

Memorandum of Understanding (MOU)
Between the
California School Employees Association, Mt. Diablo Chapter 43
And
Mt. Diablo Unified School District

August 19, 2016

The California School Employees Association, Mt. Diablo Chapter 43 ("CSEA") and the Mt. Diablo Unified School District ("District") agree to the following in regards to the Early Childhood Attendant I and II positions at Crossroads High School, due to change of requirements for the positions based on the Head Start Grant.

- A job description titled "Early Childhood Educator" will be created.
- A job description titled "Early Childhood Educator Trainee" will be created.
- A job description titled "Early Childhood Educator – Lead" will be created.
- The current job description "Early Childhood Attendant I" will be retired.
- The current job description "Early Childhood Attendant II" will be retired.
- This will not affect the job description or positions under the title "Early Childhood Attendant" who work under the Adult Education Department.
- The new "Early Childhood Educator Trainee" position will be pay range 388.
- The new "Early Childhood Educator" position will be pay range 416.
- The new "Early Childhood Educator – Lead" position will be pay range 416 plus 5%.
- The current employees hired as Early Childhood Attendant I and II positions will be grandfathered in as Early Childhood Educators.
- Current employees will move on the pay schedule from range 371 and 387 to range 416. They will be placed at least 5% above their current pay rate.
- The current employees will retain their longevity dates and seniority.
- The employees affected by this MOU are:
 - Areas, Jeanine #36859 (ECA1 – 0.75)
 - Azzi, Malika #36278 (ECA1 – 0.75)
 - Harris, Lisa #25077 (ECA1 – 0.75)
 - Hattar, Rula #36205 (ECA1 – 0.75)
 - Rollins, Daryn #31614 (ECA1 – 0.75)
 - Aksoum, Tassadit #36375 (ECA1 – 0.75)
 - Brautigam, Elisha #10288 (ECA2 – 0.8125)
 - Poulter, Nora #26519 (ECA2 – 0.8125)
 - Reid, Erin #26914 (ECA2 – 0.8125)
 - Bell, Nicola #37100 (ECA2 – 0.4875)

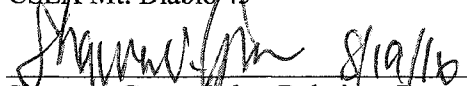
This agreement shall take effect upon approval of CSEA and MDUSD, with pay retro from 1/1/2016 for the affected employees.

In witness thereof the Parties hereto have executed this Agreement on this 19th day of August, 2016

California School Employees Association
Mt. Diablo 43

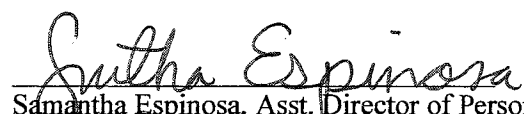


Annie Nolen, Chapter President
CSEA Mt. Diablo 43

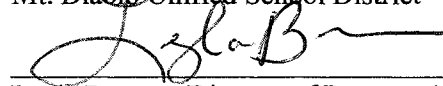


Shawana Grace, Labor Relations Representative
CSEA

Mt. Diablo Unified School District



Samantha Espinosa, Asst. Director of Personnel
Mt. Diablo Unified School District



Leyla Benson, Director of Personnel
Mt. Diablo Unified School District

CLASS TITLE: EARLY CHILDHOOD ATTENDANT-LEAD EDUCATOR - LEAD

DEFINITION: Under general supervision and evaluation by the site administrator, provides care for infants through preschool age of students who are a parent in the district attending school to earn a high school diploma; the attendant educator-lead will be working with programming curriculum designed to stimulate and encourage each child's development by following federal and state guidelines; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Under the supervision of the site administrator, assists in coordinating the program and daily operating decisions
- Development screenings: Brigance once a year and DRDPs (Desired Results Developmental Profiles) three (3) times a year
- Assists with Leads provider/parent conference to share results of developmental profiles
- Assist with developing Develops individual plans to address areas where children are behind in their development
- Assist with planning Plans weekly lessons/themes for all groups in the room
- Responsible to see that health and safety guidelines are followed
- Responsible for monitoring inside and outside environment
- Coordinating needed materials and equipment orders
- Provides a nurturing rich environment for social, emotional and developmental growth
- Engage in interactive activities with children such as reading, singing and talking
- Prepares and serves snacks meals to children and cleans up
- Changes diapers of children as needed
- Maintain daily health log and attendance records of children receiving care
- Sanitize toys, cribs and other items which a child can put in their mouth
- Mentor and model appropriate parenting techniques, care routines, and social/emotional interactions with the child for teen parents
- Meet regularly with administrator of program and share information with other classroom staff
- Responsible for the overall day to day operations of each classroom
- Maintain an inventory of materials and supplies needed
- Conduct daily safety assessments of classroom environment
- Trains, coordinates, and supports new staff and trainees
- Approve individual and class goals and objectives including lesson plans

