervisor's decision may be appealed to the Superintendent. Implementation must be agreed upon by the District and CSEA.
- 4.3 If designated as a nine (9) hour (per Education Code section 45133) or ten (10) hour (per Education Code section 45132), four (4) day site, the employees at that site will determine whether to work a nine (9) hour/ten (10) hour, four (4) day schedule by a majority vote of the employees in the affected classes or parts of classes.
- 4.4 The overtime rate shall be paid for all hours worked in excess of the required nine (9)/ten (10) hour day or forty (40) hour week.

- 4.5 Work performed on the fifth, sixth and seventh day pursuant to this section shall be compensated for at a rate equal to one and one-half times the regular rate of pay.
- 4.6 Employees who use vacation leave or sick leave on one of the nine (9)/ten (10) hour work days shall have nine (9)/ten (10) hours, or 1.125/1.25 days deducted for each full day of leave taken. Four and one-half hours (4.5)/five (5) hours or .5625/.625 days will be deducted for each half day of leave taken.
 - 4.6.1 Any holiday will be a full nine (9)/ten (10) hour holiday. If the holiday falls on a scheduled day off, a substitute holiday or compensation for the day will be provided the employee. (Education Code section 45206)
 - 4.6.2 Rest periods shall be twenty (20) minutes each.
- 5. Lunch Period
 - 5.1 A non-compensated, scheduled, uninterrupted meal period between thirty (30) to sixty (60) minutes shall be provided all unit members who render service of at least six (6) hours. The length of the meal period shall be determined by the immediate supervisor. The immediate supervisor shall assign the meal period to be taken as soon after the conclusion of four (4) hours of service as possible. For special shifts or night shifts an arrangement which is mutually agreeable to employee and supervisor may be made.
- 6. Call Back Time
 - 6.1 Unit members called in or called back to work by the immediate supervisor on a workday beyond the normal working hours, or a day not scheduled to be worked, shall receive at least two (2) hours of work at the appropriate rate as specified above. This provision shall not apply to any employee who is assigned, prior leaving work, to work beyond the normal workday.
- 7. Distribution of Overtime
 - 7.1 Overtime work will be distributed as equally as possible during each fiscal year among all employees within their work unit, shift, and job skill as far as the character of the work permits. It is recognized that certain factors, such as employee availability and last minute or emergency assignments needs, may cause unequal distribution of overtime.
- 8. Breaks
 - 8.1 All full time employees (working six (6) or more hours per day) shall be entitled to two (2) fifteen (15) minute District paid rest periods per day. Such time shall be mutually agreed upon between the employees and their immediate supervisor.
 - 8.2 All employees working four (4) or more hours, but less than six (6), shall be entitled to one (1) 15 minute District paid rest period. Such time shall be mutually agreed upon between the employees and their immediate supervisor.
- 9. Inclement Weather
 - 9.1 An employee who is excused from work due to inclement weather on a normally scheduled workday shall be paid the regular rate of pay for that day. An employee who would otherwise be on a leave of absence for that day shall be charged under that leave.
 - 9.2 An employee who is directed and authorized by the immediate supervisor to work on such a day of inclement weather shall be compensated on an overtime basis for such work. Such compensation shall be either pay or compensatory time off, equal to time and one-half of the employee's regular rate of pay.

- 9.3 It is agreed and understood that this provision does not apply to employees who are assigned annually on a school day basis, including, but not limited to, food service employees and paraprofessionals.
- 9.4 Any employee on authorized leave or authorized vacation shall have the right to reject any offer, or request for overtime, call-back, call-in or on-call time.
- 9.5 On any school day during which pupils would otherwise have been in attendance, but are not, and for which certificated personnel received regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty that day.

ARTICLE XXII

IN-SERVICE TRAINING

- 1. In-service attendance is required as part of your annual contract.
- 2. The training shall be no more than seven (7) hours at the regular rate of pay scheduled on a mutually agreeable day(s) that less than 12-month employees are not normally scheduled to work.
- 3. Complete restoration of contracted three (3) In-Service Days. In-Service Days shall be listed on the Board Approved Calendar each school year.
- 4. Nothing in this agreement shall preclude the District from providing in-service training funded by a source(s) other than SB1193 to all employees.

APPROVED

**RED BLUFF UNION SCHOOL DISTRICT
2018-2019**

Traditional

School Hours: 8:20 a.m. to 2:50 p.m.

	M	T	W	Th	F
July	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25	26	27
	30	31			
August			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
September	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
October	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
November				1	2
	5	6	7	8	9
	12	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
December	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28
	31				

 Instruction Begins/Ends

 Staff Duty Day

 Local Holiday

 Legal Holiday

 Inservice Days- Aug 9, 10, Jan 7

 Collaboration/Duty Day

End of Trimesters: Nov 8, 2018
Mar 6, 2019
Jun 6, 2019

Conf Weeks: October 1-5
January 28-Feb 1

	M	T	W	Th	F
January		1	2	3	4
	8	9	10	11	12
	14	15	16	17	18
	21	22	23	24	25
	28	29	30	31	
February					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	
March					1
	4	5	6	7	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
April	1	2	3	4	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30			
May			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28	29	30	31
June	3	4	5	6	7
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Instruction Days: 180

All Staff: 1 Duty Day

Certificated Staff: 1 Additional Collab/Staff Day

Instruction begins: August 15, 2018

Instruction ends: June 6, 2019

Minimum Day/Parent Conferences Districtwide
12:45 p.m.

Minimum Day/Pre-Holiday/Last day of School
12:45 p.m.

All Wednesdays-Early Release Dismissal
12:45 p.m.

Board Approved 4/10/2018

2018-2019

**RED BLUFF UNION SCHOOL DISTRICT
CLASSIFIED JOB CLASSIFICATIONS AND SALARY SCHEDULE**

revised 10.30.18

CLASSIFICATION JOB TITLE	RANGE	SALARY		CLASS
		MINIMUM	MAXIMUM	
Educational Services and related				
Attendance Clerk	8	12.00	15.06	
Clerical Assistant				
Noon Activities Supervisor				
Supervision Assistant				
Cafeteria Clerk	9	12.08	15.43	
Computer Clerk	10	12.36	15.80	
Paraprofessional - ELL				
Paraprofessional-Instructional				
Crosswalk Supervision	11	12.66	16.19	eff 7/1/14
ELL Assistant				eff 7/1/14
Behavior Management Paraprofessional				
Physical Education Assistant				
District ELL Paraprofessional	13	13.30	16.96	eff 7/1/13
Paraprofessional - Special Ed				eff 7/1/13
Family Liason ELL				
Paraprofessional - Special Ed-Driver	14	13.66	17.46	eff 7/1/13
Computer Assistant	18	15.06	19.21	eff 7/1/13
Health Attendance Assistant				
Library Technician	19	15.43	19.65	eff 7/1/13
District Office Substitute Coordinator/Recepti	21	16.19	20.62	
School Secretary	22	16.61	21.20	eff 7/1/18
Account Technician, Nutrition Services	25	17.85	22.78	
Account Technician, AR/AP				
District Payroll Specialist				
Registrar				
Secretary to the Assistant Superintendent				
Secretary to the Director of Student Support				
Educational Sign Language Interpreter	35	22.79	29.04	
Speech Language Pathology Assistant				
Technology Support Assistant				
FOOD SERVICE				
Food Service Worker	11	12.66	16.19	eff 7/1/14
Food Service Cook	15	14.01	17.83	eff 7/1/14
Food Service Cook, Manager	21	16.19	20.62	eff 7/1/14
MAINTENANCE AND OPERATIONS				
Custodian	16	14.35	18.31	eff. 7/1/14
Lead Custodian	19	15.43	19.65	eff. 7/1/14
Warehouse/Delivery Worker	22	16.61	21.20	eff. 7/1/15
Maintenance/Grounds Worker #1	22	16.61	21.20	eff. 7/1/17
Maintenance/Grounds Worker #2	24	17.46	22.25	eff. 7/1/17
Maintenance/Grounds Worker #3	26	18.31	23.40	eff. 7/1/17
Lead Maintenance	35	22.79	29.04	

Revised: 7/93; 7/96; 5/97; 6/98; 1/00; 3/01; 2/02; 2/03; 12/04; 1/05; 4/06; 5/07; 6/08, 10/08, 07/09, 7/11, 8/11, 10/11, 5/11, 5/12, 10/30/186/13/2013, 12/01/13, 4/15/14, 5/1/15, 5/4/16, 3/12/18

**2018-2019
RED BLUFF UNION SCHOOL DISTRICT
CLASSIFIED SALARY SCHEDULE - HOURLY**

Range	STEP A	STEP B	STEP C	STEP D	STEP E	STEP F
8	12.00	12.36	13.02	13.66	14.35	15.06
9	12.08	12.66	13.30	14.01	14.68	15.43
10	12.36	13.02	13.66	14.35	15.06	15.80
11	12.66	13.30	14.01	14.67	15.43	16.19
12	13.02	13.66	14.35	15.06	15.80	16.61
13	13.30	14.01	14.67	15.43	16.19	16.96
14	13.66	14.35	15.06	15.80	16.61	17.46
15	14.01	14.67	15.43	16.19	16.96	17.83
16	14.35	15.06	15.80	16.61	17.46	18.31
17	14.68	15.43	16.19	16.96	17.84	18.72
18	15.06	15.80	16.61	17.46	18.31	19.21
19	15.43	16.19	16.96	17.83	18.72	19.65
20	15.80	16.61	17.46	18.31	19.22	20.20
21	16.19	16.96	17.84	18.72	19.65	20.62
22	16.61	17.46	18.31	19.22	20.20	21.20
23	16.96	17.84	18.72	19.65	20.63	21.66
24	17.46	18.31	19.21	20.20	21.20	22.25
25	17.84	18.72	19.65	20.63	21.65	22.78
26	18.31	19.22	20.20	21.20	22.25	23.40
27	18.72	19.65	20.63	21.66	22.79	23.90
28	19.22	20.20	21.20	22.25	23.40	24.53
29	19.65	20.63	21.66	22.79	23.90	25.08
30	20.20	21.20	22.25	23.40	24.53	25.76
31	20.63	21.66	22.79	23.90	25.08	26.38
32	21.20	22.25	23.40	24.54	25.76	27.04
33	21.66	22.79	23.90	25.08	27.41	27.65
34	22.25	23.40	24.54	25.76	27.04	28.43
35	22.79	23.90	25.08	26.38	27.65	29.04

Effective 7/1/2018

Reflects 3% increase to salary schedule effective 7/1/18

LONGEVITY: Unit members shall be paid additional salary as follows (based on Step F of the salary range): After completion of 10 years of district service-5%; 15 years-10%; 20-years-15%; and 25 years-20%.

Revised: 12/91; 1/92; 4/96; 6/96; 6/98; 1/00; 1/01; 2/02; 2/03; 12/04; 4/06; 5/07; 10/08; 7/11; 04/14; 05/15, 5/16, 10/30/17, 10/30/18

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

APPENDIX A

JOB DESCRIPTIONS

1. Account Technician, Nutrition Services
2. Account Technician, Receivable and Payables
3. Behavior/Management Paraprofessional
4. Cafeteria Clerk
5. Clerical Assistant
6. Computer Assistant
7. Computer Clerk
8. Crosswalk Supervision
9. Day Custodian
10. Night Custodian
11. District ELL Paraprofessional
12. District Substitute Coordinator/Receptionist
13. District Payroll Specialist
14. ELL Assistant
15. Educational Sign Language Interpreter
16. Family Liaison-ELL
17. Food Service Cook
18. Food Service Cook/Manager
19. Food Service Worker
20. Health Attendance Assistant
21. Library Resource Technician
22. Lead Maintenance/Grounds Worker
23. Maintenance/Grounds Keeper #1
24. Maintenance/Ground Keeper #2
25. Maintenance/Ground Keeper #3
26. Noon Activities Supervisor
27. Paraprofessional
28. Paraprofessional - Special Needs/Driver
29. Receptionist
30. Registrar-Bilingual
31. School Secretary
32. Secretary to the Assistant Superintendent
33. Secretary to the Director Student Support Services
34. Speech-Language Pathology Assistant (SLPA)
35. Supervision Assistant
36. Technology Support Assistant
37. Warehouse Delivery Worker

Effective March 10, 2010 both parties agree:

- The District eliminates the position of Health Assistant
- All current and previous Health Assistants will be grandfathered as Health Attendance Assistants and maintain their current seniority,
- The classified seniority list will be revised to reflect this reclassification.
- **The Health Attendance Assistant job description will be amended to reflect that the job duties of employees and the elementary sites will not include truancy responsibility.

Effective February 27, 2014 both parties agree:

- Combine Paraprofessional-Special Education and Paraprofessional-Special Needs job description.
- Existing employees are to be grandfathered into this position with their original seniority date.

Effective July 1, 2018 both parties agree:

- Reclassification of all Paraprofessionals into one job description
- Removed language from Health Attendance Assistant position: *Completes and mails all truancy letters. Coordinates attendance issues with outside agencies including the Truant Officer. Completes SARB packets when necessary.*

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Account Technician, Nutrition Services
DEPARTMENT:	Nutrition Services
REPORTS TO:	Director of Nutrition and Facilities

GENERAL SUMMARY

Under the supervision of the District Nutrition and Facilities Director, performs clerical and technical duties to include data entry, data maintenance and accounts payable/receivable for the Nutrition Program. This position requires discretion and independent decision making with high level of accuracy and regard to local, state and federal requirements. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Interprets and applies policies, procedures, rules and regulations related to child nutrition and school district functions.
- Performs district level student and Nutrition Department entry, sorting and compilation of data, extensive photocopying, and general clerical duties.
- Centralizes family nutrition related application information in cafeteria computer program and district database.
- Performs a variety of routine, difficult level clerical work requiring the exercise of good judgment and knowledge of subject area.
- Prepares and maintains accurate Nutrition and Facilities records for multiple sites and runs regular reports and statements as needed for local, state and federal requirements.
- Prepare, file and tracks invoices for food, supplies and catering services sold or purchased.
- Prepares Nutrition and Facilities Department fiscal paperwork such as purchase orders and vendor payments, invoices and tax statements; assign account codes, vendor identification and purchase order numbers.
- Prepare Profit/Loss back up data for budget purposes.
- Files audit claims for payment.
- Maintains the revolving and transmittal funds and verifies accurate bank reconciliation for Nutrition and Facilities Department.
- Meets schedules and timelines as determined by local, state and federal needs.
- Tracks maintenance and equipment logs and inventory for the Nutrition Program
- Perform district site visits as required to provide technical assistance related to Nutrition and Facilities Department needs (i.e. training on computer).
- Secures Nutrition and Facilities Department substitutes and maintains appropriate related records and reports.
- Maintains confidentiality of Nutrition and Facilities Departments interactions, data and reporting.
- May cross train in other job related duties within the District Office.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids: ability to hear and understand speech at normal level.
- Knowledge of the methods, practices and procedures of financial record keeping.
- Knowledge of office practices, procedures and equipment.
- Ability to make arithmetical computations rapidly and accurately.
- Ability to interpret and to independently follow written and oral instructions including rules and regulations.
- Ability to type and to operate standard office machines including computer programs for data processing, record keeping, data analysis and word processing.
- Keyboarding at a rate and accuracy sufficient to perform the duties of the position.
- Ability to deal with a wide range of personalities and situations requiring diplomacy, friendliness, and poise.
- Ability to work under stress in a calm and poised manner.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued)

- Ability to meet critical time lines in a highly conscientious manner.
- Assists other when time allows.
- Ability to establish and maintain effective working relationships with others.

