

COLLECTIVE BARGAINING AGREEMENT

Los Altos School District

Board of Trustees

and

Los Altos Chapter 103 of CSEA



July 1, 2022 – June 30, 2025

LOS ALTOS SCHOOL DISTRICT

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PREAMBLE

This Agreement is made and entered into this first day of September, 1981, by and between Los Altos School District, hereinafter referred to as the District, and the California School Employees Association and its Los Altos Chapter #103, hereinafter referred to as the Los Altos Chapter #103 of CSEA.

The purpose this Agreement is to promote the improvement of personnel management and employer/employee relations, provide an equitable and peaceful procedure for the resolution of differences and establish rates of pay and other terms and conditions of employment.

The District and the Los Altos Chapter #103 of CSEA agree that all employees of the District share in the important responsibility of providing a superior school system, and that every job and position is considered to be important.

ARTICLE I

RECOGNITION

I. ACKNOWLEDGMENT

The District hereby acknowledges that CSEA, hereinafter referred to as the Los Altos Chapter #103 of CSEA, is the exclusive bargaining representative for all classified employees holding positions described in Appendix A, attached hereto and incorporated by reference as a part of this Agreement. All newly created positions, except those that lawfully are certificated, management, or confidential shall be assigned to the bargaining unit. The determination of management, or confidential employees shall be made by consultation between the District and the Los Altos Chapter #103 of CSEA. Disputed cases shall be submitted to the PERB for resolution. The bargaining unit may be expanded to other classes by mutual agreement of the District and the Los Altos Chapter #103 of CSEA subject to the rules of PERB.

ARTICLE II

CHECK OFF

1. LOS ALTOS CHAPTER #103 OF CSEA ORGANIZATIONAL DEDUCTIONS

The District shall, subject to receipt of a written request from the Los Altos Chapter #103 of CSEA on behalf of its members, deduct membership dues for the Los Altos Chapter #103 of CSEA members in the bargaining unit. The District shall, subject to receipt of a written request from the Los Altos Chapter #103 of CSEA on behalf of its members, deduct for insurance premiums, credit union payments, savings bonds, charitable donations or other plans or programs jointly approved by the Los Altos Chapter #103 of CSEA and the District. The District shall remit payment to the designated payee within fifteen (15) days of the deduction.

The District shall refer all employee requests to change, amend, cancel, drop or revoke union membership to the CSEA Labor Relations Representative. The District shall obtain approval from the Los Altos Chapter #103 of CSEA before processing such requests.

The District and the Los Altos Chapter #103 of CSEA agree that union membership – adding new members, maintaining current members or dropping members who complete the process with the Los Altos Chapter #103 of CSEA to do so – is entirely a function of the Los Altos Chapter #103 of CSEA and no part of this Agreement may interfere with the union membership process.

The Los Altos Chapter #103 of CSEA shall defend and indemnify the District for any claims, costs and liabilities arising from its compliance with this article and for any claims made by the employee for deductions made in reliance on information provided and representations made by the Los Altos Chapter #103 of CSEA to the District. The District shall promptly notify the Los Altos Chapter #103 of CSEA of any claims made by employees relating to dues authorization. The Los Altos Chapter #103 of CSEA shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried or appealed.

ARTICLE III

ORGANIZATION RIGHTS

1. LOS ALTOS CHAPTER #103 OF CSEA RIGHTS

The Los Altos Chapter #103 of CSEA shall have the following rights in addition to rights contained in any other portion of this Agreement.

- 1.1. The right of access at reasonable times to areas in which unit members work.
- 1.2. 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 posting or transmission of information or notices concerning the Los Altos Chapter #103 of CSEA matters, providing information does not interfere with the normal operation of the District.
- 1.3. The right to use for association purposes institutional equipment (at cost), facilities, and buildings at reasonable times.
- 1.4. The right to review unit members' personnel files and any other records dealing with unit members when accompanied by the unit member or on presentation of a written authorization signed by the unit member.
- 1.5. The rights to be supplied with a complete "hire date" and class seniority roster of all classified employees on the effective date of this Agreement and changes when they occur and annually thereafter. The roster shall indicate the unit members' present classification and primary job site.
- 1.6. The right to review at reasonable times any other material in the possession of, or produced by the District necessary for the Los Altos Chapter #103 of CSEA to fulfill its role as the exclusive bargaining representative.
- 1.7. The right to conduct one orientation session on this Agreement for bargaining unit members from 3:30 p.m. to 5:00 p.m. on specified date within fifteen (15) working days following the signing of this Agreement. Within fifteen (15) working days from the hiring of new employees, an orientation session will be allowed, limited to one session per calendar month.
- 1.8. The District shall conduct no negotiations nor enter into any agreement with any other organization on matters concerning the rights of bargaining unit members.

2. DISTRIBUTION OF CONTRACT

- 2.1. Within thirty (30) days after the execution of this contract, the District shall print or duplicate and provide without charge, a copy of this Agreement to every unit member in the bargaining unit. Any employee who becomes a member of the bargaining unit after the execution of this Agreement shall be provided with a copy of the Agreement by the District without charge at the time of employment. Each unit member shall be provided by the District without charge a copy of any written changes agreed to by the parties to this Agreement during the life of the Agreement.

ARTICLE IV

DEFINITIONS

1. ANNIVERSARY DATE

The anniversary date for classified employees will be July 1st. On or before July 15th, employees will be notified of salary and position for the coming year.

When salary schedule has not been approved by July 1st, salary is retroactive to July 1st, unless otherwise agreed upon by the Board of Trustees and the Los Altos Chapter #103 of CSEA.

Increments shall be given on the first day of July of each year, except that employees who enter the classified service after February 1st shall receive no annual increment until the second fiscal year following entrance into service.

2. APPOINTMENT

The offer to a person and his acceptance of a position in accordance with the regulations of the Governing Board and the agreement with the Los Altos Chapter #103 of CSEA.

3. CLASSIFIED SERVICE (UNIT MEMBERS UNDER CONTRACT)

Persons employed in school district not requiring certification, with the following exceptions:

- 3.1. Substitute and/or short-term employees.
- 3.2. "Short-term employee" shall mean any person who is employed to perform a service upon the completion of which the service involved or similar services will not be extended or needed on a continuing basis.
- 3.3. Full-time students employed part-time.
- 3.4. Apprentices and professional experts employed on a temporary basis for a specific project.
- 3.5. Confidential employees.
- 3.6. Federally funded contract employees.

4. PART-TIME POSITION

One in which the assigned time, when computed on an hourly, daily, weekly, or monthly basis, is less than 87.5 percent of the normally assigned time of the majority of classified employees.

5. TEMPORARY EMPLOYEE

An employee holding a position under temporary assignment.

ARTICLE IV

DEFINITIONS (continued)

6. PERMANENT EMPLOYEE

Any person who has been continuously employed in a classified position for a period of not to exceed 6 months or 130 days, of paid service, whichever is longer, except positions listed in Items 3.1 through 3.6.

7. DEMOTION

The reduction of an employee from a position in one class to a position in a lower class.

8. DISMISSAL

Removal of an employee from his position.

9. EMPLOYEE

A person receiving pay for service or work performed on a temporary or continuing basis for the District.

10. LEAVE OF ABSENCE

Permission to be absent from duty for a specific period and a specified purpose with the right to return at the expiration of the period.

11. ORIGINAL APPOINTMENT

The first appointment to a classified position.

12. PROBATIONARY PERIOD

For a period of not to exceed 6 months or 130 days, of paid service, whichever is longer of service following original appointment.

13. PROMOTION

Advancement from a position in one class to a position in a higher class.

14. LIMITED TERM OR TEMPORARY EMPLOYEES

Personnel may be employed with approval of the Board of Trustees to complete limited assignments.

15. REINSTATEMENT

The reappointment of an employee who has resigned.

16. RESIGNATION

The voluntary action of an employee which separates him from his position.

17. SEVERANCE

Any termination of employment.

ARTICLE IV

DEFINITIONS (continued)

18. SPECIFICATION

The official description of a class including (1) title, (2) statement of duties and responsibilities, and (3) the employment standard.

19. STATUS

The condition of an employee's present appointment such as: limited term, substitute, probationary, permanent.

20. TRANSFER

A change between positions.

21. YEAR

The fiscal year, July 1 to June 30, unless designated otherwise.

22. WORK DAY

A work day under the terms of this contract shall constitute any day when the Central Office of the District is open for District business. The time schedule and hours of work as well as the commencing and ending may vary from 6:00 a.m. to 12:00 midnight.

ARTICLE V

CONDITIONS OF EMPLOYMENT

1. PHYSICAL EXAMINATIONS – INITIAL EMPLOYMENT

A physical and medical examination to determine physical capacity to perform the duties of the position may be required. Such examination shall be performed under the direction of the Los Altos School District. Medical examination standards will be developed by the Los Altos School District. Physical standards for the class shall be included in the class description. Failure to pass such an examination shall be disqualifying. All records of such examination shall be considered confidential.

Every person being initially employed by the District, whether in a regular position, limited-term, or provisional class, shall be required to comply with the provisions of Education Code Section 49406.

2. PHYSICAL EXAMINATIONS – AFTER EMPLOYMENT

Every employee is required to undergo an examination to determine that he is free from active tuberculosis at least once every four years after employment. The tine tuberculin test is not acceptable.

The District shall maintain adequate records on each employee which indicate compliance with these rules.

At any time it becomes questionable that an employee's physical condition is such that he may not be able to perform the duties of his position or that he may be a safety hazard to himself or others or that he is capable of returning to work but has not done so for alleged medical reasons, his supervisor shall notify the Superintendent, who shall determine if a physical examination is needed. Physical examinations will be performed by the School District selected physician and all costs will be paid by the District.