DESIRABLE REQUIRED QUALIFICATIONS:

1. **Training and Experience:** A combination of training and experience equivalent to graduation from high school; ~~twelve~~ twelve early childhood education (ECE) units; ~~possession of the knowledge, skills and abilities listed below;~~ recent successful experience ECE working with groups of children from infancy to age ~~eight~~ four.
2. **Required Education:**
Required:
Fifteen (15 or more) Early Childhood Education Units
At least three (3) units infant/toddler
3. ~~Desirable: Desired~~ Desired ~~Twelve (12 or more) Early Childhood Education Units (6 units in Infant/Toddler)~~
Preferred courses: Child, Family and Community

Child Development and Psychology
Program Development
Infant/Toddler Curriculum Development
Infant/Toddler Development
Child Development Permit – Associate Teacher

Certification:

Child Development Permit – Associate Teacher or higher

Knowledge of:

- Preschool children and working with groups
- Early childhood education
- Diverse academic, socioeconomic, cultural and ethnic background of students

Skill in:

- Establishing and maintaining effective working relationships with others
- Oral and written communication

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- Have the mobility to perform the duties of the position with or without accommodation

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen), Certification in First Aid and CPR required every 2 years. Participate in at least 15 hours of paid continuing education/professional development annually.

Environment:

School based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

Physical Abilities:

Sitting or standing for extended periods of time; sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.

Sufficient vision to monitor children during activities; hearing and speaking to exchange information and provide assistance to children, students, and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist children; dexterity of hands and fingers to assist children and to operate specialized equipment or office equipment; pushing strollers; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range ~~387~~ 416 plus 5%

MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 10/00

Board Revision: 2/25/13

Board Revision: 6/22/15

Draft Revision: 6/13/16

CLASS TITLE: EARLY CHILDHOOD ATTENDANT II EDUCATOR

DEFINITION: Under general supervision and evaluation by the site administrator, provides care for infants through preschool age of students who are a parent in the district attending school to earn a high school diploma; the attendant educator will be working with programming curriculum designed to stimulate and encourage each child's development by following federal and state guidelines; and performs other related duties as required.

EXAMPLES OF DUTIES:

- ~~Under the supervision of the site administrator, assists in coordinating the program and daily operating decisions~~
- Development screenings: Brigance once a year and DRDPs (Desired Results Developmental Profiles) three (3) times a year
- ~~Assists with~~ Leads provider/parent conference to share results of developmental profiles
- ~~Assist with developing~~ Develops individual plans to address areas where children are behind in their development
- ~~Assist with planning~~ Plans weekly lessons/themes for all groups in the room
- Responsible to see that health and safety guidelines are followed
- Responsible for monitoring inside and outside environment
- Coordinating needed materials and equipment orders
- Provides a nurturing rich environment for social, emotional and developmental growth
- Engage in interactive activities with children such as reading, singing and talking
- Prepares and serves snacks meals to children and cleans up
- Changes diapers of children as needed
- Maintain daily health log and attendance records of children receiving care
- Sanitize toys, cribs and other items which a child can put in their mouth
- Mentor and model appropriate parenting techniques, care routines, and social/emotional interactions with the child for teen parents

DESIRABLE REQUIRED QUALIFICATIONS:

1. **Training and Experience:** A combination of training and experience equivalent to graduation from high school; ~~twelve early childhood education (ECE) units; possession of the knowledge, skills and abilities listed below;~~ recent successful experience working with groups of children from infancy to age four eight.
2. **Required Education:**
Required:
 - Fifteen (15 or more) Early Childhood Education Units
 - At least three (3) units infant/toddler
3. ~~**Desirable:** Desired Twelve (12 or more) Early Childhood Education Units (6 units in Infant/Toddler)~~
Preferred courses:
 - Child, Family and Community
 - Child Development and Psychology
 - Program Development
 - Infant/Toddler Curriculum Development
 - Infant/Toddler Development