- Ability to meet the public tactfully and courteously and provide assistance and service to parents, children, staff vendors and community members.

WORKING CONDITIONS

- Physical ability to perform all major job functions.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor business office and school environment.
- Temperature -normal climate.

CONTACTS

- Daily contact with students, parents, teachers, school, district staff and vendors.
- Occasional contact with community members and regional, state and federal authorities.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- Demonstrated experience with data entry and maintenance.
- Demonstrated experience with bookkeeping/accounting software and Excel.
- Minimum of two years demonstrated successful clerical experience involving public contact.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 5/13

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Account Technician, Accounts Receivable/Accounts Payable
DEPARTMENT:	Business Services
REPORTS TO:	Chief Business Officer

GENERAL SUMMARY

Under the general supervision of the District Chief Business Officer, performs technical and complex accounting duties, which require discretion and independent decision making and must meet all necessary time lines as defined by District, County and State regulations, with high level of accuracy, and to perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Performs a variety of complex accounting functions involving the auditing and maintenance of a variety of records; maintaining a high level of accuracy while meeting specific time lines as required by District, County and State regulations.
- Reviews and assists in verifying budget standards; monitors and audits budget expenditures.
- Assists and prepares budget revisions, reports, journals, intra-fund transfers; verifies funds available.
- Year-end closing activities and clean-up as requested.
- Maintains computer appropriations, encumbrances, expenditures, and unencumbered balances for accounts payable, screens financial documents for accuracy and adherence to legal and procedural requirements.
- Processes payment of invoices and receipt of goods.
- Prepares list of bills.
- Monitors stale-dated list.
- Maintains the revolving and transmittal funds and reconciles bank statements.
- Receives funds from all school sites.
- Prepares billings for payment and posts transactions.
- Reconciles and prepares documents necessary to allow county office to deposit in appropriate accounts.
- Maintains vendor database to include vendor W9's.
- Prepares and maintains 1099 list in accordance with IRS requirements.
- Verifies and prepares documents necessary for payment of quarterly sales/use tax as required by the state.
- Prepares and audits travel and reimbursement expense claims.
- Assists the CBO with the preparation of the annual budget by processing balances in appropriate categories while crosschecking calculations for accuracy and prepares the budget materials for distribution.
- Responds to requests for facility use which may require billing of such use.
- Composes correspondence as necessary.
- Creates, organizes, maintains files and records utilizing database and spreadsheet software; maintains an audit trail of documents and records; develops and maintains spreadsheets, journals, ledgers, logs, worksheets and other records.
- Utilizes document imaging technology to ensure accurate and efficient data retrieval.
- Works collaboratively with site personnel (principals, secretaries, librarians, etc.) to maintain site financial records.
- Assist, prepare and monitor site purchase orders and requisitions; check requisitions for proper coding.
- Set up new account codes as needed.
- Assist outside auditors in conducting audits of financial records.
- Serves as direct support to the CBO to assist with budgeting and accounting functions, and other duties as assigned by the CBO.
- May cross train in other job related duties within the District Office.
- Operates office equipment including computer programs for data processing record keeping, data analysis and word processing.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of the methods, practices and procedures of financial record keeping.
- Knowledge of office practices and procedures.
- Ability to make arithmetical computations rapidly and accurately.
- Ability to interpret and to follow written and oral instructions including rules and regulations.
- Ability to type and to operate standard office machines including computer programs for data processing, record keeping, data analysis and word processing.
- Keyboarding at a rate and accuracy sufficient to perform the duties of the position.
- Ability to deal with a wide range of personalities and situations requiring diplomacy, friendliness, and poise.
- Ability to work under stress in a calm and poised manner.
- Ability to meet critical time lines in a highly conscientious manner.
- Assists others when time allows.
- Ability to establish and maintain effective working relationships with others.

WORKING CONDITIONS

- Physical ability to perform all major job functions.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor business office environment.
- Temperature - normal climate.

CONTACTS

- Daily contacts with District office staff, school staff, County Office of Education staff, and vendors
- Occasional contacts with parents, community members and outside agency personnel.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent.
- Experience in accounts receivable/accounts payable for a public agency
- Demonstrated experience with bookkeeping/accounting software and Excel
- College credits in bookkeeping and/or accounting desired
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 10/98; 11/98; 5/13

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Behavior Management Paraprofessional

DEPARTMENT: Educational Services

REPORTS TO: Site Administrator or Designee

GENERAL SUMMARY

Under supervision of a school site administrator, supervises students sent to a Behavior Management Site; works with students individually or in groups by performing a variety of instructional support activities; relieves the administrator of student record keeping and performs other duties directly related to this job description

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Tutors students, reinforces or follows-up on the work assigned these students and/or specialized subject areas related to level of student achievement, checks work for completeness and accuracy.
- Supervises students on in-house suspension.
- Maintains discipline.
- Assists teacher in preparation of plans or develops own plans based on teacher's direction and explanation of the student's needs.
- Coordinates lunch time and afterschool detentions with teachers, noon duty staff and student's parents.
- Prepares and maintains inventories of materials and equipment used in teaching.
- Duplicates materials, straightens or organizes classroom.
- Attends in-service training sessions, maintains student records and reports to the administrator.
- Types and emails daily bulletin.
- Maintains facility usage calendar.
- Twice annually, schedules parent/teacher/student conferences as requested.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and arithmetical concepts.
- Knowledge of basic methods used in tutoring, ability to keyboard, ability to use a computer, establish and maintain accurate records.
- Ability to establish and maintain effective working relationships with students, parents, teachers, support staff and administrator.
- Ability to understand needs of students with behavioral problems.
- Some paid or volunteer experience working with young people.

WORKING CONDITIONS

- Light to moderate physical effort standing and/or walking for extended periods of time.
- Lift and move instructional materials and equipment.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, parents, teachers, school and District staff.
- Occasional contact with community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.
- Paraprofessional Proficiency Test certificate.
- NCLB Certificate

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 07/94

Revised: 04/96

Revised: 11/99

Revised 1/08 Previously Time Out/In House Suspension Room Assistant

Revised 11/09

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Cafeteria Clerk
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under general supervision, matches students and staff to their identification number as they pass through breakfast or lunch lines charging them appropriately. Remind students and staff of debts owed to the cafeteria. *May* hand out billing envelopes to remind students and parents of amounts owed.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- With a high degree of accuracy, scan the names of children *students* in cafeteria computer
- Take and apply payments to cafeteria accounts
- Remind students and staff of debts owed to cafeteria
- Enforces the school rules concerning proper behavior of students
- Maintains a firm, but respectful and courteous attitude towards students

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to use computer and calculator
- Ability to be highly accurate with payments and application of *data entry into* the computer system
- Knowledge of fiscal record keeping practices and general bookkeeping procedures
- Skill in interpreting the rules and regulations that applies to the school lunch program
- Ability to establish and maintain effective working relationships with others

WORKING CONDITIONS

- Light to moderate physical effort, sitting at computer terminal for extended periods of time

ENVIRONMENTAL CONDITIONS

- Primarily an indoor cafeteria environment

CONTACTS

- Daily contacts with students, teachers, school and district staff employees
- Occasional contact with parents and community members

OCCUPATIONAL PERTIFICATES/LICENSES

- High school diploma or equivalent
- First aid and CPR certification desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule; and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 4-04

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Clerical Assistant
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under general supervision, performs a variety of clerical duties in support of a school site instructional program and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides assistance to instructional staff in a non-classroom setting.
- Types or clearly writes instructional materials, tests, etc., from clear instructions, rough drafts and notes.
- Duplicates and collates materials using copy reproduction equipment.
- Organizes materials for classroom use, following teacher instructions.
- Maintains adequate supplies of copy reproduction materials, and, if instructed, classroom materials and reorders as required.
- Maintains files of materials for various programs and activities.
- May operate specialized equipment, such as those required for book binding and laminating.
- May prepare handbooks, visual materials, and other supplies for classroom use.
- Maintains logs and records of work performed.
- May operate a school resource center, including processing and inventory of materials.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of basic office practices and procedures, including filing and the operation of copy reproduction equipment, correct English usage, including spelling, grammar, and punctuation, basic arithmetic.
- Skill in organizing own work and working on multiple projects.
- Skill in maintaining accurate records and files;
- Skill in making accurate arithmetic calculations.
- Skill in operating copy reproduction and other standard office equipment.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.
- Skill in keyboarding with sufficient speed and skill to prepare instructional materials and maintain records; approximately 40 words per minute.

WORKING CONDITIONS

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

- Indoor office environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with teachers, all school and District staff.
- Occasional contacts with parents, students, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 01/92
Revised: 05/97
Revised: 11/99

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Computer Assistant
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under the general supervision of the site administrator, this assistant will provide technology support and training for students, staff, and parents. This assistant will serve as the site liaison with the district Technology Department. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Knowledge of Windows, Mac Operating Systems.
- Works with peripherals, including, but not limited to printers, scanners, hard drives, document cameras and tablets.
- Assist staff, students, and parents with instructions for basic word processing, spreadsheets, database and presentation software.
- Assists staff to assure that appropriate protocols and materials are being utilized.
- Assists staff and students with appropriate Internet use.
- Comfortable working in and maintaining a computer lab.
- Assists in compiling and maintaining technology inventory records and making reports.
- Able to diagnose and repair minor computer problems on school site.
- Enrolls students into class rosters for district and site specific instructional programs.
- Assists with software installation.
- Assists staff and students with web-based software.
- Participates in district provided training in order to develop and maintain the skills necessary to be successful.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Physical ability to perform all major job functions.
- Demonstrated computer literacy.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.
- Keyboarding skills.

WORKING CONDITIONS

- Sitting operating a keyboard to enter data in a computer terminal.
- Lifting and carrying equipment, cables and supplies.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor lab/classroom environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, teachers, all school and District staff.
- Occasional contact with parents, community members and outside agency personnel.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- Demonstrated computer literacy.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 09/99, 11/99, 5/13

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Computer Clerk
DEPARTMENT: Business Services
REPORTS TO: Assistant Superintendent

GENERAL SUMMARY

Under general direction and supervision of the Assistant Superintendent, the Computer Clerk will develop and report information on students' academic progress, be responsible for developing and maintaining necessary databases, spreadsheets, reports and to perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Operates computers and peripherals, including but not limited to CD-rom, dot and laser printers, scanners and hard drives.
- Inputs data for spreadsheets, database and graphing.
- Plans with the appropriate teachers and administrators need/rationale for data collection, database fields, queries and reporting.
- Responsible for evaluating software and making recommendations.
- Compiles records, prepares necessary reports and does clerical work required for record keeping.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and arithmetical concepts.
- Knowledge of basic methods of computer skills.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with those contacted in the course of employment

WORKING CONDITIONS

- Dexterity of hands and fingers to operate a computer terminal; speaking to exchange information; sitting and operating a keyboard to enter data in a computer terminal.
- Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

- Indoor lab/classroom environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with District staff.
- Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Crosswalk Supervision
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under general supervision of the Site Administrator, supervises student safety crossing designated intersections and areas; maintains positive student behavior and rules of safety, and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervises student safety coming to and/or from school at a designated crosswalk.
- Maintains confidentiality.
- Remains alert for and reports conditions hazardous to the health and safety of students.
- Enforces the school rules concerning proper behavior of students.
- Remains at assigned station throughout assigned period.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to recognize danger to students or school property.
- Ability to follow written and oral instructions.
- Ability to deal firmly, tactfully, and effectively with students, teachers and the public.
- Some experience in working with children.

WORKING CONDITIONS

- Moderate to heavy physical effort standing and/or walking for extended periods of time.
- Wears designated safety gear and uses safety equipment to include Walkie-talkie (or cell phone), and first aid kit.

ENVIRONMENTAL CONDITIONS

- Outdoor environment; to include inclement weather.

CONTACTS

- Daily contact with students, teachers, school and district staff.
- Daily contact with parents and community members.
- Occasional contact with law enforcement.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- First aid certification; to be provided by district.
- CPR certification is desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily.

Adopted: 02/14

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Night Custodian
DEPARTMENT: Maintenance
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under general supervision, to perform the work of maintaining assigned buildings or areas in a clean, sanitary, and safe condition at a school, and to perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Performs custodial duties in an assigned group of school classrooms and building areas.
- Maintains confidentiality.
- Sweeps, mops, waxes, strips, scrubs and vacuums floors.
- Dusts, washes, polishes and sanitizes furniture and woodwork.
- Polishes metalwork.
- Empties and cleans waste receptacles.
- Washes windows and walls.
- Cleans rest rooms and restroom fixtures.
- Cleans fountains.
- Operates power cleaning equipment.
- Assists with emergency cleanup as necessary.
- Moves and arranges furniture and equipment.
- Replaces light bulbs and may make minor non-technical repairs.
- Turns out lights and locks doors and windows.
- Performs a security check at end of work shift.
- Reports the need for repairs.
- Remains alert to potential vandalism.
- May need to respond to alarm notification.
- Checks email daily.
- Submits maintenance work orders electronically.
- Provides access to, and insures proper care of, facilities for participants in the Civic Center Act.
- Helps to set up and tear down for school assemblies, performances, fund raising events and other school activities as needed.
- Waters, trims, and mows scheduled lawn areas and completes minor yard work in accordance to Site Parameter Map (attached).
- May travel between school sites.
- Participates in inside and outside painting during summer months.
- Assists in familiarizing environmental workers or extra summer workers with work site responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to learn and maintain schedules providing for regular cleaning of assigned areas.
- Ability to operate various electrical cleaning equipment.
- Ability to follow oral and written instructions.
- Ability to work independently and without close supervision.

WORKING CONDITIONS

- Physical demands include lifting up to 50 pounds, standing and walking for extended periods, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, see to assure proper and complete cleaning, and dexterity of hands and fingers to operate power cleaning equipment.
- Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

- Work environment both indoors and outdoors, subject to evening or variable hours.
- Temperature – usually normal climate, occasional adverse weather and conditions.
- Chemical exposure – solvents, cleaning compounds, polish fumes, paint, lacquer and varnish.