3. MEDICAL REVIEW BOARD

Any rejection for medical reasons for employment or of an employee who has applied for return from leave of absence may be appealed to the Board of Trustees.

The Board of Trustees shall employ outside medical experts to give a medical advisory opinion.

The Board of Trustees, based on evidence submitted and the advice of medical experts to the Board, shall determine whether or not the denial of appointment of return from leave shall be sustained.

4. FINGERPRINTS

All employees are required to have fingerprints before employment begins in accordance with Ed Code 45125.

5. AGE

Insofar as is consistent with the law, no minimum or maximum age limits shall be established for employment.

ARTICLE VI

EMPLOYMENT AND ASSIGNMENTS

1. PROBATIONARY APPOINTMENT

Upon initial appointment each employee will be furnished with a contract outlining employee conditions, rules, regulations, benefits, and job descriptions.

Initial appointment of an employee to the District shall be for a period not to exceed 6 months or 130 days, of paid service, whichever is longer.

At any time during this probationary period, the appointee may be dismissed if his services are not satisfactory to the administration and the Board of Trustees will be the sole judge of such satisfaction.

2. PERMANENT

Upon completion of a six-month period after initial employment and with two written evaluations of services on the appointee stating that his services are satisfactory, the appointee shall become a permanent employee under the local system of permanency.

3. TEN-MONTH EMPLOYEES

Employees considered as ten-month employees are: Art Docent Clerk, Art Docent Coordinator, Assistant Living Classroom Program (LCP), Behavior Intervention Technician I & II, Behavior Specialist, Computer Network Specialist, District Licensed Vocational Nurse (LVN), District Office Clerk, District Library Coordinator, District Health Assistant, Education Interpreter, Family Engagement Facilitator, Food Service Assistant, Food Service Lead, Garden Manager Living Classroom Program (LCP), Instructional Assistant, Neighborhood Liaison Worker, Noon Duty Aide, Occupational Therapist, Parking Lot Attendant, Program Specialist, School Coordinator, School Office Clerk, School Health Assistant and Therapeutic Services Specialist.

4. ELEVEN-MONTH EMPLOYEES

Employees considered as eleven-month employees are: Administrative Secretary– Schools, Program Coordinator, Living Classroom Program and Technology Specialist.

School secretaries' work year will be the number of teacher work days plus 15. The selection of those additional 15 days (traditionally 10 days before teachers start and 5 days after school ends) shall be determined by the school Principal in consultation with the secretary. If the teachers' work year is lengthened beyond the 1985-86 school year of 185 days, the District agrees to pay the school secretaries at a daily rate for the extra days worked. Should the school year decrease below the 1985-86 school work year of 185 days, school secretaries shall have their pay decreased by the daily rate listed in Appendix A of this document to reflect the number of days reduced. School secretaries shall receive all paid holidays that fall during their regular work year.

Technology Specialists' work year will be the number of instructional days plus 15. The selection of those additional 15 days (traditionally 10 days before school starts and 5 days after school ends) shall be determined by the Director of IT in consultation with the Technology Specialists.

5. TWELVE-MONTH EMPLOYEES

Employees considered as twelve-month employees are: Accounting Technician, Administrative Secretary-Maintenance, Administrator of Information Technology (IT), Automated Sub System Operator, Curriculum and Instruction Secretary, Custodian, Data Specialist, District Office Clerk, District Office Secretary, Food Service Coordinator, Gardener, Landscape Specialist, Maintenance and Operations Assistant, Maintenance Worker, Printing Technician, Registrar, Special Education Secretary, Technology Services Coordinator and Warehouse Person.

ARTICLE VI

EMPLOYMENT AND ASSIGNMENTS (continued)

6. PART-TIME EMPLOYEES

Employees working 4 hours or more per day for 75% or more of the regular work year shall be subject to benefits provided by law and the Board of Trustees on a pro rata basis.

7. SUMMER ASSIGNMENTS

Prior to the start of the summer work schedule, vacant summer positions shall be posted under normal circumstances for five (5) working days, at all work locations. Summer positions which become vacant after the summer work schedule starts may be filled from the prior candidate applications without recourse to posting.

7.1 Summer Vacancies

Current ten (10) month and eleven (11) employees who possess the minimum qualifications shall be given first consideration in filling a summer job vacancy. This does not preclude the District from accepting a placement of workers from work programs not created or funded by the District without reduction in ongoing unit work.

ARTICLE VII

EVALUATION

1. PURPOSE

The purpose of evaluation is to help the employee improve and to continue the quality and quantity of service to the District.

2. SUPERVISORIAL RESPONSIBILITY

Employees in a supervisory capacity are responsible for a continuous process of evaluation. Frequent informal discussions are encouraged in which both the quantity and quality of work are discussed.

3. PROBATIONARY

Probationary classified employees will receive a formal written evaluation on the third and sixth month of employment.

4. PERMANENT

Permanent classified employees shall be evaluated at least every other school year. Evaluations for permanent employees shall be completed by April 15th. A supervisor who is responsible for submitting evaluation reports may submit more than the required number indicated above. Employees who are experiencing difficulty with their work may have evaluations more frequently as needed.

5. RESPONSIBILITY

A supervisor who is responsible for submitting evaluations is responsible for working very closely with any employee who has unsatisfactory evaluations. The supervisor is urged to assist the employee in every possible way, so that every effort is made to improve the quality and quantity of work.

6. PROCEDURE

The formal written evaluation report will be discussed in a conference between the evaluator and the employee before the written report is submitted to the Administration.

7. CLASSIFICATION CHANGE

Evaluations will be considered in any proposed change in the status of classification of an employee.

8. INSPECTION OF EVALUATION

See Article XV, Miscellaneous Provisions.

9. DEROGATORY EVALUATION

See Article XV, Miscellaneous Provisions.

ARTICLE VII

EVALUATION (continued)

10. EVALUATION

No evaluation of any employee shall be placed in any personnel file without an opportunity for discussion between the employee and the evaluator. No evaluation shall be made based upon hearsay statements, but shall only be based upon the direct observation or verified observation and knowledge of the evaluator. Any negative evaluation shall include specific recommendations for improvements and provisions for assisting the employee in implementing any recommendations made. The employee shall have the right to review and respond to any derogatory evaluation.

ARTICLE VIII

LAYOFF AND REEMPLOYMENT

1. REASON FOR LAYOFF

Layoff shall occur only for lack of work or lack of funds. Lack of funds or work will be determined by the School Board after consultation with the bargaining unit. The Los Altos Chapter #103 of CSEA will be invited to make recommendations to the School Board.

2. NOTICE OF LAYOFF

The District shall notify both the Los Altos Chapter #103 of CSEA and the affected unit member in writing on or before March 15 or 60 calendar days for positions funded by categorical programs, before any planned reduction of hours. The District and the Los Altos Chapter #103 of CSEA shall meet following the receipt of any notices of layoff to review the proposed layoffs and determine the order of layoff within the provisions of the Agreement. Any notice of layoffs shall specify the reason for the layoff and identify by name and classification the unit member designated for layoff. Failure to give written notice under the provisions of this section shall invalidate the layoff.

3. REDUCTION IN HOURS

The District shall notify both the Los Altos Chapter #103 of CSEA and the affected unit member in writing on or before March 15 or 60 calendar days for positions funded by categorical programs, before any planned reduction of hours. The District and the Los Altos Chapter #103 of CSEA shall meet following notice of proposed reduction of hours and review the proposed reduction of hours and its impact upon members in the unit. Any notice of reduction of hours shall specify the reason for the reduction and identify by name and classification the unit member designated for reduction. Failure to give written notice under provisions of this section shall invalidate the reduction of hours. It is agreed and acknowledged by the Los Altos School District and the California School Employees Association Chapter #103 that any proposed reduction in hours is subject to collective bargaining as to the decision and the impacts and effects of any agree upon reduction. Final notice of layoff must be given before May 15.

4. ORDER OF LAYOFF

The order of layoff within a classification shall be determined by seniority/length of service. Seniority or length of service is defined as the date of hire in a permanent position in the affected classification or in a higher classification in which the employee has worked, whichever is earlier. If two or more employees have the equal seniority, the seniority determination shall be based on the overall years of service in the District; if that is also equal, the seniority determination shall be made by lottery agreeable to the parties.

5. BUMPING RIGHTS

A unit member laid off from his or her present class may bump into the next lower class in which the unit member has greatest seniority considering his/her seniority in the lower class and any higher classes. The unit member may continue to bump into lower classes to avoid layoff.

6. LAYOFF IN LIEU OF BUMPING

A unit member who elects a layoff in lieu of bumping maintains his/her reemployment rights under this Agreement.

ARTICLE VIII

LAYOFF AND REEMPLOYMENT (continued)

7. EQUAL SENIORITY

If two (2) or more unit members are subject to layoff and have equal class seniority, the determination as to who shall be laid off will be made on the basis of the greater hire date seniority, and if that be equal, then the determination shall be made by lot. For purpose of this section, employment as a substitute or employment in summer school does not count toward seniority.

8. REEMPLOYMENT RIGHTS

Laid off persons are eligible for reemployment in the class from which laid off for a thirty-nine (39) month period and shall be reemployed in the reverse order of layoff. The reemployment of laid off persons shall take precedence over all others. In addition, they shall have the right to apply for promotional positions within the filing period specified in the Promotion Article of this Agreement and use their seniority therein for a period of thirty-nine (39) months following layoff. A unit member on a reemployment list shall be notified of promotional opportunities.

9. VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION IN HOURS

Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former class or to a position with increased assigned time as vacancies become available, within the forty-eight (48) month period. They shall be ranked in accordance with their seniority on any valid reemployment list also.

