

TENTATIVE AGREEMENT  
FOR UPDATED JOB CLASSIFICATIONS

Between the  
PIEDMONT UNIFIED SCHOOL DISTRICT

And the  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its Chapter #60

9/21/2017

The Piedmont Unified School District (District) and the California School Employees Association *and its* Chapter #60 (CSEA) agree to modify the current agreement as described below.

All salary increases will be active to November 1, 2017. All affected employees will retain their longevity percentage increases. Except as described herein, the agreement shall remain in full force until negotiated otherwise.

DISTRICT INFORMATION TECHNOLOGY SPECIALIST II

See attached job description.

Base rate of pay: 12M-23 (\$3834.18/\$23.59)

37.5 hour - 12 month

DISTRICT INFORMATION TECHNOLOGY SPECIALIST I

See attached job description.

Base rate of pay: 11M-21 (\$3646.96/\$22.44)

37.5 hour - 11 month

SPECIAL EDUCATION PARAPROFESSIONAL: ASSISTIVE TECHNOLOGY

See attached job description.

Base rate of pay: Secondary SPED Assistive Tech (\$2539.21/\$20.23)

33.35 hour - Para Educator Schedule

Salazar 10/4/17  
CSEA (Date)

Booker 10/9/17  
Piedmont Unified (Date)

Ros Medina 10/4/17  
CSEA (Date)

Valdes 10/10/2017  
Piedmont Unified (Date)

Jim D. Little 10/16/17  
CSEA (Date)

Steph C. 10/11/2017  
Piedmont Unified (Date)

\_\_\_\_\_  
CSEA (Date)

\_\_\_\_\_  
CSEA (Date)

## PIEDMONT UNIFIED SCHOOL DISTRICT

### Position Description

<b>Title:</b>	Special Education Paraprofessional: Assistive Technology	<b>Reports to:</b>	Director of Special Education
<b>Employee Class:</b>	Secondary	<b>Classification:</b>	Classified
<b>Board Approval:</b>		<b>Work Year:</b>	Secondary Para
		<b>Salary Schedule:</b>	CSEA Secondary SPED Assistive Tech

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**Basic Function:** Under general supervision from the appropriate certificated instructional personnel and direction of the Director of Special Education, the Assistive Technology (AT) Paraeducator is will assist in implementing Assistive Technology services throughout PUSD as determined by IEP and 504 teams.

**Representative Duties:** This description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

- Assists PUSD staff with all aspects of assistive technology
- Indirect report to the Director of Instructional Technology
- Participate in Technology Team meetings as needed.
- Installs, reinstalls and uninstalls assistive technology software for teachers, staff and students with disabilities.
- Provides on-the-spot instruction to students on the features and use of Assistive Technology services.
- Follow up with students and staff on Assistive Technology implementation.
- Assists and trains individual teachers and staff in the use and operation of assistive technology equipment, devices and software.
- Troubleshoots routine problems with computers, printers and other AT devices, and makes minor repairs as needed.
  - Will be the initial contact for handling troubleshooting issues that arise for AT needs.
  - Contacts PUSD Help Desk if repairs are large or more complicated.
  - Contacts vendors for technical support or sends AT equipment to vendor for repairs/service, if needed.
- Assists in adapting/scanning classroom materials into computers or assistive technology devices.
  - Scans class materials, reviews and corrects computer recognition errors.
  - Transfers materials to computer or assistive devices.
- Assists Special Ed and Technology staff in researching information on new technologies and assistive software or devices that might better fit the needs of the student(s).
- Assists in ordering equipment or software, as approved.
- Keeps an on-going inventory of AT equipment loaned out to students
- Receives and delivers new AT devices, updates inventory and location of all software and equipment.
- Responsible for setting up AT equipment at designated sites.
- Attends IEP meetings as needed
- Assist in follow-up on AT assessments and recommendations.
- Performs other duties of a comparable level or type.
  - Attends training sessions, seminars, workshops, etc.
  - Participates in special projects or assignments, as delegated.
  - Keeps abreast of changing developments, trends and technologies related to job assignments.

## Minimum Qualifications

**Education and Experience:** Any combination of training, experience, and/or education equivalent to graduation from high school. Courses in psychology, child growth and development and one year of experience in a paid or volunteer setting working with school age children is desirable.