JOB PARTICULARS

- Tools/equipment/work aids – gloves, goggles, hearing and face protectors, as necessary.
- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with students and district staff.
- Occasional contacts with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.
- Asbestos Hazard Emergency Response Act (AHERA) training as required by law; to be provided by district

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 01/92

Revised: 05/97

Revised: 11/99

Revised: 01/01

Revised: 7/1/19

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Day Custodian
DEPARTMENT: Maintenance
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under general supervision, to perform custodial services required to maintain school facilities in a clean and orderly condition; to perform light maintenance work in the upkeep of school property, and to perform other duties directly related to this job description

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Participates in cleaning and maintenance activities and in serving needs of teaching and administrative personnel during periods while on duty.
- Maintains confidentiality.
- Provides direction to site Custodial staff.
- Makes non-technical repairs, replacing lights, adjusting desks and other furniture.
- Fixes window closures.
- Cleans and trouble-shoots locks, repairs hinges, cabinets and faucets, replaces sockets and switches.
- Performs preventive maintenance and refers the more technical repairs to the District maintenance department.
- Submits maintenance work orders electronically.
- Checks email daily.
- Sweeps, scrubs, mops, strips, seals and waxes floors.
- Washes walls and windows.
- Dusts furniture.
- Cleans restrooms and restroom fixtures.
- Vacuums, shampoos, or dry cleans carpets.
- Empties and cleans waste receptacles.
- Checks heating system for proper operation; turns heaters on and off.
- Cleans and sets up cafeteria area for lunch.
- Cleans kitchen area. Wipes tables, mops spills.
- Orders custodial supplies for the site; receives, accounts for, and assists in unloading school and custodial supplies and equipment.
- Distributes orders.
- Loads film on laminator(s)
- Trims and mows lawns and completes other minor yard work in accordance with Site Parameter Map (attached).
- Sprays designated campus areas for weed abatement in accordance with Site Parameter Map (attached); maintains written spraying documentation for site.
- Repairs and replaces sprinkler heads; reports valve replacement needs to Maintenance.
- Participates in painting inside and outside of buildings.
- Completes minor athletic field preparation for school activities, excluding track and soccer fields.
- Prepares and provides access to, and insures proper care of facilities for participants in the Civic Center Act.
- Helps to set up and tear down for school assemblies, performances, fund raising events and other school activities as needed.
- Conducts and maintains records of monthly safety inspections of buildings, grounds, and play equipment.
- Facilitates compliance with insurance carrier's requirements.
- Conducts and maintains record of monthly fire extinguisher inspections.
- Conducts inspections of safety lighting equipment and eye-wash stations.
- May need to respond to alarm notifications.
- Assists in familiarizing environmental workers or extra summer workers with work site responsibilities.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so other will clearly understand normal conversation.
- Knowledge of school cleaning problems, methods, materials and equipment.
- Ability to establish and maintain effective relationships with school staff and students.
- Ability to do simply building and grounds maintenance and minor repair work.
- Ability to keep simple records.

WORKING CONDITIONS

- Physical demands include lifting up to 50 pounds, standing and walking for extended periods, bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders, see to assure proper and complete cleaning, and dexterity of hands and fingers to operate power cleaning equipment.
- Light to moderate stress level.

ENVIRONMENTAL CONDITIONS

- Work environment both indoors and outdoors, subject to evening or variable hours.
- Temperature – usually normal climate, occasional adverse weather and conditions
- Chemical exposure –solvents, cleaning compounds, polish fumes, paint, lacquer, varnish and pesticides.

JOB PARTICULARS

- Tools/equipment/work aids – gloves, goggles, hearing and face protectors, as necessary.
- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with students and District staff.
- Occasional contacts with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.
- Asbestos Hazard Emergency Response Act (AHERA) training as required by law; to be provided by district

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 11/99
Revised 02/14
Revised: 11/99
Revised: 07/01/2019

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: District ELL Paraprofessional
DEPARTMENT: Educational Services
REPORTS TO: Administrator or Designee

GENERAL SUMMARY

Under the direction of site administrators or designees, this paraprofessional will assist with the instruction of limited English speaking students in curricular and other areas as needed. This assistant will provide support services to the EL educational program for the school district. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains records of all EL students in the school district at each site.
- Assists in the preparation of data for reclassification of EL students under the supervisor of site administrator.
- Acts as liaison between the school and the parents of EL students.
- Coordinates school and district EL Advisory Committees in conjunction with site administrator and District Office.
- Assists in translation and interpretation of school information into second language for school newsletters and other appropriate communications.
- Works with small groups of students under direction of credentialed teachers.
- Assists with the instructional program and other related areas for EL students.
- Assists classroom teachers in advising parents or guardians of EL student progress.
- Assists EL parents by helping them to understand what agencies are available to provide aid.
- Assists in compiling records and making reports, doing clerical work and record keeping.
- Assists site administrator and related staff to provide appropriate EL program placement.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge and skill to communicate, both orally and in writing, in a language other than English in such instructional areas as reading language arts, mathematics, English as a second language, and other instructional areas.
- Knowledge of community resources.
- Knowledge and skill necessary to work with elementary age students, especially Spanish speaking students.
- Knowledge and skill to compile records.
- Knowledge and skill necessary to communicate with parents, staff, and students and to maintain cooperative working relationships with those contacted in the course of work.

WORKING CONDITIONS

- Light to moderate physical effort standing and/or walking for extended periods of time. Lift and move instruction materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, teachers, school and District staff.
- Frequent contact with parents and community members

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- NCLB compliant
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions the position.

Revised: 11/99
Revised 5/13

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	District Substitute Coordinator/Receptionist
DEPARTMENT:	District Office
REPORTS TO:	Assistant Superintendent

GENERAL SUMMARY

Under the general supervision of the Assistant Superintendent, performs technical clerical duties related to securing district substitutes and serves as District Office receptionist. This position provides routine information to schools, the public and district departments with a high rate of accuracy.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Serves as receptionist, distributes mail, answers telephones and provides routine information regarding departmental activities.
- Responds appropriately and exercises judgment in providing information and referring inquiries to others
- Monitors and maintains AESOP Substitute Placement software
- Secures substitutes for district employees
- Works with TCDE and Human Resources to maintain current and accurate substitute lists.
- Maintains communication with staff regarding substitute preferences and maintains appropriate related records.
- Works in conjunction with Human Resources to ensure necessary substitute staffing resources.
- Coordinates homeless/foster student transportation services and maintains data for annual reporting.
- Coordinates services to students assigned to Home/Hospital Instruction.
- Oversees bulk mailing.
- Maintains and submits district fleet records for smog certification.
- Update and maintain District Directory
- Records retiree insurance payments and create deposit for AR
- Perform other clerical and business related duties as assigned, i.e. fingerprinting, TB expirations dates
- Assists the Superintendent or Assistant Superintendent on district level Special Projects as assigned.
- Maintains confidentiality
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling punctuation and vocabulary.
- Skill in preparing reports and correspondence.
- Ability to read, assimilate and apply software-operating instructions; and to maintain a variety of computer file systems.
- Knowledge of modern business office organization/function and procedures and practices.
- Ability to operate a variety of business machines and equipment including fax, copier, word processor, computer terminal, printer as required and 10-key calculator.
- Skill in performing a variety of difficult statistical/clerical work involving use of independent judgment and requiring accuracy and speed.
- Keyboarding at a rate and accuracy sufficient to perform the duties of the position.
- Ability to establish and maintain an effective working relationship with others.
- Maintains a strong regular personal attendance record
- Creates and maintains school office bulletin boards and school boards
- Skill interpreting, applying and explaining District rules, regulations and procedures and familiarity with appropriate sections of the Education Code

WORKING CONDITIONS

- Dexterity of hands and fingers to operate standard office equipment including a computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones, speaking to exchange information and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high stress level

ENVIRONMENTAL CONDITIONS

- Indoor business office environment
- Temperature – normal climate

CONTACTS

- Daily contact with District staff,
- Daily contact with community members, outside agency personnel, general members of the public, parents

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- First Aid and CPR certification desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 6/08
Revised: 5/13
Revised: 5/15

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT
Position Description

TITLE: District Payroll Specialist
DEPARTMENT: Business Services
REPORTS TO: Chief Business Officer

GENERAL SUMMARY

Under direct supervision of the CBO, performs payroll duties; must meet all necessary time lines defined by the District and county regulations. This position requires a high level of accuracy. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Performs a variety of complex payroll functions involving the auditing and maintenance of a variety of accounting and statistical records.
- Electronically processes payrolls and deductions, making certain that individual employee earning records are accurately maintained on a current basis, including new hires, transfers, promotions, and salary deduction changes.
- Maintains records involving sick leave, vacations and leaves of absence.
- Maintains records including notification of any cost changes pertaining to health, dental, vision and life insurance programs for employees and retirees.
- Acts as District contact with the various insurance carriers and voluntary deduction vendors in appropriate programs.
- Computes payrolls for hourly and daily employees and substitutes.
- Processes payments for all payroll deduction including insurance, tax shelters, credit unions, organization dues, etc.
- Prepares and distributes annual status reports for all classified employees.
- Prepares billings for reimbursement for substitute payroll expense.
- Completes special reports and surveys including requests for information relating to salary information.
- Processes Workers' Compensation claims and associated absences and issues reports.
- Coordinates Workers' Compensation Return to Work efforts with assigned administrator.
- Maintains Certificated Catastrophic Leave Bank records and issues annual report.
- Verifies position control in accounting software.
- Issues billing, collects and records payments for retiree insurance information and payment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Knowledge of the methods, practices and procedures of payroll/financial record keeping requiring knowledge of payroll and office processes.
- Ability to make computations rapidly and accurately.
- Ability to interpret written and oral instructions as they relate to regulations and policies.
- Works cooperatively with others.
- Ability to meet the public tactfully and courteously, ability to deal with a wide range of personalities and situations requiring diplomacy, friendliness, and poise and ability to work under stress in a calm and poised manner.
- Ability to meet critical timelines in a highly conscientious manner.

WORKING CONDITIONS

- Physical ability to perform all major job functions.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor business office environment.
- Temperature - normal climate.

CONTACTS

- Daily contacts with District staff, County Department of Education staff, outside agency personnel, and vendors.
- Occasional contacts with community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- Experience in payroll process and functions.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions the position.

Revised: 09/99
 11/99
 5/13

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	ELL Assistant
DEPARTMENT:	Educational Services
REPORTS TO:	Site Administrator or Designee

GENERAL SUMMARY

Under the direction of building administrators or designees, this assistant will assist with the instruction of limited English speaking students in such areas as reading, language arts, mathematics, English as a second language, and other instructional areas as needed. This assistant will not be assigned normal Paraprofessional duties within a given classroom. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Works with individual or groups of students needing to be taught English and/or be instructed in the child's native language.
- Assists with instruction in reading, language arts, mathematics, English as a second language, social behavior, and other related areas.
- Assists in developing instructional materials for the students.
- Plans with the appropriate teacher to assure that correct methods and materials are being used.
- Advises parents or guardians of student's progress and assists by helping them to understand what agencies are available to aid them with language problems.
- Assists in compiling records and making reports, doing clerical work required for class record keeping, and operates copy machines.
- Assists the principal in diagnosing language skills of new students deemed to be bilingual.
- Performs translations for teacher conferences and site council meeting. Translates materials.
- Contacts parents when translation is needed.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge and skill to communicate in a language other than English in such instructional areas as reading, language arts, mathematics, English as a second language, and other instructional areas.
- Knowledge of reading, English and mathematics equivalent to graduation from high school.
- Knowledge of modern techniques used in child guidance.
- Knowledge and skill necessary to work with elementary age students, especially Spanish speaking students.
- Knowledge and skill to compile records and to operate copy machines.
- Knowledge and skill to follow both oral and written directions.
- Knowledge and skill necessary to communicate with parents, teachers, and students and to maintain cooperative working relationships with those contacted in the course of work.

WORKING CONDITIONS

- Light to moderate physical effort standing and/or walking for extended periods of time.
- Lift and move instructional materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, teachers, school and District staff.
- Occasional contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

*Adopted: 04/85
Revised: 03/88
Revised: 05/97
Revised: 11/99*

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Educational Sign Language Interpreter
DEPARTMENT: Student Support Services
REPORTS TO: Director of Student Support Services

GENERAL SUMMARY

Working under the direction of the Director of Student Support Services, the Educational Sign Language Interpreter provides interpreting and other support services to students with hearing impairments who, to the extent possible, are mainstreamed in regular school classes. The Educational Sign Language Interpreter's primary function is to facilitate communication between students with hearing impairments and their hearing peers, the classroom teacher, and other personnel in the school system. Other duties that may be performed when not required to provide interpreting may include tutoring, note taking, participation in meetings as a member of the educational team, and other duties to support the educational environment.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintain confidentiality
- Provide sign to voice/voice to sign interpreting which may include American Sign Language, a form of manually coded English, and/or oral interpreting depending on the needs of the student.
- Participate in educational team meetings providing insight on the success of communication strategies.
- Provide interpreting for extracurricular activities and parent meetings as directed (such as Back to School Night, graduation, IEP meetings, parent conferences, etc.) These activities/meetings may extend beyond the school day.
- Provide assistance with orientations to deafness, proper use of interpreting services to hearing students and staff, and/or other in-service training.
- Consult with the Director of Special Education and classroom teachers on a regular basis.
- Monitor, on a regular on-going basis, the effectiveness of hearing aids and other instruments intended to improve the students' ability to receive auditory input and maintain a log or record of these monitoring activities.
- Provide tutoring and/or note taking and other support services (such as photocopying, typing, record keeping, etc.) when necessary and interpreting is not needed.
- Perform other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal level with or without auditory aids; ability to communicate so others will clearly understand normal conversation.
- American Sign Language (ASL), Signed Exact English(SEE Sign), and/or other sign systems
- Code of Ethics prepared by the National Registry of Interpreters of the Deaf
- Methods and techniques used in communicating with deaf and hard of hearing
- Technical signs and/or vocabulary used in educational setting
- Confidentiality standard in the educational setting
- Ability to follow written and oral instructions.
- Ability to interactive effectively with students, teachers and the public.
- Experience working with children

WORKING CONDITIONS

- Light to moderate physical effort including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position student weighing up to 30 pounds and with assistance above that weight
- Lift and move instructional materials and equipment.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment
- Temperature - normal climate

CONTACTS

Daily contact with students, teachers, school and district staff.
Frequent contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High School diploma or equivalent
- NCLB Paraprofessional Highly Qualified or Tehama County NCLB Paraprofessional Proficiency certificate
- Have and maintain National Registry of Interpreters for the Deaf(RID) Level 4 certification; recertification costs to be covered by the district
- First Aid certification; training and updates to be provided by district upon hire
- CPR certification desirable; in some instances may be required dependent upon student needs

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Family Liaison - ELL
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under coordination of the credentialed District Nurse, provides general and specific direct services to families; responsible for interaction with community services, and performs other duties directly related to this position description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Works with Healthy Start Leadership Team to implement a care plan.
- Works directly with students and families with a care plan.
- Counsels with students and parents to identify and, when appropriate, seek further professional care.
- Visits students and families' homes to identify barriers.
- Assists families with overcoming social/agency barriers and accepting available services.
- Assists in translation between students/families and service agencies.
- Refers inquiries from the public and from staff pertaining to programs, factual data, procedures, and rules.
- Exercises sound judgment in dealing with confidential information.
- Keeps close collaboration with the service agencies involved.
- Organizes and maintains records, research materials, and other specialized files and materials.
- Assists families with making appointments and transporting if indicated.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Strong interpersonal communication skills.
- Knowledge and skill necessary to communicate orally and in writing with parents and students in a language other than English.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to keep accurate confidential records in a timely manner.
- Skill in oral and written communication and in classifying diverse types of information and ability to recall facts, names, and faces.
- Ability to work flexible hours, as the job requires.
- Ability to work efficiently under short time constraints and stressful conditions.
- Ability to pass a standardized typing test at the rate of 40 words net per minute.
- Ability to operate a variety of office machines and equipment including typewriter, copier, calculator, word processor and computer terminal and printer as required.
- Ability to establish and maintain effective working relationships with staff and families.