10. RETIREMENT IN LIEU OF LAYOFF

Any unit member may elect to accept a service retirement in lieu of layoff, voluntary demotion, or reduction in assigned hours. Such unit members shall, within seven (7) working days prior to the effective date of the proposed layoff complete and submit a form provided by the District for this purpose. The unit member shall then be placed on a thirty-nine (39) month reemployment list. However, the unit member shall not be eligible for reemployment during such other periods of time as may be specified by pertinent law.

The District agrees that when an offer of reemployment is made to an eligible person retired under this Article, and the District receives within seven (7) working days a written acceptance of the offer, the position shall not be filled by another person; and the retired person shall be allowed sufficient time to terminate his/her retired status.

A unit member subject to this section who retires and is eligible for reemployment and who declines an offer of reemployment equal to that from which laid off shall be deemed to be permanently retired. Any election to retire after being placed on a reemployment list shall be retirement in lieu of layoff within the meaning of this section.

ARTICLE VIII

LAYOFF AND REEMPLOYMENT (continued)

11. NOTIFICATION OF REEMPLOYMENT OPENING

Any unit member who is laid off and is subsequently eligible for reemployment shall be notified in writing by the District of all openings in their class. Such notice shall be sent by certified mail or personal contact (documented) with a follow-up letter to the unit member and to his or her file by the personnel office to the last address given the District by the employee or delivered in person to such employee and a copy shall be sent to the Los Altos Chapter #103 of CSEA by the District which shall acquit the District of its notification responsibility.

12. EMPLOYEE NOTIFICATION TO DISTRICT

A unit member shall notify the District of his or her intent to accept or refuse reemployment within seven (7) days following registered mailing of the reemployment notice or personal contact (documented) by the personnel office. If the unit member accepts reemployment, the employee must report to work within eighteen (18) calendar days following registered mailing of the reemployment notice or personal contact (documented) by the personnel office. A unit member given notice of reemployment need not accept the reemployment to maintain the unit member's eligibility on the reemployment list, provided the unit member notifies the District of refusal of reemployment within seven (7) working days from registered mailing of the reemployment notice or personal contact (documented) by the personnel office. However, three (3) such rejections of employment offers by the same classification shall result in loss of eligibility for reemployment.

13. REEMPLOYMENT IN THE HIGHEST CLASS

Unit members shall be reemployed in the highest rated job classification available in accordance with their class seniority. Unit members who accept a position lower than their higher former class shall retain their original thirty-nine (39) months rights to a higher paid position.

14. IMPROPER LAYOFF

Any unit member who is improperly laid off shall be reemployed immediately upon discovery of the error by a Management/Los Altos Chapter #103 of CSEA Review Committee and shall be reimbursed for all loss of salary. The Management/Los Altos Chapter #103 of CSEA Review Committee shall be composed of two (2) members of Management and two (2) Los Altos Chapter #103 of CSEA representatives. Should the Review Committee deadlock in this decision, the case will be decided by the Los Altos Board of Trustees or, at the option of CSEA, by an arbitrator mutually selected by the District and CSEA from the American Arbitration Association or the State Conciliation Service and the arbitrator's decision shall be final and binding upon the parties.

ARTICLE IX

PROMOTION

1. FIRST CONSIDERATION

Any permanent employee of the District shall be given first consideration in filling any job vacancy which can be considered a promotion after the announcement of the position vacancy.

2. POSTING OF NOTICE

Notice of all unit member job vacancies shall be posted on bulletin boards in prominent locations at each District job site. The job vacancy notice shall remain posted for a period of five (5) full working days, during which time employees may file for the vacancy. Any employee who will be on leave or layoff during the period of the posting shall be mailed a copy of the notice upon written request or by a form provided. The notice will be mailed by First Class Mail on the date the position is posted.

3. NOTICE CONTENTS

The job vacancy notice shall include the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per day, regular assigned work shift times, days per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

4. FILING

Any employee in the District may file for the vacancy by submitting written notice to the Personnel Department within the filing period. Any employee on leave or vacation may authorize another employee to file on the employee's behalf.

5. PROMOTIONAL ORDER

Any employee who files for the vacancy during the posting period and meets the qualifications and is successful in the selection process shall be promoted into the vacant position. (If two (2) or more employees who file meet the qualifications and are seen to be equally meritorious of the position by the interviewers, the employee with the greatest seniority shall be the one promoted.) In the event that two (2) or more employees have identical seniority, the employee to fill the position shall be selected by lot. All personnel records as well as interview procedures shall be kept in the strictest confidence. The CSEA president may have access and review test scores of all job applicants, recognizing that such test scores are only one element in the selection process/decision.

6. DISTRIBUTION OF JOB INFORMATION

Upon initial employment, each affected employee shall receive a copy of the applicable job description, a specification of the monthly and hourly rates applicable to his or her position, a statement of the duties of the position, a statement of the employee's regular work site, regularly assigned work shift, the hours per day, days per week, and months per year.

ARTICLE IX

PROMOTION (continued)

7. INTERVIEWS

In all cases in which there is a bargaining unit vacancy to be filled except Instructional Assistant I and Instructional Assistant II (Special Education), a member of the unit selected by the Superintendent and the Executive Board of the Los Altos Chapter #103 of CSEA should be present and participate in the interview process even if there is a single candidate.

It is the intent of the parties when practicable to include in the interview process a CSEA member from the classification for which the interview/opening is being conducted.

ARTICLE X

RECLASSIFICATION

Reclassifications: Changing conditions may warrant reclassification of positions which are a part of the Association unit. Since the District and the Association have vested interest in such reclassification, this section is intended to provide an orderly process for effecting justifiable reclassifications.

Definition: Reclassification means the redefining of an individual's position to account for changes in technology, duties, or work that may alter the nature of the position(s).

When either the District, the Association, or a bargaining unit member seeks to effect a reclassification, the following procedures will be followed:

1. A fully completed Request for Reclassification Form (Appendix D) shall be submitted first to the Executive Board of the Association. A maximum of two (2) Association designees, appointed by the Executive Board of the Association, shall meet with the Superintendent's designee to review the request.
2. The request for reclassification may be approved or denied at the first level by mutual agreement by the Superintendent's designee and the Association.
3. In the event there is no agreement at this first level, the disparate recommendations shall be submitted to the Superintendent.
4. The Superintendent shall meet with the Association's two (2) designees and the Superintendent's designee for further review. He/she will then submit his/her recommendation to the Association, the Superintendent's designee, and the affected employee(s) within fifteen (15) working days and shall include the effective date for any retroactivity if appropriate.
5. A denial of the reclassification by the Superintendent shall allow the Association to appeal the decision to an arbitration panel. The arbitration panel shall be set up at the beginning of each school year and mutually agreed to by the Association and the District. The arbitration panel will prepare their decision and forward it to the Superintendent and the Association. The decision of the arbitration panel shall be final and binding upon the parties.
6. Violations of the reclassification procedures are grievable.
7. Timelines may be extended by mutual agreement.

ARTICLE XI

LEAVES

The benefits provided unit members by the Education Code are incorporated into this Agreement except as supplemented in this Article.

1. LEAVES OF ABSENCE WITH PAY (details follow)

1.1. Sick Leave Including Maternity

1.2. Industrial Accident or Illness

1.3. Personal Necessity

1.3.1. Seven days

1.4. Bereavement and Family Illness

1.5. Jury or Witness, Litigant Leave if School Related

1.6. Floating Holidays (2 1/2 Days)

2. UNPAID LEAVE OF ABSENCE (details follow)

2.1. Legislative

3. MISCELLANEOUS (details follow)

4. MILITARY LEAVE

ARTICLE XI

LEAVES (continued)

1. LEAVES OF ABSENCE WITH PAY

1.1. Sick Leave

- 1.1.1. Unit members shall be entitled to one day of paid sick leave for every month worked. Sick leave unused in any year will be accumulated indefinitely.
- 1.1.2. A unit member employed less than full time shall be entitled to the proportion of one (1) day per month sick leave as it bears to full time employment.
- 1.1.3. At the beginning of each year, every unit member shall receive a sick leave allotment credit equal to his sick leave entitlement of the year. A unit member may use his credited sick leave at any time during the year. Should an employee use his credited sick leave before it is earned and subsequently leave his position, all money received not earned shall be returned to this district.
- 1.1.4. If requested by the School Board, a unit member shall not return to work after an absence of five (5) or more consecutive days without a medical doctor's statement recommending the unit member's return to work.
- 1.1.5. Whenever possible, a unit member will make arrangements through the District Office for a substitute as soon as the need to be absent is known.
- 1.1.6. The School Board shall provide for leave of absence from duty for any unit member of the District who is required to be absent from duties because of pregnancy, miscarriage, childbirth, and recovery therefrom. The length of the leave of absence, including the date of which the leave shall commence and the date of which the employee shall resume duties, shall be determined by the unit member and the unit member's physician. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth and recovery therefrom are, for all job-related purposes, temporary disabilities and shall be treated as such under any health or temporary disability insurance or sick leave plan available in connection with employment by this School District.
- 1.1.7. All written employment policies and practices of the District shall be applied to disability due to pregnancy, miscarriage, childbirth and recovery therefrom on the same terms and conditions applied to other temporary disabilities. This section shall be construed as requiring the Board of Education to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth are treated the same as leaves for illness, injury, or disability. Any employee shall have the right to utilize sick leave provided for in the Education Code for absences necessitated by pregnancy, miscarriage, childbirth and recovery therefrom.
 - 1.1.8.1. The District shall not do any of the following because of a unit member's pregnancy:
 - 1.1.8.1.1. refuse to hire or employ;

ARTICLE XI

LEAVES (continued)

- 1.1.8.1.2. refuse to select her for training program leading to employment, reassignment or promotion;
- 1.1.8.1.3. bar or discharge her from employment;
- 1.1.8.1.4. discriminate against her in compensation or in terms, conditions, or privileges of employment.