**Skills:** Knowledge of appropriate grade level academic areas of instruction; and variety of techniques used in guiding and motivating students with special educational needs. Clerical work including keyboarding and photocopying.

## Knowledge and Abilities

### Knowledge of:

- General understanding of computer operation, hardware, software and peripherals.
- Knowledge of assistive technology communication software and equipment.
- Ability and willingness to learn district assistive software offerings and devices
- Knowledge of resources and vendors providing assistive technology, devices and equipment. (preferred)

### Skilled in:

- General computer use, including basic troubleshooting
- General concepts of child growth and development and child behavior characteristics.
- Learning problems of children with special educational needs.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience, respect and courtesy.
- Basic first aid principles.

### Ability to:

- Be able to work independently
- The ability to move, transport, and set up computer systems.
- Confidence in exploring and learning new technology.
- The ability to perform assigned duties in an organized manner.
- The ability to collaborate with team members.
- Meet District standards of professional attitude as outlined in Board Policy 4219.21 Code of Ethics for Classified Personnel.
- Relate to students and staff in individual or small group situations.
- Be flexible in a variety of classroom situations.
- Perform light clerical work, which may include keyboarding.
- Give and receive oral and written instructions in English.
- Learn pertinent procedures and functions quickly and to apply them under general supervision.
- Work cooperatively and communicate effectively with students, staff, parents, and the general public.

## Working Conditions:

Environment: Classroom environment; constant interruptions.

Physical Abilities: Hearing and speaking to exchange information in person and on the telephone; adequate vision to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects.

# PIEDMONT UNIFIED SCHOOL DISTRICT

## Position Description

<b>Title:</b>	District Information Technology Specialist II	<b>Reports To:</b>	Director of Instructional Technology
<b>Employee Class:</b>	Technology	<b>Classification:</b>	Classified
<b>Board Approval:</b>		<b>Work Year Salary Schedule:</b>	12 Months CSEA 12M-23

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**Basic Function:** Under general supervision of the Director of Instructional Technology perform a variety of duties related to supporting use of technology by end-users (staff, students, community) in accordance with district goals and plans.

**Representative Duties:** The District Information Technology Specialist II receives and responds to inquiries and requests for technical support, assists in IT systems operation, and provides assistance and support to the Director of Instructional Technology and other tech staff.

- Assists in maintaining and enhancing the interconnection of operating systems, desktop computer applications, network protocols; keeps pace with rapidly developing network technologies; ensures consistency with District information system needs.
- Supports site communication avenues such as websites, email and communications through student information systems, for the purpose of delivering service in compliance with established guidelines.
- Responds to help desk requests, confers with technology staff and users to resolve problems related to network, hardware and/or software functions. Provide answers to clients by identifying problems, researching answers and guiding clients through corrective steps
- Provides assistance to users in the area of software application and general use and procedures associated with communications networks
- Provide timely, accurate, courteous, respectful and friendly customer service.
- Assists in analyzing user needs relating to local, wide, and internet networked information systems to install and maintain networks.
- Assists in providing system administration as assigned (e.g. active directory/open directory, imaging systems, patch updating systems, servers, Google Admin console, database administration, report development, system and report design, specifications, system security etc.) for the purpose of ensuring availability of services to authorized users.
- Maintain manual and electronic documents, inventories, files and records (e.g. help desk log, work order system, etc.) for the purpose of providing up-to-date reference and audit trail.
- Participates in developing and monitoring district-wide software standards for the purpose of minimizing costs and ensuring data compatibility.
- Assists in developing resource documents for use by application users (e.g. instructional technology, instructions, notices, reminders, etc.) for the purpose of documenting processes, providing written reference and/or conveying information.
- Assists in maintaining a variety of manual and electronic files, documents and/or records (e.g. user names/logins, email groups, passwords, reports, help desk logs, databases, agreements, licenses, etc.) for the purpose of documenting activities providing written reference, complying with mandated requirements, and ensuring user access to assigned applications.

- Researches hardware, applications, vendors, consultants and emerging technology for the purpose of recommending products that meet district requirements for capabilities and costs and providing technical assistance to district staff.
- Installs computer and peripheral equipment at District Sites; makes adjustments to, repairs and/or makes recommendations for the repair of computers, and other devices, including peripherals, printers, disk drivers and monitors.
- Serves on building/department and/or district committees and special projects for the purpose of promoting a team environment and maintaining a collaborative decision making process.
- Performs preventative maintenance to maintain optimal network and system performance.
- Establishes and maintains effective working relationships with a variety of groups, including community members, teachers, students, administrators, co-workers, vendors, consultants, and other as required.
- Performs other essential job-related work as required.