WORKING CONDITIONS

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule including bending, crouching and kneeling, pushing/pulling, and reaching in all directions.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, parents, community members, service agencies, and school district staff.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.

- Valid California driver's license.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 12/01
Revised: 03/02

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Food Service Cook
DEPARTMENT: Food Service
REPORTS TO: Director of Nutrition Services and Facilities

GENERAL SUMMARY

Under general supervision of the Director of Nutrition Services and Facilities, prepares and serves school breakfasts, lunches, and snacks, and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains confidentiality.
- Prepares, cooks, bakes, portions, and serves a wide variety of foods, following menu plans and recipes.
- Weighs and measures ingredients.
- Washes, slices, chops, grates, and portions fresh fruits and vegetables.
- Prepares fruit and vegetable salads.
- Adds liquid ingredients, fruit, nuts, and spices to mixes and bakes a variety of breads, muffins, cakes and cookies.
- Cooks and seasons meats, casseroles, and other entrees.
- Works with district nurse to meet student dietary needs.
- Substitutes identified foods in accordance with medical directives for student dietary needs.
- Uses a variety of kitchen equipment, including mixers and slicers.
- Serves food during breakfast and lunch hours.
- Properly stores leftover food.
- Washes and cleans utensils, equipment and kitchen and food service areas.
- Ensures that food preparation and storage areas are maintained in a clean and orderly condition.
- May receive and balance monies for meals served.
- Generates student and staff weekly bills.
- Assists in maintaining records and taking inventories of food and supplies.
- May instruct or provide direction to food service workers.
- Supervises and maintains a safe environment for children.
- May hand out billing envelopes to remind students and parents of amounts owed.
- Operates food service computer system.
- Participates in district training in order to develop and maintain the skills necessary to be successful.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of institutional or quantity cooking and food service techniques, food preparation and storage methods and techniques.
- Knowledge of safe food handling practices.
- Knowledge of use and care of a variety of kitchen utensils and equipment.
- Knowledge of basic business arithmetic and basic record keeping practices.
- Skill in preparing a variety of food in large quantities, using a variety of kitchen utensils and equipment.
- Skill in reading, understanding and estimating ingredients, accurately measuring and estimating ingredients.
- Skill in serving food in an attractive manner.
- Ability to maintaining equipment, utensils and work areas in a clean, sanitary and orderly condition.
- Ability to establish and maintain effective working relationships with those contacted in the course of the work.
- Ability to deal firmly, tactfully and effectively with students, teachers and the public.
- Ability to use computer and calculator.
- Ability to be highly accurate with payments and allocation of the computer system.

WORKING CONDITIONS

- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-40 pounds).
- Moderate to high stress level.
- Primarily indoor cafeteria environment.

ENVIRONMENTAL CONDITIONS

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Work surfaces: Work done primarily on concrete floors; exposure to hot surfaces with appropriate materials and equipment provided.

CONTACTS

- Daily contact with students, school and district staff.
- Daily contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid certification; training to be provided by district
- CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

*Revised: 01/92
Revised: 04/97
Revised: 11/99
Revised 02/14*

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Food Service Cook Manager
DEPARTMENT:	Food Service
REPORTS TO:	Director of Nutrition Services and Facilities

GENERAL SUMMARY

Under direction of the Director of Nutrition Services and Facilities, supervises and participates in the preparation and service of meals at a school site cafeteria; and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains confidentiality.
- Follows pre-established menus and estimates student participation, estimates food and supplies required and prepares appropriate requisitions.
- Receives deliveries of food and supplies.
- Verifies against orders, and provides for their proper storage.
- Works with district nurse to meet student dietary needs.
- Substitutes identified foods in accordance with medical directives for student dietary needs.
- Supervises the day-to-day operation of a school site cafeteria.
- Trains staff in work procedures.
- Ensures that food preparation and service standards are met, that left-over foods are properly stored, and that the kitchen and food service areas and equipment are maintained in a sanitary and orderly condition.
- Personally performs such food preparation activities as mixing and preparing a variety of baked goods, cooking meats, vegetables and other hot dishes, preparing sandwiches, fruit, salads and vegetables.
- Assists in serving and cleaning up after meals are completed.
- Maintains records of meals served, monies received and daily cafeteria worksheet.
- Conducts regular inventories of food and supplies.
- Makes suggestions for improvements to the nutrition, quality, and appearance of food served.
- Ensures that food, equipment and the kitchen site are secure at the end of the work shift.
- Makes out deposit slips and gets monies ready for bank deposits.
- Supervises and maintains a safe environment for children.
- May hand out billing envelopes to remind students and parents of amounts owed.
- Operates food service computer system.
- Participates in district provided training in order to develop and maintain the skills necessary to be successful.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Basic cafeteria supervision principles and practices.
- Knowledge of institutional or quantity cooking and food service techniques.
- Basic knowledge of food preparation methods, skill in principles and procedures of quantity food production and serving.
- Knowledge of safe food handling practices and procedures related to the preparation and serving of food.
- Skill in food serving procedures and use and minor maintenance of utensils and equipment, including ovens, steam tables and carts, burners, slicers, mixers and can openers.
- Skill in planning and coordinating the daily operations of the cafeteria.
- Ability to train staff in work procedures.
- Skill in estimating food and supplies necessary to meet menu requirements and predicted meals required.
- Skill in setting priorities, performing multiple tasks and meeting deadlines.
- Skill in preparing and serving large quantities of food.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (continued)

- Ability to maintain equipment, utensils and work areas in a clean, sanitary and orderly condition.
- Ability to maintain cooperative working relationships with those contacted in the course of work.
- Ability to deal firmly, tactfully and effectively with students, teachers and the public.
- Ability to use computer and calculator.
- Ability to be highly accurate with payments and application of the computer system.

WORKING CONDITIONS

- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-40 pounds).
- Moderate to high stress level.
- Primarily indoor cafeteria environment.

ENVIRONMENTAL CONDITIONS

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Work surfaces: Work done primarily on concrete floors; exposure to hot surfaces with appropriate materials and equipment provided.

CONTACTS

- Daily contact with students and district staff.
- Daily contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid certification; training to be provided by district
- CPR certification desirable.
- Serv Safe Food Handling Certificate.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 01/92

Revised: 11/99

Revised 02/14

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Food Service Worker
DEPARTMENT: Food Service
REPORTS TO: Food Service Cook Manager

GENERAL SUMMARY

Under supervision, does routine manual tasks in a school cafeteria and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Assists in making salads and sandwiches.
- Prepares and cuts food for cooking.
- Cuts food into serving portions.
- Washes pots and pans.
- Wipes off counters and cleans equipment.
- Carries trays from one location to another.
- Replenishes food and utensils on the lunch line.
- Assists in dishing out lunch portions.
- Assists in a variety of kitchen assignments.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of safe food handling practices.
- Knowledge of sanitation practices related to the cooking and serving of food.
- Ability to count, add, and subtract small numbers.
- Ability to follow oral and written instructions.

WORKING CONDITIONS

- Light to heavy physical effort; standing for extended periods of time; ability to reach in all directions; periodic lifting, carrying, loading and unloading of foodstuffs (25-40 pounds).
- Moderate stress level.
- Primarily indoor cafeteria environment.

ENVIRONMENTAL CONDITIONS

- Work is predominately inside and generally provides protection from weather conditions, but not necessarily from temperature changes.
- Work surface: Work done primarily on concrete floors.

CONTACTS

- Daily contact with students, teachers, all school and District staff.
- Occasional contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 01/92, 04/96, 11/99

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Health Attendance Assistant
DEPARTMENT:	Health Services
REPORTS TO:	Site Principal and School Nurse

GENERAL SUMMARY

Under general supervision of the site principal and District Nurse performs a wide variety of duties relating to student attendance and health.

PRINCIPLE DUTIES AND RESPONSIBILITIES

- Contacts parents/guardians of children absent from school, maintaining a record of calls and attendance.
- Coordinates health information with the District Nurse.
- Admits returning students to class and completes/files necessary reports to the District Office.
- Maintains student attendance records, health and demographic information via computer program.
- Prepares lists of students requiring various health screenings, arranges screening schedules and assists District Nurse.
- Assesses ill or injured students, dispenses medication to students as per physician and parent request.
- Assesses immunization requirements and monitors students for compliance.
- Communicates health information to students and parents.
- Assists with office duties.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Maintains logs and records of work performed.
- Files mandated costs reports.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to make standard arithmetic calculations rapidly and accurately.
- Ability to use a variety of computer software.
- Ability to complete work despite frequent interruptions.
- Knowledge, understanding and sensitivity to health care needs of elementary school students.
- Skill in quickly assessing problems/situations and prioritizing.
- Ability to use a computer to keep student records and to create working lists from the database.
- Ability to keyboard.
- Ability to establish and maintain working relationships with those contacted in the course of work.

WORKING CONDITIONS

- Work schedule includes bending, crouching and kneeling, pushing/pulling, reaching in all directions.
- Dexterity of hands and fingers to operate a computer terminal to type letters, reports and other materials.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school setting.
- Temperature - normal climate.

JOB PARTICULARS

Tools/Equipment\Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with students, teachers, school and District staff.

OCCUPATIONAL CERTIFICATES/LICENSES

- Occasional contacts with parents, community members and outside agency personnel.
- High school diploma or equivalent.
- Valid California driver's license.
- Must possess or obtain during probationary period American Red Cross Community First Aid and CPR certificate. CPR requires an annual update.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

EDUCATION AND EXPERIENCE

A minimum of one year of responsible clerical experience. Experience in basic record keeping, hospital work or community service is desirable.

Revised 1/08
Revised 7/1/18

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Library Resource Technician
DEPARTMENT:	Educational Services
REPORTS TO:	Site Administrator

GENERAL SUMMARY

Under the general supervision of the site administrator, the Library Resource Technician provides school library/media center and site technology-based assessment support and training for students, staff, and parents. This position maintains school print resources, equipment and software used for library/media center and student assessment functions. Performs other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Provides assistance, according to established procedure, to teachers, students and staff in library usage in support of the instructional curriculum including, but not limited to, print resources, on-line resources, and media resources.
- Coordinates the routine operation and maintenance of the site library media center.
- Works with site administrator and staff to add to the library and technology collections based upon the needs of students and available resources.
- Works with district and site hardware including, but not limited to computers, scanners, hard drives, document cameras and tablets.
- Assist staff, students and parents with access and instructions for district and site software and web-based apps related to formative and summative assessment and testing including, but not limited to, state mandated testing apps, Aeries ABI, Renaissance Place, Destiny and DataDirector.
- Assists staff to assure that appropriate protocols and materials are being utilized in school library and technology labs (permanent and portable).
- Assists site and district administrators in generating student academic achievement data reports.
- Assists in compiling and maintaining library print and site technology inventory and budget records; makes necessary related reports.
- Works with the district IT department to provide access and resources necessary for on-line student and staff assessment needs.
- Orders books and materials based on the developmental needs of the collection and the instructional needs of school sites, contingent upon fiscal resources.
- Prepares requisitions, catalogs, processes, shelves circulates and inventories library media materials.
- May assist site staff in coordination of family literacy events and book fairs.
- Stays current with professional library association and related professional organizations.
- Participates in district provided training in order to develop and maintain the skills necessary to be successful.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Physical ability to perform all major job functions.
- Knowledge of Windows, Mac Operating Systems.
- Knowledge of standard library educational services, practices, terminology and functions.
- Knowledge of print and technology based reference sources.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Demonstrated technology literacy.
- Keyboarding at a rate and accuracy sufficient to perform the duties of the position.
- Skill in prioritizing work, establishing schedules and multi-tasking.
- Ability to work effectively despite frequent interruption.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED (Continued)

- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.
- Comfortable working in, monitoring and maintaining a technology lab.

WORKING CONDITIONS

- Sitting while operating hardware to access assessment software.
- Standing while instructing on appropriate hardware and software usage.
- Lifting, pushing and carrying equipment carts and supplies.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor media center/lab/classroom environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, teachers, all school and District staff.
- Occasional contact with parents, community members and outside agency personnel.

EDUCATION/EXPERIENCE

- High school diploma or equivalent.
- Demonstrated technology literacy.
- NCLB Highly Qualified as a Paraprofessional
- Minimum one work year experience in public or other library setting or college level coursework in library science.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essentials of the position.

Memorial: This job description represents a revision of the former Library Technician job description.