1.1.9. Extended Illness Leave

An employee is entitled upon verification of illness or injury to extended sick leave up to a maximum of 100 working days per school year following exhaustion of all accumulated sick leave. During the 100 working day period, the employees shall be paid 50% of his/her salary, whether or not a substitute is hired. Use of vacation is at employees' discretion.

1.2. Industrial Accident and Illness Leave

- 1.2.1. Employee must have been employed for a period of six (6) months to be eligible.
- 1.2.2. Industrial accident or illness is defined as any injury, illness, or disease caused by or arising out of conditions of employment during authorized working times.
- 1.2.3. A statement from a licensed medical practitioner shall be made available to the Board of Trustees upon request.
- 1.2.4. Allowable leave of absence shall be for 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 fiscal year for the same accident.
- 1.2.5. Allowable leave shall not be accumulated from year to year. Leave of absence shall commence on the first day of absence.
- 1.2.6. When industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him for the same illness or injury.
- 1.2.7. Industrial accident or illness leave of absence shall be reduced by one day for each day of authorized absence regardless of temporary disability indemnity award.
- 1.2.8. The determination by the Board as to industrial accident or illness for the purpose of this section is an independent finding and is not affected by a later determination, one way or the other, by Worker's Compensation.
- 1.2.9. During any paid leave of absence under this article, the employee shall receive full salary from the District, but shall endorse to the District any temporary disability indemnity checks received from Worker's Compensation.

ARTICLE XI

LEAVES (continued)

- 1.2.10. Any employee receiving the benefits of this policy shall during period of injury or illness, remain within the State of California unless the Board of Trustees authorizes travel outside the State.
- 1.2.11. Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.
- 1.2.12. When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his position, he shall, if not placed in another position, be placed on a reemployment list for a period of thirty-nine (39) months. When available during the 39-month period, he shall be employed in a vacant position in the class of his previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case he shall be listed in accordance with appropriate seniority regulations.
- 1.2.13. An employee who has been placed on a reemployment list, as provided herein who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.
- 1.2.14. Where there is a continuing disability over twenty-eight (28) days the School District will notify employee of availability of services for rehabilitation.

ARTICLE XI

LEAVES (continued)

1.3. Personal Necessity Leave

- 1.3.1. Personal Necessity Leave shall be granted in circumstances that provide the unit member with an unavoidable situation that he cannot reasonably be expected to disregard, but that necessitates his attention and cannot be taken care of after working hours or on weekends.
- 1.3.2. A maximum of three (3) days of personal necessity leave may be taken each school year. A maximum of four (4) additional sick leave days may be used for personal necessity purposes. In no event may more than seven (7) days be used for personal necessity.
- 1.3.3. Additional personal necessity leave may be granted with salary deductions for a period not to exceed thirty (30) working days in any year.
- 1.3.4. The unit member shall submit the appropriate request through the online absence tracking system.
- 1.3.5. The unit member shall not be required to provide advance written notice for personal necessity leave for the following reasons:
 - 1.3.5.1. Death or unexpected critical illness of a member of his immediate family.
 - 1.3.5.2. Accident, involving his person or property, or the person or property of a member of his immediate family.

ARTICLE XI

LEAVES (continued)

1.4. Bereavement Leave and Family Illness

1.4.1. When a classified employee is absent from his duties on account of serious illness in his immediate family, no salary deductions shall be made for a period not to exceed a total of five (5) days in any school year. When a classified employee is absent from his duties on account of death in his immediate family, no salary deductions shall be made for a period not to exceed five (5) days in any school year for each occurrence. In the event an employee is absent from duties for a period exceeding five (5) days for each of the above reasons, the matter will be referred to the Superintendent for his consideration.

1.4.2. Immediate family includes mother, father, grandmother, or grandfather of the employee or of the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law, grandchild, or any relative living in the immediate household of the employee.

1.5 Jury Leave

1.5.1 A unit member shall be entitled to as many days of paid leave as are necessary for appearances for jury duty or in any legal proceedings that involves the School District where the employee has not instituted litigation against the District.

1.5.1.1 Any amount paid for services on jury or as a subpoenaed witness becomes due and payable to the School District except that an employee may retain any fees paid as a travel allowance or subsistence. This section supersedes the School Board policy.

1.6 Floating Holiday

1.6.1 The District shall grant a paid two-and-one-half (2 ½) days upon request of any bargaining unit member. These two-and-one half (2 ½) days will not be charged against any leave.

ARTICLE XI

LEAVES (continued)

2. UNPAID LEAVE OF ABSENCE

2.1 Legislative Leave

2.1.1 A unit member who is elected to the State Legislature, Congress, or a School Board in another district shall be entitled to an unpaid leave of absence for the length of his/her term or terms in office.

2.1.2 The unit member on such leave shall notify the School Board on intended return at least four (4) weeks in advance.

2.2. After three years of employment, a classified employee may be granted a straight leave of absence without pay for not more than one year for unusual situations such as personal injury or illness or other reasons acceptable to the Board of Trustees. Supporting documents of verification may be required.

3. MISCELLANEOUS

3.1 Unit members on paid leave of absence shall be entitled to all negotiated fringe benefits currently in force (health, dental, life and disability insurance).

3.2 Unit members on unpaid leave of absence shall be entitled to all negotiated fringe benefits currently in force except disability provided he/she shall reimburse the School Board for premium costs.

3.3 The School Board may extend leaves of absence at their discretion.

3.4 After the expiration of the leave, the unit member shall be reassigned by the Superintendent to a position in the District.

4. MILITARY LEAVE

Employees who are members of any reserve corps of the armed forces of the U.S. or of the National Guard, or who are inducted, enlisted, or are otherwise ordered to active military shall be granted such leave and military leave pay as is provided in the Military and Veterans Code.

4.1 This section shall not apply to employees who volunteer service during their duty days.

4.2 Employees on military leave shall retain those rights and privileges as required by the law.

ARTICLE XII

PROFESSIONAL GROWTH

Professional growth is the continuous, purposeful engagement in study and related activities designed to retain and extend the high standards of classified employees of the Los Altos School District.

1. PROFESSIONAL GROWTH IS BEING DEVELOPED IF:

- 1.1. The experience reflects increased knowledge, understanding, and skills in the participant's assignments or advancement; and
- 1.2. The experience manifests personal development through alertness and responsiveness to the human and social factors of others; and
- 1.3. The experience assists in fields closely related to the activity in which engaged.

2. ACHIEVEMENT OF PROFESSIONAL GROWTH

- 2.1. Professional growth may be achieved by any employee through participation in any of the following categories, provided the program is followed: college courses, junior college courses, trade school courses, adult education courses, District sponsored in-service training, workshops, and seminars.
- 2.2. Professional growth is a joint enterprise between the District and the individual employee.
- 2.3. Participation in the Professional Growth Program should be included on the evaluation sheet as prepared by the supervisor.
- 2.4. This program will not restrict the courses any employee may take on his own initiative to fit himself for promotion; however, such courses shall be considered for the award under this program only if they fit the criteria of the program.

3. CRITERIA

The following criteria has been established regarding courses taken for Professional Growth. The approval of the immediate supervisor is necessary.

- 3.1. The subject matter or the course should relate directly to the position currently occupied by the employee.
- 3.2. The subject matter of the course should meet the requirements of the position for which the employee is training.
- 3.3. A course which does not meet the requirements of 3.1 and 3.2 above may be approved by the Credit Review Committee under XII, #4 of this contract.

ARTICLE XII

PROFESSIONAL GROWTH (continued)

4. PROFESSIONAL GROWTH COMMITTEE

The Credit Review Committee shall be composed of four (4) members; two (2) shall be members of the classified service appointed by Los Altos Chapter #103 of CSEA; two (2) shall be administrators appointed by the District Superintendent.

- 4.1. In instances when there is a disagreement between the unit member and the immediate supervisor concerning the acceptability of course work for salary schedule advancement, the unit member may appeal to the Credit Review Committee.
- 4.2. In the case of a tie, the Superintendent will finally decide action upon the request.
- 4.3. The committee will meet as needed.
- 4.4. The committee will report the recommendation to the administrator in charge of personnel.
- 4.5. District credits will not be given for those hours where the experience or training has been performed during the employee's regular working period, such as during a minimum day or exclusively on release time.

5. GUIDELINES FOR THE PROFESSIONAL GROWTH PROGRAM

- 5.1. Attendance at educational/organization conventions may be considered. (Credit will not be allowed for attendance at any convention in which the District participates in 50% or more of the expenses, including mileage. A total of one and one-half (1-1/2) units may be earned for attendance.)
- 5.2. No credit shall be given for seminars, institutes, lectures, workshops, or conventions if: attended during the working day, at District expense, if the employee is being paid for other services at the same time. This shall not include District sponsored in-service training in accordance with XII 2.1. Specific exceptions may be made by the Credit Review Committee and the District Superintendent.
- 5.3. Documentation supporting course completion shall be presented to Human Resources for the employee's personnel file.
- 5.4. To participate in the Professional Growth Program, an employee must have been employed by the Los Altos School District one year.

ARTICLE XII

PROFESSIONAL GROWTH (continued)

6. SALARY ADVANCEMENT

Professional growth salary advancement shall be effective, the payroll period following completion of approved units. Effective July 1, 2018, salary will be increased \$10.00 per month for each approved unit. The increase will be computed per working month of each employee and according to the following schedule:

6.1. College course each: semester unit 1 unit
 quarter unit 2/3 unit

6.2. Adult Education class courses: 15 hours: 1 unit, 30 hours: 2 units, 45 hours: 3 units, 60 hours: 4 units

6.3. Lectures, seminars, institutes, and workshops: 15 hours: 1 unit

6.4. An employee may earn a maximum of ten (10) units per school year. Any employee may earn no more than thirty (30) units total in their career with the District.