Child Development Permit – Associate Teacher

Certification:

Child Development Permit – Associate Teacher or higher

Knowledge of:

- Preschool children and working with groups
- Early childhood education
- Diverse academic, socioeconomic, cultural and ethnic background of students

Skill in:

- Establishing and maintaining effective working relationships with others
- Oral and written communication

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- Have the mobility to perform the duties of the position with or without accommodation

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen), Certification in First Aid and CPR required every 2 years. Participate in at least 15 hours of paid continuing education/professional development annually.

Environment:

School based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

Physical Abilities:

~~Sitting or standing for extended periods of time; sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.~~

Sufficient vision to monitor children during activities; hearing and speaking to exchange information and provide assistance to children, students, and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist children; dexterity of hands and fingers to assist children and to operate specialized equipment or office equipment; pushing strollers; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range 387 416

MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 10/00

Board Revision: 2/25/13

Board Revision: 6/22/15

Draft Revision: 6/13/16

CLASS TITLE: EARLY CHILDHOOD ATTENDANT + EDUCATOR TRAINEE

DEFINITION: Under general supervision and evaluation by the site administrator, provides care for infants through preschool age of students who are a parent in the district attending school to earn a high school diploma; and performs other related duties as required.

EXAMPLES OF DUTIES:

- Nurtures and cares for infant to preschool aged children
- Provides rich environment for social, emotional and developmental growth
- Sets up play areas for children with crafts and toys
- Reads stories, sings songs, plays records, listens to and talks with children
- Maintains a clean and safe environment
- May supervise rest and nap periods
- Changes diapers of children as needed
- Serves snacks and cleans up
- Maintains appropriate records of children receiving care

DESIRABLE REQUIRED QUALIFICATIONS:

Training and Experience: A combination of training and experience equivalent to graduation from high school; ~~six early childhood education (ECE) units; possession of the knowledge, skills and abilities listed below;~~ recent successful experience working with groups of children from infancy to age eight-four.

Required for Hire: Six (6 or more) Early Childhood Education (ECE) Units

To Be Completed within eighteen (18) months of hire –

An Additional 9 ECE Units for A Total of Fifteen (15 or more) ECE Units

At least three (3) units infant/toddler

Preferred courses: Child, Family and Community

Child Development and Psychology

Program Development

Infant/Toddler Development

Infant/Toddler Curriculum Development

Certification: Child Development Permit – Associate Teacher or higher

Knowledge of:

- Preschool children and working with groups
- Early childhood education
- Diverse academic, socioeconomic, cultural and ethnic backgrounds of students

Skill in:

- Establishing and maintaining effective working relationships with others

- Oral and written communication

Ability to:

- Understand the needs of young children and a sincere liking for children
- Communicate clearly both orally and in writing
- Have the mobility to perform the duties of the position with or without accommodation

Certificates and Other Requirements:

Meet requirements as set forth in applicable state and federal laws and District Annual Notices (i.e. Mandated Reporting, Blood Borne Pathogen). Certification in First Aid and CPR required every 2 years.

Participate in at least 15 hours of paid continuing education/professional development annually.

Environment:

School-based settings and surrounding school environment or other District designated environment working with students in a diversified campus environment; subject to diverse weather conditions.

Physical Abilities:

Sitting or standing for extended periods of time, sitting on floor; ability to lift up to 25 lbs.; ability to bend, kneel, reach for and carry children.

Sufficient vision to monitor children during activities; hearing and speaking to exchange information and provide assistance to children, students, and staff; frequently walking, reaching, holding with arms, bending at the waist, crouching and/or squatting to assist children; dexterity of hands and fingers to assist children and to operate specialized equipment or office equipment; pushing strollers; lifting and/or manipulating objects or persons, and/or use of motion up to 25 lbs. or equivalent with or without assistance by another individual and/or with or without the assistance of devices designed to support the lifting effort.

Other Qualifications:

Must successfully pass the District's pre-employment fingerprinting and TB testing.

CSEA, Salary Range ~~371~~ 388
MT. DIABLO UNIFIED SCHOOL DISTRICT

Board Approved: 10/00
Board Revision: 6/22/15
Draft Revision: 6/13/16