Revised: 11/04
5/13

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Lead Maintenance/Grounds Worker
DEPARTMENT:	Maintenance
REPORTS TO:	Superintendent_

POSITION DESCRIPTION

Under the direction of the Superintendent, coordinates the activities within the Maintenance/Grounds Department. Participates in maintenance and construction work and does related work as required and other duties as assigned.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Plans and coordinates the maintenance,
- Repair and alteration of District facilities;
- Participates in maintenance and construction projects which include the skills and knowledge of more than one trade.
- Confers with the Superintendent in planning the maintenance and grounds program; analyzes maintenance needs necessary to establish standards for an effective preventive maintenance program.
- Establishes job priorities subject to administrative approval; obtains and evaluates bids and quotes on work to be done by outside contractors.
- Establishes standards of maintenance and preventive maintenance for equipment; is responsible for security of buildings and facilities; and makes recommendations concerning purchase of materials and equipment.
- Maintains inventory of maintenance equipment, monitors progress on new projects at school sites; repairs heating and refrigeration units, fans and blowers; makes safety inspections; serves as District asbestos and pesticide representative; answers and resets fire and security alarms.
- Obtains substitutes as necessary for department personnel; assigns necessary help for various maintenance projects; issues hand tools to custodians as needed for minor maintenance work; maintains records of energy consumption and applies data and methods of energy conservation to building systems.
- Supervises outside contractors.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to graduation from high school and
- Four years of responsible experience in one or more areas related to maintenance and construction of buildings and facilities.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of general principles, methods, and materials of school building operation and maintenance
- Knowledge of methods and materials used in electrical, plumbing and mechanical installations in school buildings
- Ability to use energy conservation measures and techniques for practical application in reduction of energy use
- Ability to establish and maintain effective relationships with school personnel and with the general public

WORKING CONDITIONS

- Physical demands include lifting up to 80 pounds on occasion
- Standing and walking for extended periods
- Bending at the waist, pushing, pulling, carrying, twisting/turning, climbing ladders
- Dexterity of hands and fingers to operate power equipment
- Moderate stress level

ENVIRONMENTAL CONDITIONS

- Work environment – indoors and outdoors
- Temperature – normal climate including adverse weather conditions
- Chemical exposure – occasional: fertilizers, herbicides, pesticides, gasoline, oil, solvents
- Noise/vibrations – frequent: mower, blower, generator, jackhammer and chipper
- Fumes/gases/odors – occasional: gasoline, oil, solvents
- Dust – frequent: blower, sander and concrete
- Work surfaces – grass, asphalt, concrete and rough terrain

CONTACTS

- Daily contact with maintenance and district staff
- Frequent contact with faculty, students, community members and outside agency personnel

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- Possession of a valid Class "C" California driver's license
- AHERA – Sixteen (16) hour training certificate
- First aid and CPR certification desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 4-04

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Maintenance/Grounds Worker #1
DEPARTMENT:	Maintenance
REPORTS TO:	Director of Nutrition and Facilities

GENERAL SUMMARY

Under the direction of the of the Maintenance Supervisor and/or Director of Nutrition Services and Facilities, The Maintenance/Grounds #1 will be able to work independently on any low skilled task in all phases of maintenance such as but not limited to the following: electrical, plumbing, assist in HVAC, construction and other jobs as assigned. Must have a high understanding of grounds and able to perform grounds duties at a high level. Must be able to operate tractor, forklift and mowers efficiently. Must be highly motivated and organized.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains confidentiality.
- Maintains and repairs heating and ventilating units and controls, boilers, forced air heaters and related equipment, such as fans, blowers, thermostats, pressure regulators, and valves.
- Oils motors and bearings; changes filters and cooler pads.
- Performs safety tests on equipment.
- Maintains all grounds equipment used in the district.
- Does electrical work involved in installation and adjustment of electrical controls for various types of heating units.
- Replaces switches and ballasts.
- Installs computer wiring and miscellaneous technology equipment.
- Installs and repairs toilets, sinks, drinking fountains, garbage disposals, and other similar plumbing equipment.
- Installs and repairs sprinkling systems; replaces valves.
- Uses arc and acetylene welding equipment in the repair of chairs, tables, athletic and playground equipment.
- Prepares athletic fields for school activities;
- Sprays weeds and planted areas for weed abatement in accordance with Site Parameter Maps (attached).
- Builds, installs, and repairs bookshelves, partitions, cabinets and doors.
- Prepares surfaces for painting.
- Mixes paints; paints a variety of structures, including doors, floors and walls.
- Mows, rakes, edges, weeds, plants and fertilizes designated areas in accordance to Site Parameter Maps.
- May respond to alarm notification.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels.
- Ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of budgeting and methods of cost and material control for projects.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Knowledge of general principles, methods, and materials of school building operation and maintenance.
- Knowledge of the methods and materials used in electrical plumbing and mechanical installations in school buildings.
- Ability to prepare reports.
- Ability in prioritizing day to day Maintenance work responsibilities.
- Ability to train staff in work procedures.
- Ability to use energy conservation measures and techniques for practical application in reduction of energy use.
- Ability to establish and maintain effective relationships with school personnel and with the general public.
- Knowledge of principles of project organization, project management and project supervision.

WORKING CONDITIONS

- Primarily indoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions.
- Light to moderate to heavy physical effort for extended periods of time; frequent sitting or standing for extended periods.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Work environment – indoors and outdoors.
- Temperature – usually normal climate, occasional adverse weather and conditions.
- Chemical exposure – fertilizers, herbicides, pesticides, gasoline, oil, solvents, paint, lacquer and varnish.
- Noise/vibrations – frequent: mower, blower, generator, jackhammer and chipper
- Fumes/gases/odors – gasoline, oil, and solvents.
- Dust – frequent: blower, sander and concrete.
- Work surfaces – grass, asphalt, concrete and rough terrain.

JOB PARTICULARS

- Tools/equipment/work aids – gloves, goggles, hearing and face protectors, as necessary.
- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with maintenance and operations department of District staff and school staff.
- Occasional contact with students, parents, contractors/vendors, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- Any combination equivalent to graduation from high school and four years of responsible experience in one or more areas related to maintenance and construction of building facilities.
- 1-2 years of Maintenance or 5 years paid commercial construction experience.
- Possession of a valid class "C" California driver's license.
- Asbestos Hazard Emergency Response Act (AHERA) Certificate; to be provided by district (16 hours of training upon hire and annual refresher as required by law).
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Maintenance/Grounds Worker #2
DEPARTMENT: Maintenance
REPORTS TO: Director of Nutrition Services and Facilities

GENERAL SUMMARY

Under the direction of the of the Maintenance Supervisor and/or Director of Nutrition Services and Facilities, The Maintenance/Grounds #2 will be able to work independently on any low to intermediate skilled task in all phases of maintenance such as but not limited to the following: electrical, plumbing, light maintenance in HVAC, construction and other jobs as assigned. Must have a high understanding of grounds and able to perform grounds duties at a high level. Must be able to operate tractor, forklift mowers and all types of equipment of facilities efficiently. Must be highly motivated and organized.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains confidentiality.
- Maintains and repairs heating and ventilating units and controls, boilers, forced air heaters and related equipment, such as fans, blowers, thermostats, pressure regulators, and valves.
- Oils motors and bearings; changes filters and cooler pads.
- Performs safety tests on equipment.
- Maintains all grounds equipment used in the district.
- Does electrical work involved in installation and adjustment of electrical controls for various types of heating units.
- Replaces switches and ballasts.
- Installs computer wiring and miscellaneous technology equipment.
- Installs and repairs toilets, sinks, drinking fountains, garbage disposals, and other similar plumbing equipment.
- Installs and repairs sprinkling systems; replaces valves.
- Uses arc and acetylene welding equipment in the repair of chairs, tables, athletic and playground equipment.
- Prepares athletic fields for school activities;
- Sprays weeds and planted areas for weed abatement in accordance with Site Parameter Maps (attached).
- Builds, installs, and repairs bookshelves, partitions, cabinets and doors.
- Prepares surfaces for painting.
- Mixes paints; paints a variety of structures, including doors, floors and walls.
- Mows, rakes, edges, weeds, plants and fertilizes designated areas in accordance to Site Parameter Maps.
- May respond to alarm notification.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels.
- Ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of budgeting and methods of cost and material control for projects.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Knowledge of general principles, methods, and materials of school building operation and maintenance.
- Knowledge of the methods and materials used in electrical plumbing and mechanical installations in school buildings.
- Ability to prepare reports.
- Ability in prioritizing day to day Maintenance work responsibilities.
- Ability to train staff in work procedures.
- Ability to use energy conservation measures and techniques for practical application in reduction of energy use.
- Ability to establish and maintain effective relationships with school personnel and with the general public.
- Knowledge of principles of project organization, project management and project supervision.

WORKING CONDITIONS

- Primarily indoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions.
- Light to moderate to heavy physical effort for extended periods of time; frequent sitting or standing for extended periods.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Work environment – indoors and outdoors.
- Temperature – usually normal climate, occasional adverse weather and conditions.
- Chemical exposure – fertilizers, herbicides, pesticides, gasoline, oil, solvents, paint, lacquer and varnish.
- Noise/vibrations – frequent: mower, blower, generator, jackhammer and chipper
- Fumes/gases/odors – gasoline, oil, and solvents.
- Dust – frequent: blower, sander and concrete.
- Work surfaces – grass, asphalt, concrete and rough terrain.

JOB PARTICULARS

- Tools/equipment/work aids – gloves, goggles, hearing and face protectors, as necessary.
- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with maintenance and operations department of District staff and school staff.
- Occasional contact with students, parents, contractors/vendors, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- Any combination equivalent to graduation from high school and four years of responsible experience in one or more areas related to maintenance and construction of building facilities.
- Minimum 5 years maintenance with 1-2 years' experience in electrical, plumbing or HVAC or 5 years paid commercial experience in construction under a valid CA contractor license with an additional 1-2 years' experience in two of the following trades: electrical, plumbing and/or HVAC.
- Possession of a valid class "C" California driver's license.
- Asbestos Hazard Emergency Response Act (AHERA) Certificate; to be provided by district (16 hours of training upon hire and annual refresher as required by law).
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

*Adopted 04/04
Revised 01/14
Revised 1/18*

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Maintenance/Grounds Worker #3
DEPARTMENT:	Maintenance
REPORTS TO:	Director of Nutrition Services and Facilities

GENERAL SUMMARY

Under the direction of the of the Maintenance Supervisor and/or Director of Nutrition Services and Facilities, The Maintenance/Grounds #3 will be able to work independently on the highest skilled task in all phases of maintenance with limited supervision. Phases include, but are not limited to the following: electrical, plumbing, HVAC, construction and other jobs as assigned. Must have a high understanding of grounds and able to perform grounds duties at a high level. Must be able to operate tractor, forklift mowers and all types of equipment of facilities efficiently. Must be able to understand the high level of efficiency and quality expected from the management and lead by example. Must be highly motivated and organized.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintains confidentiality.
- Maintains and repairs heating and ventilating units and controls, boilers, forced air heaters and related equipment, such as fans, blowers, thermostats, pressure regulators, and valves.
- Oils motors and bearings; changes filters and cooler pads.
- Performs safety tests on equipment.
- Maintains all grounds equipment used in the district.
- Does electrical work involved in installation and adjustment of electrical controls for various types of heating units.
- Replaces switches and ballasts.
- Installs computer wiring and miscellaneous technology equipment.
- Installs and repairs toilets, sinks, drinking fountains, garbage disposals, and other similar plumbing equipment.
- Installs and repairs sprinkling systems; replaces valves.
- Uses arc and acetylene welding equipment in the repair of chairs, tables, athletic and playground equipment.
- Prepares athletic fields for school activities;
- Sprays weeds and planted areas for weed abatement in accordance with Site Parameter Maps (attached).
- Builds, installs, and repairs bookshelves, partitions, cabinets and doors.
- Prepares surfaces for painting.
- Mixes paints; paints a variety of structures, including doors, floors and walls.
- Mows, rakes, edges, weeds, plants and fertilizes designated areas in accordance to Site Parameter Maps.
- May respond to alarm notification.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels.
- Ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of budgeting and methods of cost and material control for projects.
- Ability to establish and maintain cooperative working relationships with those contacted in the course of work.
- Knowledge of general principles, methods, and materials of school building operation and maintenance.
- Knowledge of the methods and materials used in electrical plumbing and mechanical installations in school buildings.
- Ability to prepare reports.
- Ability in prioritizing day to day Maintenance work responsibilities.
- Ability to train staff in work procedures.
- Ability to use energy conservation measures and techniques for practical application in reduction of energy use.
- Ability to establish and maintain effective relationships with school personnel and with the general public.
- Knowledge of principles of project organization, project management and project supervision.

WORKING CONDITIONS

- Primarily indoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions.
- Light to moderate to heavy physical effort for extended periods of time; frequent sitting or standing for extended periods.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Work environment – indoors and outdoors.
- Temperature – usually normal climate, occasional adverse weather and conditions.
- Chemical exposure – fertilizers, herbicides, pesticides, gasoline, oil, solvents, paint, lacquer and varnish.
- Noise/vibrations – frequent: mower, blower, generator, jackhammer and chipper
- Fumes/gases/odors – gasoline, oil, and solvents.
- Dust – frequent: blower, sander and concrete.
- Work surfaces – grass, asphalt, concrete and rough terrain.

JOB PARTICULARS

- Tools/equipment/work aids – gloves, goggles, hearing and face protectors, as necessary.
- All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with maintenance and operations department of District staff and school staff.
- Occasional contact with students, parents, contractors/vendors, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- Any combination equivalent to graduation from high school and four years of responsible experience in one or more areas related to maintenance and construction of building facilities.
- 10-15 years maintenance at a mid to high skilled level with high level experience in one of the following: electrical, plumbing, HVAC or 10-15 years as a CA contractor and experience in one of the following trades: electrical, plumbing and/or HVAC.
- Possession of a valid class "C" California driver's license.
- Asbestos Hazard Emergency Response Act (AHERA) Certificate; to be provided by district (16 hours of training upon hire and annual refresher as required by law).
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

*Adopted 04/04
Revised 01/14
Revised 1/18*

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Noon Activities Supervisor
DEPARTMENT:	Educational Services
REPORTS TO:	Site Administrator

GENERAL SUMMARY

Under general direction of the site administrator supervises students during the lunch period to ensure that playground rules, regulations and courtesies are followed, that safety protocols are observed and to perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervises playground and other campus areas as assigned.
- Enforces school rules concerning appropriate student behavior and attitudes.
- Responsible for the safety and supervision of all students on the playground and encourages student participation in organized activities.
- Assists the site administrator in organizing and maintaining records and team/individual standings for noon activities, games, tournaments and contests.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and arithmetical concepts.
- Ability to understand and apply rules, regulations, procedures and policies.
- Ability to establish and maintain effective working relationships with students, parents, teachers and administrators.

WORKING CONDITIONS

- Moderate to heavy physical effort standing, walking and/or running for extended periods of time. Lift, move and use physical education game materials and equipment.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Primarily outdoor playground and multi-purpose room environment.
- Temperature - normal climate, occasional adverse weather conditions.

CONTACTS

- Daily contact with students, teachers, school and District staff.
- Occasional contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT
Position Description

TITLE: Paraprofessional
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

Special Note:10.30.18-Position update—Combined duties of Paraprofessional-Instructional and Paraprofessional-Special Education into one job description

GENERAL SUMMARY

Under general supervision, assists a certificated teacher in the instruction, supervision, and training of individual or groups of students by performing a variety of support activities. Employees in this classification receive general to limited supervision within a framework of well-defined policies and procedures. This job class functions at a level of independence that requires creativity and initiative in addition to a high degree of positive contact with assigned students and certificated staff. Provides physical assistance to students as necessary. Performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Instructs/tutors students in basic academic, language, behavior and/or specialized subject areas related to level of achievement; provides behavioral examples in social, emotional, and functional skills.
- Presents lessons, reinforces concepts, listens to students read, answers questions, and assigns work, checks work for completeness and accuracy.
- Confers with teachers regarding level/needs of assigned students in order to select materials to be used, and implements planned lessons.
- Prepares instructional materials and/or equipment for use in classroom activities.
- Sets up and uses computers, types and performs clerical work required.
- Gathers appropriate resources information, materials, and equipment..
- Prepares bulletin boards, assembles folders and instructional packets.
- Provides teacher with relevant feedback and information on students' progress through observation, daily contact, and maintaining accurate students' progress records.
- May be required to assist teacher in administering minimum proficiency tests.
- Maintains confidentiality of student information.
- Performs related work as required by supervisor.
- May be required to accompany students to inclusion classes.
- Provides necessary supervision for such activities as field trips, transitions, playground, meal service, and arrival and departure of children.
- Assists children in special training regarding dressing and eating skills, personal hygiene and grooming.
- Follows accepted principles, practices, rules and regulations in regards to feeding, lifting, caring and safety for students.
- Assists teacher in maintaining classroom and playground behavior expectations, assists teacher in maintaining a safe environment in the classroom, reports any misconduct and/or any communication that a student is a danger to themselves or others.
- Assists teacher and students during any emergency situation.
- Participates in staff meetings, conferences and IEP meetings as requested.
- Participates in provided professional development during regularly scheduled work hours.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of modern techniques used in child guidance.
- Ability to understand and apply rules, regulations procedures and policies.