*Example: A course necessary for employee to do his job with new equipment with a large tuition payment which employee would never recover in course of Professional Growth Program.

ARTICLE XIII

GRIEVANCE PROCEDURES

1. DEFINITION

- 1.1 A grievance is an alleged violation or dispute with respect to the meaning or application of this agreement.
- 1.2 A grievant is defined as CSEA or member of the bargaining unit.
- 1.3 Bargaining unit members are urged to make full use of their representative as designated by the Los Altos Chapter #103 of CSEA in resolving a grievance and may be represented at any level of this procedure. It shall be the intent of all parties to equitably resolve grievances at the lowest possible administrative level. At step two of the grievance procedure, the grievant may elect in writing to represent himself/herself rather than for the Los Altos Chapter #103 of CSEA to provide representation. Grievance Form (Appendix H)

2. EMPLOYEE PROCESSED GRIEVANCE

If the grievant elects to represent himself/herself at the second step or any later step, the Los Altos Chapter #103 of CSEA shall be relieved of any further obligation or to share in any further expenses. However, it must be clearly understood that each unit member has the right to present his/her own appeal. No employee processed grievance resolution shall be inconsistent with the terms of this Agreement. No employee processed grievance shall be resolved until the Los Altos Chapter #103 of CSEA has received a copy of the grievance and proposed resolution and has been given the opportunity to file a response. If legal counsel will appear on behalf of either party, notice must be given to the party in sufficient time to allow for that party to have legal counsel if they so choose.

3. LEVELS OF APPEAL

The following steps shall be followed in the event of a grievance unless both parties agree to some alteration.

3.1. First Level (oral or written)

A unit member shall make every effort to resolve the problem through informal discussion with the first level of supervision that can effectively resolve the problem within three (3) working days of the initiation of the grievance. If the problem is not resolved within this period of time, appeal may be made to the next level of this procedure.

3.2. Second Level (written)

If the problem has not been resolved at the first level the unit member may appeal in writing to the next level of supervision within three (3) days of the conclusion of the informal discussions required in Level 1. If the problem is not resolved within four (4) days, appeal may be made to the next level of this procedure. A copy of any written agreement made at this level shall be provided to the Los Altos Chapter #103 of CSEA within four (4) days.

ARTICLE XIII

GRIEVANCE PROCEDURES (continued)

3.3. Third Level (written)

If the problem has not been resolved at the second level, the unit member may within five (5) working days submit an appeal in writing to the Superintendent. A copy of the appeal shall include a clear, concise statement of: (1) The act or condition on which it is based; (2) The persons involved in the grievance; (3) Attempts made to resolve the grievance; and (4) The remedy desired. Within five (5) working days of the receipt of the appeal the Superintendent shall hold a conference among all parties, and within five (5) additional working days, the Superintendent shall communicate his decision to the parties concerned.

3.4. Fourth Level (written)

If the decision of the Superintendent does not resolve the grievance to the satisfaction of the unit member, the unit member may, within five (5) working days of the date of the third level decision, submit an appeal. The appeal shall be directed through the office of the Superintendent and shall constitute a request that all material in this office related to the matter be forwarded with the appeal to the School Board. The School Board will hear the appeal at the earliest possible date at a regular or special meeting of the School Board and will render its decision by action and in written form to the unit member within ten (10) working days thereafter. The appeal may be heard in public or closed session at the option of the grievant. The appeal shall be forwarded by the Superintendent in sufficient time for presentation on the agenda of the next scheduled meeting of the Board of Trustees. In addition, if the grievant, the Los Altos Chapter #103 of CSEA, and the Superintendent agree, a special Board meeting may be scheduled to facilitate disposition of the grievance.

At the option of either party, the grievance may be moved directly to Level 4, passing over Levels 2 and 3.

4. POLICY GRIEVANCES

If the grievance involves District-wide policy affecting unit members, or interpretation of this Agreement, the grievance may be submitted by the Los Altos Chapter #103 of CSEA at Level Three.

ARTICLE XIV

DISCIPLINARY ACTION

1. EXCLUSIVE PROCEDURE

Discipline shall be imposed upon bargaining unit employees only pursuant to the Article.

2. DISCIPLINARY PROCEDURE

Discipline shall be imposed on permanent employees of the bargaining unit only for just cause.

Disciplinary action is deemed to be any action which deprives any employee in the bargaining unit of any classification or incident of employment of classification in which the employee has permanence and includes but is not limited to dismissal, demotion, suspension, reduction in hours or class, or transfer or reassignment without the employee's voluntary written consent. *

Except in those situations where an immediate suspension is justified under the provisions of this Agreement, an employee whose work or conduct is of such character as to incur discipline shall first be specifically warned in writing by the supervisor. Such warning shall state the reason(s) underlying any intention the supervisor may have of any disciplinary action and a copy of the warning shall be sent to the unit member of the Los Altos Chapter #103 of CSEA. The supervisor shall give a reasonable period of advanced warning to permit the employee to correct the alleged deficiency without incurring disciplinary action. An employee who has received such a warning may appeal the warning notice through the grievance procedure, and in addition, shall be given the option of requesting a lateral transfer.

Discipline less than discharge will be undertaken for corrective purposes only. The District shall not initiate any disciplinary action for any cause alleged to have arisen more than two years preceding the date that the District files the notice of disciplinary action except actual criminal acts or falsification of application relating to prior criminal offenses. When the District seeks the imposition of any disciplinary punishment, notice of such discipline shall be made in writing and served in person or by registered or certified mail upon the employee. The notice shall indicate (1) the specific charges against the employee which shall include time, dates, and location of chargeable actions or omissions, (2) the penalty proposed, and (3) a statement of the employee's rights to make use of the grievance procedure to dispute the charges or the proposed penalty. A copy of any notice of discipline shall be delivered to the Los Altos Chapter #103 of CSEA within twenty-four (24) hours after service to the employee. The penalty proposed shall not be implemented until the employee has exhausted his/her rights under the grievance article. An employee may be relieved of duties without loss of pay at the option of the District.

3. EMERGENCY SUSPENSION

The Los Altos Chapter #103 of CSEA and the District recognize that emergency situations can occur involving the health and welfare of students or employees. If the employee's presence would lead to a clear and present danger to the welfare, lives, safety or health of students or fellow employees, the District may immediately suspend the employee for up to five (5) days without pay pending the results of a hearing conducted in the process of implementing the grievance procedure. If results of hearing prove unsubstantiated, pay will not be forfeited. During the five (5) days, the District shall serve notice and the statement of facts upon the employee, who shall be entitled to a hearing before the Board as is outlined in step four of the grievance procedure of this Agreement.

* The provisions shall not preclude the district from affecting an administrative transfer for non-disciplinary reasons.

ARTICLE XIV

DISCIPLINARY ACTION (continued)

4. DISCIPLINARY GRIEVANCE

Any proposed discipline and any emergency suspension shall be subject to the grievance procedure of this Agreement and the employee or the District, at his/her option, may commence review either at Step 2, 3 or 4. An employee upon whom a notice of discipline has been served may grieve an emergency suspension without pay at Step 4 of the grievance procedure. The grievance meeting shall be held and a response made within three (3) days of the submission of the grievance. Notwithstanding any separate grievance meeting held in accordance with the preceding sentence, the employee may also grieve the emergency suspension along with the notice of discipline.

5. DISCIPLINARY SETTLEMENTS

A disciplinary grievance may be settled at any time following the service of notice of discipline. The terms of the settlement shall be reduced to writing. An employee offered such a settlement shall be granted a reasonable opportunity to have the Los Altos Chapter #103 of CSEA review the proposed settlement before approving the settlement in writing.

ARTICLE XV

RELEASE TIME

The District shall grant reasonable periods of compensated release time to a reasonable number of unit members and requested witnesses for the purpose of planning for and participating in negotiations, grievance proceedings, and committees mentioned herein. No more than one employee from each department shall be released at any one time. The maximum number of days allowed each fiscal year shall not exceed twenty (20) days.

Further, the District shall grant the CSEA President one (1) day per month for CSEA business with the cost of half those days abated to the District by CSEA.

Release time shall be granted for 12-month employees chosen by CSEA to attend the annual CSEA Conference. This provision can be carried over to the following year allowing for two (2) 12-month employees' release time.

ARTICLE XVI

MISCELLANEOUS PROVISIONS

1. PERSONNEL FILES

- 1.1. The personnel file of each employee shall be maintained at the District's central administration office. Any files kept by any supervisor of any employee shall not contain any material that is not in the main personnel file. No adverse action of any kind shall be taken against any employee based upon materials which are not in the personnel file.
- 1.2. Employees shall be provided with copies of any derogatory written material ten (10) workdays before it is placed in the employee's personnel file. The employee shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.
- 1.3. An employee shall have the right at any reasonable time without loss of pay to examine and/or obtain copies of any material from the employee's personnel file with the exception of material that includes ratings, reports, or records which were obtained prior to the employment of the employee involved.
- 1.4. All personnel files shall be kept in confidence and shall be available for inspection only to the employee's immediate supervisor, or other superiors in the chain of command or the confidential employee appointed custodian of the records of the District when actually necessary in the proper administration of the District's affairs or the supervisor of the employee. The District shall keep a log indicating the persons who have examined a personnel file as well as the date such examinations were made. Such log and the employee's personnel file shall be available for examination by the employee or his/her CSEA representative if authorized by the employee. The log shall be maintained in the employee's personnel file.
- 1.5. Any person who places written material or drafts written material for placement in an employee's file shall sign the material and signify the date on which such material was drafted. Any written materials placed in a personnel file shall indicate the date of such placement.