### Minimum Qualifications

#### **Education and Experience:**

Evidence of college-level coursework in computer hardware and software and operating systems; industry certifications; or comparable work history; is required. Comptia A + and Network + certification strongly preferred.

#### **Skills:**

**Knowledge of:** Knowledge of industry standard network communications theories and practices; practical knowledge of implementing common network services; knowledge of Chrome, Windows and Macintosh Operating Systems.

#### **Ability to:**

Meet District standards of professional attitude as outlined in Board Policy 4219.21 Code of Ethics for Classified Personnel.

Relate to students in individual or small group situations.

Be flexible in a variety of classroom situations.

Perform light clerical work, which may include keyboarding.

Give and receive oral and written instructions in English.

Spell correctly, use proper English, and make simple arithmetic computations.

Learn pertinent procedures and functions quickly and to apply them under general supervision.

Work cooperatively and communicate effectively with students, staff, parents, and the general public.

Prioritize and multitask; follow through independently.

Demonstrate a commitment to quality and customer service orientation.

### Working Conditions:

**Environment:** Classroom environment; constant interruptions.

**Physical Abilities:** Hearing and speaking to exchange information in person and on the telephone; adequate vision to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting objects. Working in awkward positions that include frequent bending, stooping, kneeling, crouching or crawling; standing and walking for extended periods; lifting and handling items weighing up to 50 pounds; frequent and extended use of hands to handle objects, tools, or controls; frequent reaching with hands and arms.

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>Title:</b>	District Information Technology Specialist I	<b>Reports To:</b>	Director of Instructional Technology
<b>Employee Class:</b>	Technology	<b>Classification:</b>	Classified
<b>Board Approval:</b>		<b>Work Year Salary Schedule:</b>	11 months CSEA 11M-21

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**Basic Function:** Under general supervision of the Director of Instructional Technology perform a variety of duties related to supporting use of technology by end-users (staff, students, community) in accordance with district goals and plans.

**Representative Duties:** The District Information Technology Specialist receives and responds to inquiries and requests for technical assistance, provides possible solutions, escalates problems to appropriate parties as needed, and provides assistance and support to the Site Technology Coordinator, Director of Instructional Technology and other tech staff.

- Assists in maintaining and enhancing the interconnection of operating systems, desktop computer applications, network protocols; keeps pace with rapidly developing network technologies; ensures consistency with District information system needs.
- Supports site communication avenues such as websites, email and communications through information systems, for the purpose of delivering service in compliance with established guidelines.
- Responds to help desk requests, confers with technology staff and users to resolve problems related to network, hardware and/or software functions. Provide answers to clients by identifying problems, researching answers and guiding clients through corrective steps
- Provides assistance to users in the area of software application and general use and procedures associated with communications networks,
- Provide timely, accurate, courteous, respectful and friendly customer service.
- Assists in analyzing user needs relating to local, wide, and internet networked information systems to install and maintain networks.
- Assists in providing system administration as assigned (e.g. active directory/open directory, database administration, report development, system and report design, specifications, system security etc.) for the purpose of ensuring availability of services to authorized users.
- Maintain manual and electronic documents, inventories, files and records (e.g. help desk log, work order system, etc.) for the purpose of providing up-to-date reference and audit trail.
- Participates in developing and monitoring district-wide software standards for the purpose of minimizing costs and ensuring data compatibility.
- Assists in developing resource documents for use by application users (e.g. instructional technology, instructions, notices, reminders, etc.) for the purpose of documenting processes, providing written reference and/or conveying information.
- Assists in maintaining a variety of manual and electronic files, documents and/or records (e.g. user names/logins, passwords, reports, help desk logs, databases, agreements, licenses, etc.) for the purpose of documenting activities providing written reference, complying with mandated requirements, and ensuring user access to assigned applications.