- Ability to establish and maintain effective working relationships with students, parents, teachers, support staff, and administrators.
- Knowledge and discretion in maintaining confidentiality
- Ability to work independently and on own initiative
- Ability to type, establish and maintain accurate records, use a computer.
- Ability to understand needs of all students, including special education students.
- Experience as a teacher's assistant or related experience.

WORKING CONDITIONS

- Light to moderate physical effort including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position student weighing up to 30 pounds and with assistance above that weight; lift training to be provided by district.
- Lift and move instructional materials and equipment.
- Moderate to high stress level.

JOB PARTICULARS

Tools/Equipment/Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with students, teachers, school and District staff.
- Occasional contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- Tehama County NCLB Instructional Assistant Proficiency certificate, qualified under Education Code 45330
- First Aid certification; training and updates to be provided by district upon hire.
- CPR certification desirable; in some instances may be required dependent upon student needs

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 01/92

Revised: 05/97

Revised: 11/99

Revised 02/14

Revised 7/18

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Paraprofessional-Special Needs/Driver
DEPARTMENT: Educational Services
REPORTS TO: Director of Student Support Services/Site Administrator or Designee

GENERAL SUMMARY

Under general supervision, provides individual assistance and transportation for students with handicapping conditions. Assists in providing full range of physical assistance to students unable to function above minimal levels, such as: assisting students to eat, moving their bodies, and providing specialized services and performs other duties directly related to this job description

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Drives a transportation vehicle over assigned routes in accordance with an established time schedule.
- Assists in evaluating transportation routes, and reports unsafe road conditions.
- Transports children to and from school.
- Loads and unloads students safely at designated stops and on activity trips.
- Plans, organizes and implements student safety and pupil transportation vehicle evacuation drills.
- Maintains transportation vehicle in a clean and orderly condition, and inspects and reports any mechanical defects or malfunctions.
- Adheres to policies and procedures in maintaining appropriate student behavior.
- Completes the field trip activity record, including number of students transported, mileage, and type of trip and standby time.
- Sweeps, cleans, and refuels vehicle
- Maintains current route data information in their assigned route book.
- Transports children with special learning needs and physical handicaps.
- Administers first aid as required, and contacts appropriate administrators in case of any injury or serious illness.
- Performs periodic safety drills as required by law.
- May transport students and staff on field trips, athletic events and other authorized trips.
- Checks and maintains safety equipment.
- Demonstrates good judgment in the performance of duties.
- Assists certificated staff in classroom programs and training by reinforcing instructions and providing behavioral examples in social, emotional, and functional skills adapted to the handicapped.
- Interacts with pupils in their activities, encouraging performance, observing progress, and sharing observations with teacher.
- Participates in staff meetings, conferences, and IEPs as requested.
- Supports the goals and objectives of classroom activities by preparing materials, obtaining required supplies or equipment
- Actively works with pupil during activity, and assists with clean up after an activity.
- Provides necessary supervision in such activities as field trips, rest time, playground, meal service, and departure of children.
- Assists children in special training regarding dressing and eating skills, personal hygiene and grooming.
- Follows accepted principles, practices, rules and regulations in regard to feeding, lifting, and caring for special education students.
- Related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Safe driving practices and techniques; Basic first aid procedures and methods
- CPR and Crisis Prevention Intervention (CPI) training.
- Safety and maintenance requirements of vehicle and other pupil transportation equipment; knowledge of location and use of safety equipment.

- Provisions of the California Motor Vehicle Code and Title 13 applicable to the operation of vehicles in the transportation of school children as required by law.
- District policies and procedures relating to student transportation and safety.
- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- One year paid or voluntary experience as teacher classroom assistant or working with children or youths.

WORKING CONDITIONS

- Light to moderate physical effort including bending, crouching and kneeling, pushing/pulling, reaching in all directions and may be required to lift/position/carry student weighing up to 50 pounds and with assistance above that weight.
- May exert up to 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- This type of work involves operating a student transportation vehicle, sitting during much of the assignment, but will involve walking or standing for brief periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.
- Sufficient mobility to climb in and out of vehicles and emergency exits and to maneuver students into and out of vehicle.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Work environment - indoors and outdoors; vehicle, classroom and school settings.
- Temperature - normal climate; occasional adverse weather conditions
- Chemical exposure - fuel, soap and cleaning solutions
- Noise/Vibrations - high level of noise involving students; road vibrations while operating the vehicle.

JOB PARTICULARS

- Tools/Equipment/Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with students, teachers, school and District staff.
- Daily contact with parents/guardians.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- Valid California driver's license as appropriate for vehicle operation, or ability to obtain prior to employment
- Clean driving record as evidenced by California Department of Motor Vehicles printout and California Highway Patrol prior to employment (to be provided by applicant).
- Tehama County Paraprofessional Proficiency Test certificate.
- Meets NCLB Paraprofessional qualifications (district will provide opportunity).
- Pre-Employment Medical Screening clearance, meeting the health requirements for transporting school children as required by law (at district expense).
- First Aid and CPR certification.
- Crisis Prevention Intervention (CPI) certification (district will provide opportunity).

EMPLOYMENT STANDARDS

- Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Receptionist
DEPARTMENT: Instructional/Business Services
REPORTS TO: Director of Business Services

GENERAL SUMMARY

Under general supervision of the Director of Business Services, provides general and specific public information services for the District; responsible for community services and facility use, and performs other duties directly related to this position description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Answers requests from the public and staff by telephone or in person regarding Board of Education action and other District activities.
- Refers inquiries from the public and from staff pertaining to programs, factual data, procedures, and rules.
- Exercises judgment in providing information and referring inquiries to others.
- Organizes and maintains records, research material, and other specialized files and materials.
- Organizes, sorts, and distributes District mail.
- Arranges and schedules visits, conferences, and events; directs public traffic flow to Human Resources and other departments and offices. Calendars District management team meetings and provides necessary information to school sites.
- Composes, edits, and types correspondence; types reports, bulletins, and other materials with bulk mailings.
- Answers telephone and responds to special requests, concerns, and inquiries regarding substitute service
- Types lists, records, reports, and other documents as requested/required and provides general clerical assistance to others as required including typing, filing, preparing mailings, and related tasks, and log agenda items from Board meetings.
- Operates general office machines and a Centrex or similar telephone system.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Knowledge of District organization and the functions of key personnel.
- Skill in oral and written communication and in classifying diverse types of information and ability to recall facts, names, and faces.
- Knowledge of school locations and District programs.
- Ability to work efficiently under short time constraints and stressful conditions.
- Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing methods and procedures.
- Ability to pass a standardized typing test at the rate of 40 words net per minute.
- Ability to operate a variety of office machines and equipment including typewriter, copier, calculator, word processor and computer terminal and printer as required.
- Ability to establish and maintain effective working relationships with those contacted in the course of work.

WORKING CONDITIONS

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files, hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended period of time.
- Low to moderate stress level.

ENVIRONMENTAL CONDITIONS

- Indoor office environment.
- Temperature - normal climate.

CONTACTS

Daily contact with District staff, community members, outside agency personnel, general members of the public, parents, teachers and students.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 03/00

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT**Position Description**

TITLE: Registrar-Bilingual
DEPARTMENT: District Office
REPORTS TO: Assistant Superintendent

GENERAL SUMMARY

Under the direction of the Assistant Superintendent, coordinates compliance with various Federal State Programs and Accountability requirements, serves as District CALPADS Coordinator, ensuring compliance with all required reporting, is responsible for coordinating and maintaining accuracy and reliability of mandated State and Federal reports; coordinates District enrollment and attendance procedures and reporting. Offers translation and bilingual support for all non-English speaking families.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Registers new students and process appropriate documents
- Ability to operate data processing attendance and student scheduling systems, which involve data entry, editing and retrieval,
- Assists in the preparation and maintenance of reports and records,
- Assists district and school staff with student enrollment materials; accepts student enrollment packets during summer months.
- Makes mathematical calculations accurately to produce reports and maintain report
- Gives information or answers questions where judgment, knowledge and interpretation of policies, procedures and regulations are necessary
- Exercises discretion in arranging appointments
- Manage movement of students to/from CDS to home schools and generates reports (i.e. attendance, discipline, etc.)
- Prepare registration materials
- Assigns student email addresses
- Screens for services in order to minimize any lapse or gaps in required services (i.e. Special Education, S/L, etc.)
- Enters test scores in student information system and updates cumulative records
- Receives and sends students cumulative records
- Maintains confidentiality
- Other duties as assigned

CALPADS/CBEDS

- Responsible for reporting accurate certifiable student information system data to the State of California via CALPADS.
- Obtains State Student Identifiers for all students new to the California system
- Works to identify internal data sources; validates and correct data inaccuracies.
- Contacts school sites regarding anomalies in attendance
- Certify Fall 1, Fall 2 and End of Year (EOY) 2 and 3 CALPADS data submissions by certification deadlines.
- Generates student enrollment (SENR), student information (SINF) and student program (SPRG) files for submission.
- Generates county-district information files (CDIF), school information files (SIF) and professional assignment information files (PAIF) for submission.
- Responsible for working with other district and independent schools personnel to resolve CALPADS and other student and employee data anomalies in a timely and accurate manner.

- Provides Board/Superintendent/Principals with monthly attendance and enrollment data.
- Coordinates and participates in collaborative meetings and staffing, consults with school staff and county department personnel in the area of enrollment and attendance,
- Works closely with District and Site Administrators to provide information in all areas, including enrollment and attendance

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to establish and maintain cooperative working relationships.
- Maintain a strong regular personal attendance record
- Ability to prioritize work and meet deadlines.
- Ability to see and read; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to perform a variety of complex secretarial and clerical work involving use of independent judgment and requiring accuracy and speed.
- Ability to operate a variety of office machines and equipment as required; keyboarding skills necessary.
- Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing office practices and procedures.
- Skill in interpreting, applying and explaining District rules, regulations and procedures and familiarity with State and Federal reporting requirements.
- Ability to speak, read, write and communicate effectively in both the Spanish and English languages

WORKING CONDITIONS

Dexterity of hands and fingers to operate standard office equipment including a computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

Indoor environment.

Temperature - normal climate.

CONTACTS

Daily contact with district and school staff.

Daily contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

High school diploma or equivalent.

First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Knowledge of numerical, alphabetical and subject matter filing system and skill in preparing statistical reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and three years of increasingly responsible documented secretarial experience. Some college level secretarial training is desirable and may be substituted for up to one year's prior experience.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: School Secretary
DEPARTMENT: Educational Services
REPORTS TO: Site Administrator

GENERAL SUMMARY

Under direction, to perform varied clerical, bookkeeping and secretarial functions in a school office; to perform public relations and communications services for the school; and to perform other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Serves as secretary to the principal.
- Maintains confidentiality.
- Maintains student information system database for the school.
- Must be able to work independently with relatively small amount of supervision.
- Answers the telephone, and responds to inquiries.
- Serves as receptionist to students, teachers, parents and the general public.
- Interprets rules and regulations to students, teachers, and parents and attempts to resolve problems which arise.
- Creates a variety of materials from rough drafts, marginal notes or verbal instructions; such as letters, memoranda, bulletins, class lists, event programs, reports, and statistical data.
- Duplicates bulletins, schedules, and other materials.
- Maintains staff attendance records.
- Enrolls and transfers students and updates certain information on students' cumulative records.
- Accepts enrollment materials, assesses for completeness and communicates enrollment needs to parent/guardian.
- Routes mail.
- Develops and maintains files.
- Composes correspondence.
- Maintains and disburses petty cash funds.
- Requisitions, receives and distributes supplies.
- Inspects orders for conformity to purchase order specifications; notes and reports shortages, damages, or other discrepancies.
- Administers elementary first aid and notifies parents of illness or injury when necessary.
- Admits returning students to classes.
- Schedules school events, conferences or other functions pertinent to school to include community building use..
- Assists the district nurse.
- Generates student attendance monthly reports.
- Assists in scheduling classes.
- Maintains supply accounts.
- Keeps accurate records of individual school decentralized budget.
- Enters school requisitions and assists with school budget data entries into district fiscal software.
- Inventories supplies and prepares supply order for the next year.
- Assists in preparing student disciplinary reports.
- Maintains student body accounts and prepares statement for District yearly audit.
- Receives and verifies fund raising monies: maintains fund raising records.
- Prepares and distributes truancy letters and SARB packets; attends truancy hearings when requested.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, vocabulary and arithmetical concepts.
- Knowledge of modern office practices and procedures, including business correspondence, filing, and the operation of common office equipment including computers.
- Knowledge of fiscal record keeping practices and general bookkeeping procedures.
- Ability to keyboard at a rate to be successful in the position.
- Skill in interpreting, applying and explaining District rules, regulations and procedures and familiarity with appropriate sections of the Education Code.
- Ability to inspire confidence and obtain cooperation of children, parents, teachers, and the public.
- Ability to schedule and plan work without supervision.
- Ability to demonstrate a broad understanding, tolerance and acceptance of students.
- Ability to establish and maintain effective working relationships with others.

WORKING CONDITIONS

- Dexterity of hands and fingers to operate standard office equipment including a typewriter or computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor office environment.
- Temperature - normal climate.

JOB PARTICULARS

Tools/Equipment/Work Aids - All body fluids shall be handled as if infectious. Disposable waterproof gloves are to be worn. After each use, gloves are disposed of in a lined waste container.

CONTACTS

- Daily contact with students, teachers, all school and District staff.
- Daily contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid certification; training and updates to be provided by district upon hire
- CPR certification highly desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised: 01/92

Revised: 04/96

Revised: 05/97

Revised: 11/99

Revised 02/14

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Secretary to the Assistant Superintendent
DEPARTMENT:	District Office
REPORTS TO:	Assistant Superintendent

GENERAL SUMMARY

Under the general direction of the Assistant Superintendent, develops and reports information on student academic progress; spreadsheets and reports; serves as an aide to the Assistant Superintendent by performing clerical and technical duties; prepares special reports; serves as liaison with other District staff and the public, and performs other duties directly related to this position description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Organizes and expedites the flow of work for the Assistant Superintendent's office.
- Maintains confidentiality.
- Performs technical duties, which may require special training and experience in order to apply legal and policy regulations to specific situations.
- Prepares a variety of reports and forms requiring considerable interpretive judgment.
- Troubleshoots problems by telephone and email in a timely and accurate manner with little or no guidance.
- Operates computers and peripherals, including but not limited to computer terminals, printers and related software programs.
- Inputs district/school data for spreadsheets, databases and graphing; exports and uploads data files.
- Plans with the appropriate staff members, teachers and/or administrators to meet the needs for data collection, database fields, queries and reporting.
- Assists the Assistant Superintendent and school testing coordinators with data and materials needs for state mandated testing programs and district testing
- Assists in organizing and maintaining records for intervention, after school tutoring and SES programs
- Independently answers inquiries and provides information on a wide range of program matters for administrators, teachers, staff and the public.
- Orders (board adopted) core program textbooks; maintains core textbook inventory, responds to school and classroom core text replacement needs.
- Occasionally attends meetings and conferences and acts as recorder, preparing minutes of meetings and reports of action taken and assignments made.
- Gathers and prepares information necessary for local, state and federal reports.
- Revises district forms; maintains electronic records and storage for staff access.
- Provides secretarial duties in the absence of the Secretary to the Superintendent to include Board packet preparation and notes.
- Compiles records, prepares necessary reports and does clerical work required.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to establish and maintain cooperative working relationships.
- Uses independent judgment while performing secretarial and clerical work
- Exercises judgment in scheduling appointments and screening visitors, call and mail to determine importance and urgency
- Ability to prioritize work and meet deadlines.
- Maintains a strong regular personal attendance record
- Ability to see and read; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to perform a variety of complex secretarial and clerical work involving use of independent judgment and requiring accuracy and speed.