2. RESTRICTION ON CONTRACTING OUT

During the life of this Agreement, the District agrees that it will not contract out work which has been customarily and routinely performed by employees in the bargaining unit covered by this Agreement unless the Los Altos Chapter #103 of CSEA specifically agrees to same or: 1) contracting is specifically required by the Education Code; 2) insurance coverage requires outside work; 3) work schedules or size or magnitude of job to be contracted make in-house work impractical. In-district employees will be given first opportunity to perform the services required before outside contracting is secured. Labor made available through a prisoner or juvenile work program shall be used only after consultation with the Chapter #103 of CSEA when the labor provided is customarily and routinely not performed by members of the unit. Mutual agreement must be reached between Chapter #103 of CSEA and the LASD when work provided for each job with 30-days notice and prior agreement for work done by such groups is that which is customarily and routinely performed by the employees in the bargaining unit. The 30-day provision of this Article may be waived by mutual consent of both CSEA and the LASD. Summer employees and community volunteers are considered an exception to this provision.

ARTICLE XVI

MISCELLANEOUS PROVISIONS (continued)

3. CLASSIFICATION

Every bargaining unit position shall be placed in a class. Position classification and reclassification shall be subject to mutual written agreement between the District and the Los Altos Chapter #103 of CSEA. Either party may propose a reclassification at any time during the life of this Agreement for any position. All newly created positions or classes of positions, unless specifically exempted by laws, shall be assigned to the bargaining unit if the job descriptions describe duties performed by employees in the bargaining unit or which by the nature of the duties should reasonably be assigned to the bargaining unit. When an entire class of positions is reclassified, the incumbents in the positions shall be entitled to serve in the new positions. When a position or positions less than the total class is or are classified, incumbents in the positions who have been in the positions for one (1) year or more shall be reallocated to the higher class. If an incumbent in such a position has not served in that position for one (1) year or more, then the new position shall be considered a vacant position subject first to lateral transfer then the promotion provisions of this Agreement. Any downward adjustment of any position or class of positions shall be considered a demotion. It shall take place as a result of following; layoff or disciplinary procedures of the Agreement.

4. MANAGEMENT RIGHTS

It is understood and agreed that the District has its customary and usual rights, powers, functions, and authority to discharge its obligations. Any of these rights, powers, or authority which the District had prior to the execution of this Agreement are retained except as to those rights, powers, and functions or authority which are abridged or modified in this Agreement or by any supplement to this Agreement arrived at through the process of collective bargaining.

The School Board has the right to amend, modify, or rescind policies, procedures or practices referred to in this Agreement during cases of emergency. An emergency is defined as an unexpected, unforeseen condition beyond the control of the District such as fire, earthquake, safety, economic hardship conditions caused by significant income cutbacks beyond the District's control, flood, or health or sanitary condition. The determination of whether or not an emergency exists may be thereafter challenged through the Grievance Procedure, which shall not be modified or suspended in the event of such an emergency.

The District shall publicly announce any such amendment, modification, or rescission together with the specific facts which constitute the existence of the emergency. Any such amendment, modification or rescission shall last only during the term of the emergency.

ARTICLE XVI

MISCELLANEOUS PROVISIONS (classified)

5. AIDES AS SUBSTITUTES

Aides possessing qualifications of substitutes, shall, upon request and with the site Principal's concurrence, be permitted to be the substitute with all rights and benefits thereof in preference to all others when the regularly assigned certificated employee (teacher) is absent. If a teacher is absent and a substitute cannot be hired, an aide can be hired under the supervision of the Principal and will be compensated at the same rate as a substitute teacher.

6. TRANSFERS

If it becomes necessary to transfer any unit member for any reason, the member and the President of CSEA #103 shall be notified in writing ten (10) working days prior to the change, exceptions to the ten (10) day notice may occur. The reason for the transfer shall be stated in the original transfer letter.

ARTICLE XVII

NEGOTIATIONS

Public notice will be in compliance with District Policy #4234.31.

1. IMPASSE

If the parties have not been able to agree on terms of a new Agreement within thirty (30) days prior to expiration of this Agreement or if the parties have not been able to agree on terms of proposed alterations or amendments within (3) calendar days, either party may institute impasse procedures in accordance with the rules of the Educational Employment Relations Act. Once impasse procedures have been invoked, this Agreement shall remain in full force and effect until the conclusion of the impasse process. Terms and conditions of this Agreement will remain in full force and effect during negotiations.

2. RATIFICATION OF ADDITIONS OR CHANGES

Any additions or changes in this Agreement shall not be effective unless reduced to writing and made public and properly ratified by both parties.

The Los Altos Chapter #103 of CSEA shall have the right to review and make copies upon presentation of twenty-four (24) hour notice at not more than the cost of all budgetary information on file with the District. It feels necessary for the Los Altos Chapter #103 of CSEA to fulfill its role as exclusive bargaining agent.

This Agreement contains the agreement of the parties as to existing matters.

ARTICLE XVIII

COMPENSATION

1. SALARY SCHEDULE

The salary schedule for various classifications of unit members is included in Appendix A.

Copies of amendments to the Collective Bargaining Agreement for previous years will be kept on file in the district office.

2. WORKWEEK

The workweek shall consist of five (5) consecutive days, Monday through Friday, of eight (8) hours per day and forty (40) hours per week. This shall not restrict the extension of the regular workday or workweek on an overtime basis when such is necessary to carry on the business of the District as provided for herein. Employees will be considered "on duty" from the start of the shift until the end of the shift, including rest periods, (see Article 18, Section 6) unless there is a split shift with an off-campus time of two (2) hours or more.

3. WORKDAY

The length of the workday shall be designated by the District for each classified assignment. Starting times of each workday in the week shall be designated for each employee after consultation with the employees involved. Starting times should normally stay the same except for emergencies or major program changes.

4. SPECIAL EDUCATION STAFF WORK YEAR

All special education classified staff who work with students shall have their work year increased by one (1) day beginning with the 2017-18 school year. All such staff members shall report to work the day preceeding the first day of school for in-service training as determined by the district's special education administration. This training may include district-wide training as well as site-based and/or classroom-based training and preparation. All such staff members shall be expected to work a full day on this additional day, regardless of their regular assignment in the District. The District shall provide all affected staff with a copy of their school calendar before the start of the school year.

The affected staff members include all of the following positions:

- Instructional Assistant, Special Education
- Program Specialist, Speech Language Pathologist Assistant
- Program Specialist, Behavioral Therapist
- Education Interpreter/Tutor for the Deaf/Hard of Hearing
- Behavior Specialist

5. ADDITIONAL TIME FOR PART-TIME ASSIGNMENTS

Any employee in the bargaining unit who is directed to work an average of fifteen (15) minutes or more per day in excess of his/her regular part-time assignment for a period of ten (10) consecutive working days or more shall have his/her regular assignment adjusted upward to reflect the longer hours, effective with the next pay period.

When additional hours are assigned to a part-time position on a regular basis which by said change creates a four (4) or more hour position, or said change is greater than one (1) hour the assignment shall be posted and all regulations listed in Article IX-5 shall apply. If the senior employee declines the assignment, it

ARTICLE XVIII

COMPENSATION (continued)

5. ADDITIONAL TIME FOR PART-TIME ASSIGNMENTS (continued)

shall be offered to the remaining employees in the class in descending order of seniority until the assignment is made.

6. LUNCH PERIODS

All employees covered by this Agreement shall be entitled to an uninterrupted lunch period after the employee has been on duty for four (4) hours excepting by mutual agreement. An employee required to work during his/her lunch period shall receive pay at the rate of time and one-half for all the time worked during the normal lunch period.

7. REST PERIODS

All employees shall be granted two fifteen (15) minute rest periods per eight hour day. Such time shall be mutually agreed upon between employees and their supervisors.

Rest periods are a part of the regular workday and shall be compensated at the regular rate of pay for the employee.

8. OVERTIME

Except as otherwise provided herein, all overtime hours shall be compensated at a rate of pay equal to time and one-half the regular rate of pay of the employee. Overtime is defined as approved time worked by a unit member exceeding eight (8) hours in any one day or in excess of forty (40) hours in any calendar week, whether such hours are worked prior to the commencement of a regularly assigned starting time or subsequent to the assigned quitting time.

- 8.1 All hours worked beyond the workweek of five (5) consecutive days shall be compensated at the overtime rate of one and one-half times the employee's regular hourly rate.
- 8.2 All hours worked on holidays shall be compensated at two and one-half times the regular rate of pay. (Example: if regular rate is \$10/hour, holiday rate would be \$25/hour, which includes the \$10/hour holiday pay included in monthly salary.)
- 8.3 Emergency overtime calls will be compensated at one-and-a-half time and be a minimum of two (2) hours of paid time.

Overtime shall be distributed and rotated as equally as is practical among employees in the bargaining unit within each department.

Overtime must be approved prior to its use by authorized personnel of the District. The District shall comply with the provisions of the Fair Labor Standards Act.

ARTICLE XVIII

COMPENSATION (continued)

9. COMPENSATION FOR OVERNIGHT ASSIGNMENTS

9.1 Participation Assignment/Selection: All assignments to bargaining unit members to assist students attending overnight events and field trips shall be voluntary.

9.1.1 Particularly for one-to-one Instructional Assistants, unless the interests of the involved students or operational concerns call for a different procedure, the District generally will offer the assignment first to the bargaining unit member normally assigned to the participating student.

9.1.2 If that bargaining unit member declines an overnight assignment with his/her normally assigned student, the District will offer the assignment to another bargaining unit member based on the District's assessment of the student's needs and the District's operational needs.

9.1.3 The District has the discretion to make decisions regarding the need for and assignment of unit members to participate in overnight assignments and the District's discretion over assignment is not subject to the grievance provisions of this Agreement.