- Researches hardware, applications, vendors, consultants and emerging technology for the purpose of recommending products that meet district requirements for capabilities and costs and providing technical assistance to district staff.
- Installs computer and peripheral equipment at District Sites; makes adjustments to, repairs and/or makes recommendations for the repair of computers, and other devices, including peripherals, printers, disk drivers and monitors.
- Serves on building/department and/or district committees and special projects for the purpose of promoting a team environment and maintaining a collaborative decision making process.
- Establishes and maintains effective working relationships with a variety of groups, including community members, teachers, students, administrators, co-workers, vendors, consultants, and other as required.
- Performs other essential job-related work as required.

## Minimum Qualifications

### **Education and Experience:**

Evidence of college-level coursework in computer hardware and software components/operating systems, industry certifications, or comparable work history, is required.

### **Skills:**

**Knowledge of:** Knowledge of industry standard network communications theories and practices; practical knowledge of implementing common network services; knowledge of Chrome, Windows and Macintosh Operating Systems.

### **Ability to:**

Meet District standards of professional attitude as outlined in Board Policy 4219.21 Code of Ethics for Classified Personnel.

Relate to students in individual or small group situations.

Be flexible in a variety of classroom situations.

Perform light clerical work, which may include keyboarding.

Give and receive oral and written instructions in English.

Spell correctly, use proper English, and make simple arithmetic computations.

Learn pertinent procedures and functions quickly and to apply them under general supervision.

Work cooperatively and communicate effectively with students, staff, parents, and the general public.

Prioritize and multitask; follow through independently.

Demonstrate a commitment to quality and customer service orientation.

## Working Conditions:

**Environment:** Classroom environment; constant interruptions.

**Physical Abilities:** Hearing and speaking to exchange information in person and on the telephone; adequate vision to read, prepare and proofread documents; sitting or standing for extended periods of time; dexterity of hands and fingers to operate a computer keyboard and other office equipment; kneeling, bending at the waist and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting light objects. Working in awkward positions that include frequent bending, stooping, kneeling, crouching or crawling; standing and walking for extended periods; lifting and handling items weighing up to 50 pounds; frequent and extended use of hands to handle objects, tools, or controls; frequent reaching with hands and arms.



TENTATIVE AGREEMENT

PHS/MHS HEAD CUSTODIAN

JOB CLASSIFICATION

Between the

PIEDMONT UNIFIED SCHOOL DISTRICT

And the

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its Chapter #60

10/17/2017

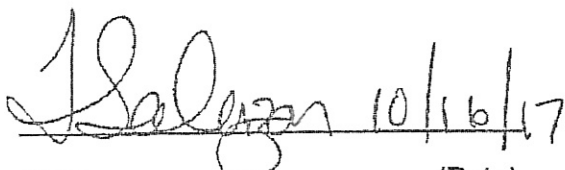
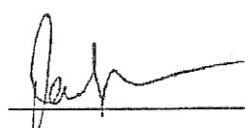


The Piedmont Unified School District (District) and the California School Employees Association and its Chapter #60 (CSEA) agree to modify the current agreement as described below.

PHS/MHS HEAD CUSTODIAN

See attached job description.

Base rate of pay: 12M-18 (\$3386.91/\$19.54)

40 hour - 12 month

 CSEA	10/16/17 (Date)	 Piedmont Unified	10/17/17 (Date)
 CSEA	10/20/17 (Date)	 Piedmont Unified	10/17/17 (Date)
_____	_____	_____	_____
CSEA	(Date)	Piedmont Unified	(Date)

**PIEDMONT UNIFIED SCHOOL DISTRICT**  
**Position Description**

<b>Title: PHS/MHS Head Custodian</b>		<b>Reports to: PHS/MHS Principals</b>	
<b>Subcategory:</b>	Secondary	<b>Classification:</b>	Classified
<b>Effective:</b>	October 2017	<b>Work Year:</b>	12 months
		<b>Salary Schedule:</b>	CSEA 12M-18

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**Basic Function:** Under general supervision, assist the PHS Principal and the MHS Principal in planning, coordinating, and performing custodial duties at PHS and MHS; assist in the supervision, coordination and training of other PHS and MHS custodial staff

**Distinguishing Characteristics:** Responsible for assisting the PHS and MHS Principals in planning and coordinating the regular cleaning of the school. Incumbents generally lead the work of a crew of one to five custodians. Incumbents also are required to personally perform moving, storing and recycling of classroom furniture and materials.