- Ability to operate a variety of office machines and equipment as required; keyboarding skills necessary.
- Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing office practices and procedures.
- Skill in interpreting, applying and explaining District rules, regulations and procedures and familiarity with state and federal reporting requirements.

WORKING CONDITIONS

Dexterity of hands and fingers to operate standard office equipment including a computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.

Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

Indoor environment.

Temperature - normal climate.

CONTACTS

Daily contact with district and school staff.

Daily contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

High school diploma or equivalent.

First Aid and CPR certification desirable.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Knowledge of numerical, alphabetical and subject matter filing system and skill in preparing statistical reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and three years of increasingly responsible documented secretarial experience. Some college level secretarial training is desirable and may be substituted for up to one year's prior experience.

Revised 10/10

Revised 02/14

Revised 05/15

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Secretary to the Student Support Services

DEPARTMENT: Student Support Services

REPORTS TO: Director of Student Support Services

GENERAL SUMMARY

Under the general direction of the Director of Student Support Services, develops and reports information on student academic progress; responsible for developing and maintaining necessary district databases and web-based software applications, spreadsheets and reports; serves as an aide to Student Support Services by performing clerical and technical duties; prepares special reports; serves as liaison with other District staff and the public, and performs other duties directly related to this position description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Organizes and expedites the flow of work for the Student Support Service's office.
- Maintains confidentiality.
- Performs technical duties, which require special training and experience in order to apply legal and policy regulations to specific situations.
- Prepares a variety of reports and forms requiring considerable interpretive judgment.
- Responsible for reporting accurate certifiable student information system data to the State of California via SEIS
- Works to identify internal data sources; validates and correct data inaccuracies.
- Troubleshoots problems by telephone and email in a timely and accurate manner with little or no guidance
- Operates computers and peripherals, including but not limited to computer terminals, printers and related software programs.
- Inputs district/school data for spreadsheets, databases and graphing; exports and uploads data files.
- Plans with the appropriate staff members, teachers and/or administrators to meet the needs for data collection, database fields, queries and reporting.
- Independently answers inquiries and provides information on a wide range of program matters for administrators, teachers, staff and the public.
- Orders materials, needs for Special Education, and assists with budget management.
- Occasionally attends meetings and conferences and acts as recorder, preparing minutes of meetings and reports of action taken and assignments made.
- Gathers and prepares information necessary for local, state and federal reports.
- Maintains electronic records and storage for staff access.
- Initiates, coordinates and ensures students are transported according to their IEP's
- Assists with compilation and accuracy of student and personnel data for Special Education, 504's, GATE and SST's databases.
- Tracks students with general education Section 504 Plans and SST's.
- Maintains required documentation of non-public school students, students in County Special Education programs and students in District Special Education Programs.
- Compiles records, prepares necessary reports and does clerical work required.
- Other duties as assigned

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to establish and maintain cooperative working relationships.
- Ability to prioritize work and meet deadlines.
- Ability to see and read; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary.
- Ability to perform a variety of complex secretarial and clerical work involving use of independent judgment and requiring accuracy and speed.
- Ability to operate a variety of office machines and equipment as required; keyboarding skills necessary.
- Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing office practices and procedures.

- Skill in interpreting, applying and explaining District rules, regulations and procedures and familiarity with state Federal reporting requirements.

WORKING CONDITIONS

- Dexterity of hands and fingers to operate standard office equipment including a computer terminal to type letters, reports and other materials; bending, reaching to maintain files; hearing to answer telephones; speaking to exchange information, and sitting and operating a keyboard to enter data into a computer terminal for extended periods of time.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Indoor environment.
- Temperature - normal climate.

CONTACTS

- Daily contact with district and school staff.
- Daily contact with parents, community members and outside agency personnel.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent.
- First Aid and CPR certification desirable.
- Valid California Drivers License

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position. Knowledge of numerical, alphabetical and subject matter filing system and skill in preparing statistical reports.

EDUCATION AND EXPERIENCE

Any combination equivalent to graduation from high school and three years of increasingly responsible documented secretarial experience. Some college level secretarial training is desirable and may be substituted for up to one year's prior experience.

Revised 10/10
Revised 02/14
Revised 10/18

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE: Speech-Language Pathology Assistant (SLPA)
DEPARTMENT: Special Education
REPORTS TO: Director of Student Support Services

GENERAL SUMMARY

Works under the direction of the Speech-Language Pathologist, completes a variety of tasks such as, but not limited to, activities designed to develop pre-language and language skills, oral-motor control for speech production, vocalization, and use of assistive technology devices for communication. The Speech-Language Pathology Assistant works with students who have identified speech and language disorders as well as other disabilities.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Maintain confidentiality.
- Conduct speech and language screenings, without interpretation, using screening protocols developed by the Speech-Language Pathologist.
- Provide direct treatment assistance to students under the direction of the credentialed Speech-Language Pathologist.
- Follow and implement documented treatment plans or protocols developed by the Speech-Language Pathologist.
- Document student progress toward meeting established objectives, and report information to Speech-Language Pathologist
- Assist Speech-Language Pathologist during assessments, assisting with formal documentation, preparing materials and performing clerical duties
- Prepare therapy materials and/or equipment for use in the classroom and therapy activities.
- Adapt and/or modify instructional material and/or equipment as determined by student needs and abilities for teacher use in classroom.
- Assist in maintaining student records, tallying data, preparing charts, records, graphs and reports.
- Assist in organizing activities such as displaying education materials, arranging furniture to facilitate instructional requirements, and helping maintain an orderly environment.
- Implement behavior management programs for students as designed by certificated staff.
- Perform related duties as assigned
- Drive frequently for department business.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels with or without auditory aids; ability to communicate so others will clearly understand normal conversation.
- Ability to recognize danger to students or school property.
- Ability to follow written and oral instructions.
- Ability to interact effectively with students, teachers and the public.
- Experience in working with children.

WORKING CONDITIONS

- Light to moderate physical effort standing and/or walking for extended periods of time.
- Lift and move instructional materials and equipment.
- Moderate to high stress level.

ENVIRONMENTAL CONDITIONS

- Primarily indoor classroom and school environment
- Temperature - normal climate

CONTACTS

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- First aid and CPR certification is desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Supervision Assistant
DEPARTMENT:	Educational Services
REPORTS TO:	Site Administrator

GENERAL SUMMARY

Under general supervision, supervises students at designated times and areas; maintains campus and/or mealtime courtesies and rules of safety, and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Supervises playground, cafeteria, bus and other areas as assigned by the school principal.
- Remains alert for and reports conditions hazardous to the health and safety of students.
- Enforces the school rules concerning proper behavior of students.
- Remains at assigned station throughout assigned period.
- May perform such duties as cleaning tables in cafeteria between classes if assignment is noon supervision.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Ability to recognize danger to students or school property.
- Ability to follow written and oral instructions.
- Ability to deal firmly, tactfully, and effectively with students, teachers and the public.
- Some experience in working with children.

WORKING CONDITIONS

Light to moderate physical effort standing and/or walking for extended periods of time.

ENVIRONMENTAL CONDITIONS

Primarily, but not limited to, outdoor environment.

CONTACTS

- Daily contact with students, teachers, school and district staff.
- Occasional contact with parents and community members.

OCCUPATIONAL CERTIFICATES/LICENSES

- High school diploma or equivalent
- First aid and CPR certification is desirable

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Adopted: 4-04

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Technology Support Specialist
DEPARTMENT:	Technology Services
REPORTS TO:	Superintendent/Designee

GENERAL SUMMARY:

Under general direction of the Superintendent/designee: The Technology Support Specialist provides technical support services for local, wide, and community information systems via high speed networks to schools, administrative departments, students and faculty. The Red Bluff Union Elementary School District (RBUESD) Technology Services Department maintains and repairs a variety of desktop computers and servers while performing installation, repair, and troubleshooting work on a variety of multi-media electronic equipment along with other essential job-related necessities.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides competent onsite technical support for educational systems infrastructure and program users including local area (LAN), and wide area (WAN), networking encompassing PC and Macintosh desktop environments
- Knowledgeable with core client/server and internet technologies (mainly Ethernet and TCP/IP) to ensure stable deployment of network-related District level management applications and School level classroom student services
- Assists in problem resolution of technical issues encompassing operating systems, desktop computer applications, network protocols, and software applications anomalies within multiple school site locations around the District
- Responds to help desk referrals; confers with computer and technology staff and users to resolve problems related to network-related hardware and software functions and in preparing areas for installation, including planning for power, environment, and cabling.
- Provides assistant services support for central SQL Server platform applications, Web development and design along with familiarity of Microsoft's Office suite of applications and database architectures
- Assists in evaluating network hardware, software, and related tools and materials; prepares necessary topology drawings, schematics, diagrams, specifications, and sketches; writes standards on the use, maintenance, and interfacing to communications networks.
- Assists in maintaining parts and supplies inventory; uses hand truck and carts in delivering and removing equipment.
- Assists in performing diagnostic evaluations of faulty equipment, analyzes results, and takes corrective actions to assure systems and infrastructure availability
- Assists in change control, inventory, and other necessary records, and prepares various reports as required.
- Installs microcomputer and peripheral equipment at District sites; makes adjustments to, repairs (to the component level) and/or makes recommendations for the repair of microcomputers, including printers, disk drivers and monitors.
- Assists in providing operating instruction to District staff; checks equipment for proper operation and maintains records of repair work; maintains parts inventory and recommends equipment and parts purchases when applicable.
- Assembles, installs, repairs, and performs major and routine maintenance on various audio-visual equipment, including projectors, public address systems, tape recorders, phonographs, and other types of audio-visual equipment; orders repair parts.
- Complies with applicable state, local, and federal rules, regulations, and laws, as well as the policies and procedures of the District.
- Establishes and maintains effective working relationships with a variety of groups, including teachers, students, administrators, coworkers, vendors, consultants, and others as required.
- Demonstrates and models safe, prudent, and healthful work behaviors and practices; identifies and works toward the elimination of unsafe or unhealthy work area conditions.
- Performs other essential job-related work as required.
- Has the ability to learn quickly, can adapt to various tasks concurrently, has self-management discipline and understands IT systems architecture logic fundamentals

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

- Hardware and software network products, including knowledge and familiarity with Novell Network Operating System, Macintosh and SQL to Windows XP microcomputers; data communications equipment and microcomputer hardware and software products, such as print servers, file servers, modems, concentrators, and related products
- Data and voice communications facilities, hardware, and media such as leased and switched lines, coaxial cable, twisted pair
- Network technologies and design skills in the area of educational and administrative network design
- Internetworking and distance computing, educational and administrative network design, maintenance and implementation

Ability to:

- Install, operate, maintain, and repair a wide variety of electronic equipment, operating systems (such as Mac, DOS, Windows, Novell, UNIX) other software applications, and network devices
- Communicate effectively with all users requiring services
- Plan, lay out, and organize work
- Work with a minimum of direct supervision
- Accurately estimate labor and material costs
- Effectively supervise the work of other assigned employees
- Maintain preventive maintenance records and prepare clear and concise reports
- Understand and follow oral and written directions
- Establish and maintain cooperative working relationships with other District employees, students, vendors and suppliers, and others contacted in the course of work

WORKING CONDITIONS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods, working in awkward postures, high places, and tight spaces as a result of attic or under-floor cable-related duties
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

ENVIRONMENTAL CONDITIONS

The work environment indicated below are examples of the environmental conditions this position classification must expect in carrying out the essential job functions.

- The work is performed primarily in an indoor environment
- Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced
- Exposure to adhesive and cleaning solvents/chemicals
- Exposure to moderate to loud noise and vibrations
- Exposure to electromagnetic fields
- Possible exposure to electric shock

CONTACTS

- Daily contact with students, teachers, school and District staff.
- Occasional contact with parents and community members

OCCUPATIONAL CERTIFICATES/LICENSES

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

Experience:

One year of experience at the journeyman level in the installation, operation, maintenance, and repair of electronic equipment, operating systems (Mac, DOS, Windows, Novell, UNIX, etc.), other software applications, and networking devices.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in electronic and technological theory, and in the operation, maintenance, and repair of electronic equipment, operating systems (Mac, DOS, Windows, Novell, UNIX, etc.), other software applications, and networking devices.

License Requirement

Possession of a valid California Motor Vehicle Operator's License.

EMPLOYMENT STANDARDS

Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Revised 10/30/17

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

Position Description

TITLE:	Warehouse/Delivery Worker
DEPARTMENT:	Food Services
REPORTS TO:	Director of Nutrition and Facilities

GENERAL SUMMARY

Under general supervision of the Food Services Director, responsible for the operation of the District warehouse; receives, stores, and issues material; and performs other duties directly related to this job description.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- Notes and reports shortages, damages, or other discrepancies on food items.
- Responsible for purchasing District Office operational supplies and equipment.
- Stores stock in the warehouse.
- Schedules, rotates, or places stock received in proper storage areas.
- Fills orders for custodial supplies, food, textbooks, copy paper, or equipment.
- Packs and wraps materials for delivery.
- Loads supplies and equipment for distribution to schools and District Office.
- Drives a truck in delivering supplies, copy paper, food, commodities, textbooks or equipment.
- Picks up from schools small equipment to be repaired.
- Delivers and picks up interoffice mail and supplies.
- Keeps warehouse in a clean and orderly condition.
- Maintains warehouse supply inventories.
- Prepares consolidated orders for warehouse and some custodial supplies.
- Picks up cafeteria monies at each school site daily.
- Maintains District fleet vehicles

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Ability to see with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of the methods and practices used in receiving, inspecting, storing, packing, wrapping, and distributing materials and food.
- Ability to perform manual work involving lifting and moving heavy objects.
- Ability to organize warehouse activities.
- Ability to follow oral and written instructions and requests.
- Ability to maintain accurate records.
- Ability to work cooperatively with others.
- Ability to drive a truck.
- Ability to utilize computers for record keeping.
- One-year experience in warehousing, store keeping, messenger or related work.

WORKING CONDITIONS

- Indoor and outdoor working environment subject to a rigorous work schedule including bending, crouching and kneeling, pushing/pulling of equipment and tools, reaching in all directions.
- Moderate to heavy physical effort for extended periods of time.
- Moderate stress level.