9.2 Compensation: Unit members providing assistance to students during overnight programs shall be paid at their regular rate. Any hours worked beyond eight (8) hours in a day will be paid at the overtime rate (one and one-half (1 ½) times the straight time hourly rate).

9.3 Break and Meal Periods: Unit members will be provided a fifteen (15) minute paid break during each four (4) hours of scheduled work and a thirty (30) minute unpaid meal break during each eight (8) hours worked.

9.4 Sleep Period: It is the District's intention to provide unit members a period of at least eight (8) hours for uninterrupted sleep each day during any overnight event. If the unit member's eight (8) hour sleeping period is interrupted by a call to duty, the time of the interruption will be counted as hours worked.

9.5 Daily Schedule and Time Keeping: Before any overnight assignment, the unit member's supervisor shall establish a work schedule for the unit member. In recognition of the fact that the precise work hours during an overnight assignment may vary from the established schedule, the unit member shall maintain a daily time record of all time worked during the assignment.

10. TRAVEL ALLOWANCE – NIGHT CUSTODIAN

Night custodians who are required to travel will receive a \$40/month travel allowance if they travel to three schools and \$20/month allowance if they travel to two schools. This allowance would be for ten months only (September through June).

ARTICLE XVIII

COMPENSATION (continued)

11. OBJECTIVES AND GUIDES

It is the objective to establish salary levels and pay relationships between positions which may reasonably be accepted as equitable and proper. Salary rate schedules are developed to provide an equitable series of salary ranges which recognize duties and responsibilities.

11.1 The Salary Rate Schedule establishes salary levels for positions of like duties and like levels of responsibilities and provides employees with the opportunity to advance in rate with promotion and longevity to other positions.

11.2 Newly hired employees shall be started at the initial step of the range for their position unless prior experience or training justifies a rate above the minimum. In no case should that rate be above the rate being paid present employees of similar training and ability. At the District's option and after consultation with CSEA the new employee may, after a six (6) week trial period, be moved up to the next salary step commensurate with that of the District employee of similar training and experience. This change in salary position in no way waives the 6 months or 130 days, of paid service, whichever is longer of the probationary period of new employees.

11.3 All bargaining unit classified salaries will be on the salary schedule.

11.4 Unit members reclassified shall go to the next highest salary in their new range beyond that presently earned.

11.5 Employees transferred to a lower classification will be placed on their same step of the new salary classification.

11.6 Compensation will be negotiated on improvement of salary schedules by percentage or a flat rate amount per step; all other negotiated fringe benefits will be negotiated on specification of coverage only. All increased compensation, including negotiated fringe benefits, will be publicly reported as a "total compensation package." For Los Altos, this package is comprised of related items for contracted unit members; (i.e., schedule improvement, increments, column movement, and Professional Growth credits) plus all negotiated fringe benefits which at present include health, life, dental and income protection insurance.

11.7 By written notification not less than thirty (30) days prior to June 1 of each succeeding year, either party may request negotiations regarding the salary schedule. The parties will meet and make a good faith effort to reach agreement prior to the School Board's adoption of a final budget.

12. SALARY WARRANTS

Time of payment shall be consistent with that required by the County Office (usually) on the last working day of the month in which the employee was in paid status. (E.C. Section 45166)

13. WORKING OUT OF CLASSIFICATION

If an employee is required to perform duties inconsistent with those assigned to the position by the Board for a period of more than five working days in one year, his salary will be adjusted upward for the entire period he is required to work out of classification; such adjustment will reasonably reflect the duties required to be performed outside of his normally assigned duties.

ARTICLE XVIII

COMPENSATION (continued)

14. OFFICIAL HOLIDAYS

Classified employees shall be allowed the following holidays during the school year: July 4th, Labor Day, November 11th (Veteran's Day), Thanksgiving Day and the day preceding and the day following, Christmas Day and the day preceding, New Year's Day and the day preceding, Martin Luther King Day, Lincoln's Birthday, Washington's Birthday, Memorial Day, June 19th and, in addition, the District shall grant a paid two-and-one-half (2 1/2) Floating Holidays upon request of any bargaining unit member. These two-and-one-half (2 1/2) days will not be charged against any leave. The days between Christmas and New Year's Day will be holidays for all 12-month CSEA employees (this was granted in consideration for the acceptance of a smaller salary increase during the 1983-84 school year). Any other holiday declared by the Board of Trustees for classified employees will also be allowed.

When a holiday listed above falls on a Sunday, the following Monday shall be observed as the holiday; when a holiday listed above falls on a Saturday, the preceding Friday shall be observed as the holiday.

14.1. Teacher Aides will receive a monthly holiday payoff as defined in Appendix C of this Contract.

15. VACATIONS

Vacation eligibility for all unit members will be as follows:

	12-Month Employee	11-Month Employee	10-Month Employee
1 day per month worked at the completion of the 1 st year of service	12 days	11 days	10 days
1.25 days per month worked at the completion of the 5 th year of service	15 days	13.75 days	12.5 days
1.5 days per month worked at the completion of the 9 th year of service	18 days	16.5 days	15 days
1.67 days per month worked at the completion of the 12 th year of service	20 days	18.37 days	16.7 days
1.83 days per month worked at the completion of the 15 th year of service	22 days	20.13 days	18.3 days

ARTICLE XVIII

COMPENSATION (continued)

15. VACATIONS (continued)

Employees working in the District Office will be given those days between Christmas and New Year's Day not already designated as holidays and as additional vacation days. (This was granted in consideration for the acceptance of a smaller salary increase during the 1983-84 year.)

Holidays falling within a vacation period will not be counted as days of vacation.

Vacation is earned monthly. New employees must be employed for no less than six (6) months before vacation can be used. Employees may carry over unused vacation from one year to the next, but may accrue vacation only up to a maximum of forty (40) days. Once forty (40) days have been accrued the employee must either take vacation or receive an in-lieu payment of cash.

Vacations will be arranged with the appropriate department head. A request for vacation period will be submitted on the online Absence Management System and approval must be secured from the Department Head. In the event that two or more employees from the same department request the same vacation dates, every effort will be made to give the unit member with great seniority first priority. Vacation requests shall be submitted at least ten (10) days before the vacation period.

Ten (10) and eleven (11) month employees will receive a monthly vacation payoff in lieu of a paid vacation during the school year.

16. CELL PHONES

Employees that are required to use a cell phone for district business shall have two options at their discretion:

1. Receive a district issued cell phone or;
2. Use their personal cell phone and receive \$50 monthly stipend

This provision shall apply to the following employee group(s): Food Service Coordinator, Licensed Vocational Nurse, Custodians, Maintenance and Warehouse.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES (INCLUDING EARLY RETIREES)

1. SPECIAL SKILLS RETIRED PROGRAM

1.1. Purpose of the Special Skills Retired Program

- 1.1.1. A unit member who retires from employment in the District is eligible to participate in a Special Skills Retired Program designed to utilize his or her skills and experience in a manner which will be of benefit to the District's educational program.
- 1.1.2. A definition of the project to be performed by the Special Skills Retired person and of all terms governing completion of the project will be mutually developed and agreed to in writing between the Special Skills Retired person and the District prior to commencement of the project.
- 1.1.3. Terms to be agreed upon in writing will include:
 - 1.1.3.1. A definition of all tasks to be performed relative to the project;
 - 1.1.3.2. A time at which the project will be completed;
 - 1.1.3.3. A time table for completion of all tasks or stages associated with the project;
 - 1.1.3.4. A statement of the benefits to be received by the District through completion of the project;
 - 1.1.3.5. Standards of quality and/or quantity which must be met for satisfactory completion of the project.
- 1.1.4. Agreement on the terms of the project must be reached by October 1 of the school year in which the project is to be performed. Failure to reach agreement will result in no project being performed for that year and in no compensation being paid for that year. The year in which a project is not performed will count as one of the years referred to in sub-paragraph 1.3(b) of this Article but will not result in the individual's termination from the Special Skills Retired Program.
- 1.1.5. It is generally recognized that the Special Skills Retired person should perform work equivalent to twenty-five (25) days of work per school year; that figure is subject to variance depending upon the tasks to be completed. The amount of time to be spent will be more specifically defined as a term of each individual's Special Skills Retired agreement.

1.2. Qualifications for Special Skills Retired Program

- 1.2.1. The unit member shall be at least age 55 as of July 1st of the fiscal year in which he or she enters the plan. Applications for participation in the Special Skills Retired Program must be made through the Personnel Office by April 1st.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES (INCLUDING EARLY RETIREES) (continued)

1.2. Qualifications for Special Skills Retired Program (continued)

- 1.2.2. A classified person must be in PERS and have a minimum of 120 consecutive months in the Los Altos School District.
- 1.2.3. In order to be eligible for this special skills employment, the employee must actually resign from the School District and be retired under PERS.

1.3. Conditions of Special Skills Retired Program

- 1.3.1. Participation in the plan with the School District shall be purely voluntary on the part of unit members.
- 1.3.2. Persons opting and qualifying for the special skills consultant program shall receive annual agreements for special skills service. The agreements for special skills service shall terminate at the end of the fifth consecutive fiscal year or at the end of the fiscal year in which the employee reached 65 years of age, whichever comes first. This paragraph will, however, not apply in instances where the special skills contract has been terminated because of failure to perform contractual terms. That condition is more explicitly set forth in paragraph 1.5.