**Representative Duties:** This position description is not intended to be an exhaustive list of all duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.

Assist the Principal in planning, assigning, inspecting, and leading the work of the PHS and MHS custodial staff; confer with principal regarding care and cleaning programs of the school's physical plant;

At PHS and MHS, train new employees (be aware of the latest practices and procedures, standard best practices- in line with other public school districts/CDE (California Department of Educations), prepare work schedules and arrange substitute custodians. (understand the storage of testing materials, maintaining a high level of confidentiality and restricting access to all testing materials)

At PHS and MHS school sites Assist Director of Facilities/maintenance and facility rental personnel.

At PHS and MHS, inspect buildings and grounds for safety and security and immediately notify the site Principal and the Director of Facilities.

At PHS and MHS, clean offices, hallways, workshops, lavatories, classrooms, cafeterias or eating areas, auditoriums, multipurpose rooms, libraries, stairways and playground areas, gymnasiums, fields, bleachers, pick up trash and recycling-and the theater (including sweeping, scrubbing, blowing and dusting).

At PHS and MHS operate a variety of custodial equipment including buffers and vacuum cleaners;

At PHS and MHS Coordinate room, furniture and equipment arrangements for special events; coordinate, supervise, and participate in major cleaning of the physical plant during the summer and student vacation periods.

At PHS and MHS maintain custodial records and prepare reports; comply with state and federal laws and District procedures for storage and disposal of trash and waste materials (including blood borne pathogens and sharps- use clear can liners so you can see what is in the bag), use of chemicals, and injury prevention program. OSHA compliant, MSDS Online chemical storage protocol- Comply with newly updated GHS (Global Harmonized System) of chemical identification and labelling,

At PHS and MHS work cooperatively with school and office staff to maintain a clean and functional work environment.

At PHS and MHS perform special projects and other duties as assigned.

At PHS and MHS, inventory existing, on site, custodial supplies and generate quarterly order requests for approval of each site principal and finally by the Director of Facilities.

## **Minimum Qualifications**

**Education and Experience:** Any combination of training, experience, and/or education equivalent to three years of increasingly responsible experience cleaning and maintaining building areas. Some prior supervisory experience preferred.

**Skills:** Modern cleaning methods including first aid and safety knowledge; training and supervisory skills;

**License:** Possession of a valid California driver's license.

## **Knowledge and Abilities**

### **Knowledge of:**

Modern cleaning methods, and the use and care of cleaning materials and equipment.

First aid and safety knowledge related to cleaning methods, practices, and equipment use.

Principles of supervision and training and inspection for custodial services.

Operations, procedures, specific rules and precedents of the school site and District regarding facilities use and maintenance.

### **Ability to:**

Meet District standards of professional attitude as outlined in Board Policy 4219.21 Code of Ethics for Classified Personnel.

Plan, oversee, schedule, and supervise a diversified custodial work program.

Perform light to moderate manual labor.

Operate specialized cleaning tools and equipment.

Plan, understand, and follow a work schedule; estimate time and materials needed in a wide variety of projects.

Establish and maintain cooperative and effective working relationships with others.

Maintain accurate records and prepare reports, including inventory reports.

Maintain cooperative working relationships with staff, students, parents, and the general public.

Determine appropriate action within clearly defined guidelines.

## **Working Conditions:**

**Environment:** School facility; indoor and outdoor environment; regular exposure to fumes, dust and odors; contact with cleaning agents and chemicals; may be required to work with harsh and toxic substances; may be required to work in inclement weather without effective protection from sun, cold, rain, and wind; required to wear appropriate personal protective equipment (PPE) such as SCBA (Self Contained Breathing Apparatus), eye protection, and face protection; work within enclosed spaces or heights above ground level; may be required to work around loud noises; work around moving mechanical parts and electrical current.

**Physical Abilities:** Requires mobility to stand, stoop, reach, walk and bend for prolonged periods; perform work involving frequent lifting, pushing, and/or pulling of objects weighing 50 pounds, and occasional lifting, pushing and/or pulling of objects weighing up to 100 pounds; lifting, carrying, pushing, pulling, and moving heavy objects, furniture, and equipment; climbing stairs, ladders and ramps; walking or standing for extended periods of time; dexterity of hands and fingers to operate equipment; bending at the waist; reaching overhead and horizontally.

Revised 10/16/17