ENVIRONMENTAL CONDITIONS

- Work environment – indoors and outdoors.
- Temperature – normal climate, occasional adverse weather conditions

-
- Exposure to below freezing temperatures for up to 30 minutes at a time (inside walk-in freezer).
- Fumes/gases/odors – occasional.

CONTACTS

- Daily contact with warehouse and District staff.
- Occasional contact with faculty, students, community members and outside agency personnel.

OCCUPATION CERTIFICATES/LICENSES

- High School diploma or equivalent.
- Possession of a valid California driver's license, with a clean DMV record.
- First Aid and CPR desirable.

EMPLOYMENT STANDARDS

- Dexterity and physical condition to maintain a rigorous work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.
- Must be at least 18 years of age.
- Must be bondable.

Adopted: 7/02, 2/11

BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS**TRAVEL/CONFERENCE ATTENDANCE**

Page 1 of 2

1. Attendance by key personnel of the District at approved conventions, conferences and/or professional meetings, shall be at District expense and reimbursement shall be made by the District upon submission to the business office of approved travel/conference vouchers properly signed and accompanied by the required supporting documents.

Attendance at conventions, conferences and/or professional meetings shall be based upon budgetary limitations and approval by the building principal, assistant superintendent, or superintendent.

The key determinant in whether or not release time shall be granted and expenses paid by the District will be the purpose of the activity to be attended. Activities designed to strengthen one's competencies in his/her job shall normally be considered in the best interests of the District. Those activities designed solely to further the aims of classified associations shall not be deemed appropriate for District support (for example, collective bargaining workshops, politically oriented activities, organizational business).

Conferences in which the participant gains unit credit for salary schedule advancement shall not be subsidized by the District.

2. Out-of-District Meetings

- 2.1 Requests, in triplicate, for out-of-district meetings (including mode of transportation needed) shall be submitted to the principal, assistant superintendent, and the superintendent for approval or disapproval. The superintendent shall retain one copy for the District Office file and submit the remaining two copies to the principal and the person making the request. This request shall be submitted fifteen (15) days, if possible, in advance of departure.
- 2.2 Claims for reimbursement (in triplicate) shall be itemized and signed by the claimant. The following receipts must be attached to the claim:
 - 2.2.1 Hotel/motel bills
 - 2.2.2 Receipts for registration and membership
 - 2.2.3 Receipts for travel and for common carrier
 - 2.2.4 Parking receipt, if \$1.00 or more per day
- 2.3 "Tips" are not reimbursable.

3. Trips within the District

- 3.1 No request is needed.
- 3.2 Mileage shall be paid at Federal Mileage Reimbursement Rate when employees are required by their jobs to travel from school to school.

RED BLUFF UNION SCHOOL DISTRICT

APPENDIX B

BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS

TRAVEL/CONFERENCE ATTENDANCE

Page 2 of 2

4. Mileage Rate

- 4.1 A person choosing to use his/her own car will be provided with the use of a District credit card.
- 4.2 If the District car is not available and the employee must use his/her own car, mileage shall be paid in accordance with paragraph 4.3 and 4.4 below.
- 4.3 The superintendent may, at his/her option/ allow the cost of transportation by public carrier in lieu of the mileage rate in cases where the employee is required to use his/her own personal car. This provision will be particularly applicable on trips of long distance, e.g. Los Angeles, San Diego.
- 4.4 The mileage rate shall be reimbursed as the prevailing maximum permitted by the IRS, and shall be granted employees only upon the approval of the superintendent.

5. Payment

- 5.1 Actual and necessary traveling expenses shall be reimbursed by the District on trips authorized by the superintendent.
- 5.2 The superintendent is authorized to make an advance of funds to cover necessary travel expenses only in cases where, in his/her opinion, a hardship will be worked upon the employee wherein such advance is not made. Such advance shall be repaid or adjusted upon the filing of a regular claim. (Education Code 44032)

**CLASSIFIED PERFORMANCE APPRAISAL
RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT
CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION REPORT**

☐ Bidwell ☐ CDS ☐ District Office ☐ Jackson Heights ☐ Metteer ☐ Vista

Name of Employee _____

Classification _____

1. Exceeds Standards - exceeds the requirements of the job
 2. Meets Standards - meets the requirements of the job
 3. Needs Improvement* - generally satisfactory, but some improvement is needed
 4. Unsatisfactory* - not up to requirements of the job
 (*Each evaluation rating stating Needs Improvement or Unsatisfactory requires a comment below.)

	1	2	3	4		1	2	3	4
1. Adaptability	☐	☐	☐	☐	9. Interpersonal skills	☐	☐	☐	☐
2. Attendance/Punctuality	☐	☐	☐	☐	10. Job knowledge	☐	☐	☐	☐
3. Attitude	☐	☐	☐	☐	11. Judgment	☐	☐	☐	☐
4. Communication	☐	☐	☐	☐	12. Organizational skills	☐	☐	☐	☐
5. Confidentiality	☐	☐	☐	☐	13. Quality of work	☐	☐	☐	☐
6. Dependability	☐	☐	☐	☐	14. Responsibility	☐	☐	☐	☐
7. Initiative	☐	☐	☐	☐	15. Safety	☐	☐	☐	☐
8. Integrity	☐	☐	☐	☐	16. Thoroughness	☐	☐	☐	☐

Job strengths and examples of superior performance: _____

Specific work performance deficiencies or job behavior requiring improvement or correction: _____

Specific goals or improvement programs to be undertaken during the next evaluation period: _____

SUMMARY EVALUATION (Overall Performance):

☐ Exceeds Standards ☐ Meets Standards ☐ Needs Improvement ☐ Unsatisfactory

Employee Comments: _____

I certify that this report has been discussed with me. I understand my signature does not necessarily indicate agreement.

Signature of Supervisor or Principal _____

Date _____

Signature of Employee _____

Date _____

Distribution: Once Copy to the District Office One Copy to the Supervisor One Copy to the Employee

CLASSIFIED EVALUATION

APPENDIX C (Page 2 of 2)

DEFINITIONS

Adaptability	Maintains effectiveness in a variety of environments, with different tasks, responsibilities and people.
Attendance	Demonstrates the ability to be present on the job, on time and attend all Punctuality required meetings.
Attitude	Gets along well with fellow employees, works harmoniously with others, shares enthusiasm for work.
Communication	Demonstrates the ability to communicate effectively with others, both in writing and orally.
Confidentiality	Does not disclose confidential or sensitive information received in any form that would violate the personal privacy of any students, staff or patron.
Dependability	Assumes and carries out the commitments and obligations of the positions. Works with minimum supervision and completes work on time.
Initiative	Takes action in completing assignments with minimum supervision.
Integrity	Maintains and promotes honest, honorable and ethical behavior.
Interpersonal Skills	Relates to and interacts with others in a positive way that results in cooperation, mutual respect and common benefit.
Job Knowledge	Understands background knowledge, techniques, principles, technical disciplines, procedures, etc. required for effective job performance.
Judgment	Arrives at good decisions by utilizing sound, step-by-step problem solving techniques to identify problems and possible causes.
Organizational Skills	Priorities are usually well defined and developed to accomplish day-to-day work and long -range goals. Divides and organizes projects into identifiable tasks.
Quality of Work	Has the ability to perform work duties accurately; pays attention to detail and neatness of work.
Responsibility	Accepts accountability for own actions; conscientiously fulfills own obligations; demonstrates reliability and trustworthiness.
Safety	Shows efforts to avoid situations, which are unsafe and may cause injury to himself/herself and others. Observes safe workplace procedures.
Thoroughness	Monitors assignments or projects; takes into consideration the characteristics of the assignment or project; sees a task to completion regardless of the difficulties encountered.

**RED BLUFF UNION SCHOOL DISTRICT
BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS**

PROFESSIONAL GROWTH PROGRAM REQUEST FOR UNIT APPROVAL

Page 1 of 1

To: Educational Incentive Reviewing Committee

From: Approval of Units

1. I herewith request approval of the following course/activities for professional growth credit. Attached is a copy of my grade card.

1.1 Academic Course: _____

Course Title and Number: _____

College or Institution: _____

When course will be taken: _____

Number of Units: Semester _____ Quarter _____

(The Professional Growth Program is based on semester units. A quarter unit is equal to 2/3 of a semester unit.)

2. Activities, institutes, conferences, workshops, etc. (specify the activities/institutes you plan to attend. Indicate number of hours, subject matter and/or general content.) Attached is a copy of my unit verification form.

2.1 Number of units requested _____ (15 hours – one (1) Professional Growth Unit)

3. If appropriate, briefly identify the relationship of this activity to your current position:

(Note: Applicant should be aware of the maximum allowable units in the various areas.)

Signature _____ Position held _____

Date of review by Educational Incentive Reviewing Committee _____

Approved _____ Disapproved _____

Distribution: White: Employee Yellow: Personnel File

**RED BLUFF UNION SCHOOL DISTRICT
BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS**

Page 1 of 1

PROFESSIONAL GROWTH PROGRAM CERTIFICATION OF COMPLETION

To: Educational Incentive Reviewing Committee

This is to certify that I have completed twelve (12) units of Professional Growth and am now eligible to receive a 3.25% salary increment in accordance with the guidelines found in Board policy.

Verification of complete units are in my personnel file and available for your analysis.

I completed all the courses in the 12-unit block as of _____
Date of completion

Today's Date

Signature

To: Personnel Department

From: Educational Incentive Reviewing Committee

The Committee has approved the above request and authorized the 3.25% increment effective
the following date: _____

Authorization Date

Signature of Chairperson

Distribution:

White: Employee

Yellow: Personnel File

**RED BLUFF UNION SCHOOL DISTRICT
BOARD POLICIES/ADMINISTRATIVE RULES AND REGULATIONS**

Page 1 of 1

VERIFICATION OF WORKSHOP CREDIT (in lieu of grade card)

DATE: _____

TO: _____

SUBJECT: _____

This is to verify that _____ was a participant in the workshop
entitled _____. The workshop was held on the
following date(s): _____. Participants had the option of
obtaining _____ semester/quarter units of credit through _____
college or university.

This participant completed all the tasks required in order to receive university credit; therefore, I
recommend that he/she be given appropriate district credit.

Name of Instructor_____
Signature of Instructor_____
Address_____
City, State, Zip Code_____
Telephone/FAX

Distribution: White: Payroll

Yellow: Personnel File

Pink: Employee

CLASSIFIED PLAN FOR IMPROVEMENT

DIRECTIONS: Any employee who has areas needing improvement or which are unsatisfactory must develop a Plan for Improvement with the employee's supervisor. The supervisor lists the areas needing improvement and both the supervisor and employee indicated what each agree is necessary to implement the plan, and by when.

Employee's Name: _____

Date: _____

Position: _____

Primary Evaluator: _____

Advisory Evaluator: _____

Areas needing improvement:

The Employee agrees to:

The Evaluator agrees to:

By (Date): _____

Employee's Signature_____
Primary Evaluator's Signature_____
Secondary Evaluator's Signature

GRIEVANCE REPORT FORM

Page 1 of 4

Name _____ School Site _____

Date Filed _____ Assignment _____

Level I

A. Date cause of grievance occurred _____

B. Statement of grievance (include reference to contract article involved)

C. Relief sought _____

Signature of Grievant

Date

D. Proposed resolution by Supervisor _____

Signature of Supervisor

Date

GRIEVANCE REPORT FORM

Page 2 of 4

Level II – Superintendent

A. Date of Appeal _____

B. Reason for Appeal _____

C. Date of Meeting with Superintendent _____

D. Proposed Resolution by Superintendent: _____

Signature of Superintendent

Date

GRIEVANCE REPORT FORM

Page 3 of 4

Level III - Governing Board

A. Date of Appeal _____

B. Reason for Appeal _____

Signature of Grievant

Date

C. Date of meeting with Board _____

D. Proposed Resolution by Board _____

Signature of Board President

Date

GRIEVANCE REPORT FORM

Page 4 of 4

Level IV - Arbitration

- A. I hereby request that the Red Bluff Elementary Educators Association/California School Employees Association, Chapter #629 submit my grievance to arbitration.

Signature of Grievant

Date

- B. The Red Bluff Elementary Educators Association/California School Employees Association's decision is:

☐ to submit

☐ not to submit this grievance to arbitration.

Signature of President

Date

- C. Arbitration:

Date submitted _____

Name of Arbitrator _____

Decision of Arbitrator (please attach all findings of fact, reasoning and conclusions on the issue(s) submitted):

Signature of Arbitrator

Date

AVAILABILITY FOR ADDITIONAL WORK

Date: _____ (A new form must be submitted annually by June 1st)

Name: _____

Phone: _____

Current position: _____

Types of work you're interested in performing: _____

Expertise / experience: _____



RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT

1755 Airport Blvd. ~ Red Bluff, CA 96080 ~ Bus: (530) 527-7200 ~ Fax: (530) 527-9308

Superintendent
William McCoy

Assistant Superintendent
M. Karin Matray

RED BLUFF UNION ELEMENTARY SCHOOL DISTRICT MEMORANDUM OF AGREEMENT

Effective upon ratification, by both parties:

- The district eliminates the position of Health Assistant
- All current and previous Health Assistants will be grandfathered as Health Attendance Assistants and maintain their current seniority.
- The classified seniority list will be revised to reflect this reclassification.
- *The Health Attendance Assistant job description will be amended to reflect that those employees at the elementary sites will not be expected to complete the duties of this position in six (6) hours in comparison to that of the eight (8) hour position at the middle school.*

RED BLUFF UNION ELEMENTARY
SCHOOL DISTRICT

CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER #629

President Board of Trustees

Barbara Ramey, Co-President, CSEA

Kathy Hirsch, Co-President, CSEA

William McCoy, Superintendent

Date Signed

MEMORANDUM OF UNDERSTANDING
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION,
CHAPTER # 629
AND THE
RED BLUFF UNION SCHOOL DISTRICT

June 11, 2010

Laid off employees will be notified of all openings by mail.

It is agreed that laid-off classified employees of the Red Bluff Union Elementary School district "shall be reemployed in preference to new applicants" for any open positions for which they qualify.

Persons on layoff status need to notify the personnel technician of their interest and belief that they met the minimum requirements for any openings

If an opening occurs in the laid-off employee's current classification, or any other classification in which they gained permanency, they would be reemployed based strictly on seniority.

If the opening occurs in a position in which an employee meets the qualifications, but has not seniority, interviews will be conducted if there is more than one in-house applicant. The decision on who will fill the position will be based on the interviews and qualifications.

The laid-off person will continue to get the 39 months rehire rights within the job classification from which they were laid off. Further, the three call back provision openings will only be applied within their laid off classifications.

Nothing in this MOU would preclude other District employees from also interviewing for any open positions. however, outside applicants will not be accepted if there are laid-off employees in-house who meet the qualifications for an open position.

William McCoy
Superintendent
RBUESD
FOR THE DISTRICT

Kathryn Hirsch
Co President
CSEA, Chapter 629

Barbara Ramey
Co President
CSEA, Chapter 629
FOR THE ASSOCIATION