1.4. Pay and Allowances for Retirees

- 1.4.1. The compensation shall be \$200.00 per day. Eight (8) hours of work shall constitute one day's pay. The workload shall be 25 days or 200 hours per year, performing special skills services consistent with the employee's training, experience and ability.
- 1.4.2. During the period of special consulting, the School District shall continue to pay health, major medical, dental and life insurance or its equivalent for the employee and his/her dependents (those listed as of retirement). These shall be the plans carried by the employee the year prior to retirement. Upon retirement, the benefits for dependents will be eliminated and optional dependent coverage made available to the employee under Article XIX, Section 4.4 of this contract. The retired employee will not be eligible for participation in any new employee benefit program put into effect subsequent to retirement.
- 1.4.3. All monies paid to the special skills retired person will be subject to usual federal and state payroll and withholding taxes.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES (INCLUDING EARLY RETIREES) (continued)

1.5. Termination of the Contract

- 1.5.1. The special skills retired contract may be terminated upon the mutual agreement of the employee and the School District, or either party may terminate the contract at his/her initiative should the other party fail to perform required services or if the employee receives two (2) consecutive unsatisfactory yearly evaluations by his or her supervisor.
- 1.5.2. Each special skills retired person will report to an administrator designated as the person's supervisor at the commencement of each year of the Special Skills Retired Program. That administrator will be responsible for an ongoing evaluation of the special skills retired person's work.

2. RESIGNATION

An employee wishing to leave the classified service in good standing shall file with the Board of Trustees a written resignation, giving at least two weeks' notice of this intention to leave unless the said Board of Trustees consents to his leaving sooner. Payment of salary shall be continued for the full two-week period if the employee continues to fulfill assigned duties.

If an employee quits without giving the required notice, the fact should be recorded on the separation form, and no salary should be paid beyond the last day worked.

3. RETIREMENT

Retirement ages for classified employees shall be in accordance with the prevailing Public Employees Retirement System rules and regulations.

There shall be no action taken to terminate the service of any employee believed unable to continue to perform the duties of his position; rather, in such instances, application for disability retirement of such employee shall be made to the Public Employees Retirement System and the employee shall be advised accordingly. The District or the employee may file the application.

4. CLASSIFIED RETIREE BENEFITS

The Los Altos School District will provide health and major medical benefits to all retirees who were hired before November 1, 1988. The criteria for benefits shall be as follows:

- 4.1. Retiree shall have had a minimum of 120 months service with the District and shall be actively retired under PERS.
- 4.2. The health insurance plan to be provided will be equal to the plan selected by the employee for the final year of employment and shall remain in force until the 65th birthday at which time he shall apply for Medicare coverage. After that time, the District's benefit to the employee will be supplemental to Medicare coverage only. The health benefit will be subject to the District's maximum contribution at the time of the employee's retirement.

ARTICLE XIX

SEVERANCE AND RETIREMENT OF FULL-TIME EMPLOYEES
(INCLUDING EARLY RETIREES) (continued)

4. CLASSIFIED RETIREE BENEFITS (continued)

- 4.3. The employee who retires early on disability retirement shall meet the criteria for all regular retirees.
- 4.4. The option to cover retiree dependents shall be exercised by the retiree with premiums being paid monthly through a deduction from their retirement check.
- 4.5. For the employee who elected the Special Skills Policy, this benefit will become effective at age 65 or at such time that his contract expires with the District.
- 4.6. Individuals who were hired after November 1, 1988 or who otherwise do not qualify for the lifetime insurance benefits outlined in this section, may purchase these benefits from the District at their own expense if those individuals were participating in insurance benefits at the time of retirement. All other applicable provisions or restrictions outlined in this section shall also apply to individuals purchasing these benefits. The right to purchase these benefits shall be dependent upon the insurance carriers' willingness to allow for such purchase.
 - 4.6.1 Bargaining unit members who were hired after November 1, 1988, and with more than 35 years of creditable service with the District, will be provided the amount necessary to pay the full cost of his/her enrollment, including the enrollment of his/her family members in a health benefits plan up to a maximum employer contribution required

ARTICLE XX

SEVERANCE OF CONTRACTUAL PROVISIONS

1. REPLACEMENT FOR SEVERED POSITION

In the event of suspension or invalidation of any Article or Section of this Agreement by applicable rule, regulation or order issued by Government Authority other than the District, the parties agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement for Articles or Sections.

Such invalidation of a part or a portion of this Agreement shall not invalidate any remaining portions which shall continue in full force and effect during the term of this Agreement. The District and the Los Altos Chapter #103 of CSEA not inconsistent with State and Federal law, applicable law, and District policies which are within the scope of the Rodda Act affecting classified unit member employees shall remain in full force and effect.

ARTICLE XXI

INSURANCE

1. HEALTH INSURANCE

CSEA unit members (who work four (4) or more hours per day) and their dependents will be given a choice of medical plans offered by CalPERS (through the IRC Section 125 Flexible Benefits Plans under Section 6.2 below), with 90% of the premiums paid by the District for full-time employees and their dependents.

Application should be completed and submitted to the Personnel Department prior to the month coverage is to be effective. If papers are received by the fifth of the month, coverage will become effective on the first day of the following month.

2. INCOME PROTECTION INSURANCE

The District shall provide full-time CSEA unit members the sponsored Standard Insurance Plan. District pays the premium on the basic policy for the full-time unit members participating in the plan. An employee pays an additional amount per month for supplemental coverage.

Coverage begins the first of the month following the month of employment. This insurance is available to unit members working four (4) or more hours per day each work day.

3. LIFE INSURANCE

The District shall provide full-time CSEA unit members the sponsored Standard Insurance Plan.

Coverage begins the first of the month following the month of employment. This insurance is available to unit members working four (4) or more hours per day each work day.

4. VISION INSURANCE

CSEA unit members (who work four (4) or more hours her day) and their dependents will be given an opportunity to purchase vision insurance through Vision Service Plan (VSP) at their own cost.

5. DENTAL INSURANCE

District pays cost of the premium for coverage for the full-time unit members and dependents including orthodontics for children as covered under the plan. Dependent coverage became effective December 1, 1989. The District shall provide dental insurance through the plan offered by Delta Dental (through the IRC Section 125 Flexible Benefits Plans under Section 6.2 below).

6. UNEMPLOYMENT INSURANCE

Classified employees are eligible for specified unemployment insurance benefits, exclusive of unemployment compensation disability benefits.

ARTICLE XXI

INSURANCE (continued)

7. IRC SECTION 125 (FLEXIBLE BENEFITS) PLANS

7.1 EFFECTIVE PLAN: The District will offer two IRC Section 125 (Flexible Benefits) Plans to CSEA members. One plan is a medical/child care expense reimbursement plan. The other plan is a premium conversion plan for part-time employees. Participation in either or both plans is entirely voluntary.

7.2 NON-ELECTIVE PLAN: The District offers a plan that provides the maximum amount available to each Participant for the purchase of elected health and dental benefits with non-elective contributions, up to the maximum amount stated in the IRC Section 125 plan document.

7. FRINGE BENEFITS FOR PART-TIME EMPLOYMENT

Unit members may be offered contract for services which are less than a regular full-time assignment. Salaries paid will be paid in direct proportion to the time worked as related to current salary schedules.

Benefits will be offered as follows:

A full-time position is defined to be an 8-hour work day.

7.1. In the event the employment is one-half or more the District will provide Income Protection Insurance and will pay all costs.

7.2. The employee may waive rights to Health Insurance benefits offered regular full-time employees. This shall not be considered as a factor in employment.

7.3. In the event the employment is part-time, the District shall pay the same percentage of premium costs for health, dental and life insurance benefits as the percentage of time the employee works.

8. The District shall comply with provisions of the Consolidated Omnibus Reconciliation Act (COBRA).

ARTICLE XXII

AGREEMENT

1. The articles and provisions contained within this Agreement constitute a bi-lateral and binding contract ("Agreement") between the Los Altos School District ("District") and the California School Employees Association and its Los Altos Chapter #103 ("CSEA").
2. This Agreement is entered into pursuant to Chapter 10.7, Section 3540-3549.3 of the Educational Employment Relations Act.
3. During the term of this Agreement, the District and CSEA agree that all applicable laws remain in full force and effect except as herein modified to the extent not inconsistent with State or Federal law, that current District Board Policy and current job descriptions affecting unit members shall remain in full force and effect subject only to change by mutual agreement of the parties. Such policies and job descriptions are incorporated herein by reference.
4. This Agreement shall remain in full force and effect from July 1, 2022 to June 30, 2025.

For each of the 2022-2023 and the 2023-2024 school years, the contract shall be closed. For the 2024-2025 school year, the parties agree to reopen Article XVII Compensation and up to two (2) additional articles selected by each party.

SIGNATURES ON FILE

Ratification of Collective Bargaining Agreement (July 1, 2022 – June 30, 2025) between the California School Employees Association (CSEA) and the Los Altos School District (LASD)

LASD NEGOTIATING TEAM


Erin Green
Claire Griffin
Marlene Revelo
Erik Walukiewicz

CSEA NEGOTIATING TEAM


Kimberlee Albright
Masi Azad
Jason Carballar
Luis Sequeira
Mara Starkey
James Trujillo
Labor Representative

APPENDIX A

SALARY SCHEDULES

1. The 2016-17 Classified Salary Schedules shall be increased across the board by 4.55%, effective July 1, 2016.
 - 1.1 If any other employee group receives a total compensation increase greater than 5% for the 2016-17 school year, each party reserves the right to negotiate such change by giving notification to the other.
2. The 2017-18 Classified Salary Schedules shall be increased across the board by 2% over the 2016-17 salary schedule, effective July 1, 2017
3. The 2019-20 Classified Salary Schedules shall be increased across the board by 2% over the 2017-18 salary schedule, effective July 1, 2019
4. The 2021-22 Classified Salary Schedules shall be increased across the board by 7% over the 2020-21 salary schedule, effective July 1, 2021
5. The 2022-23 Classified Salary Schedule shall be increased across the board by 6% over the 2021-22 salary schedule, effective July 1, 2022
6. The 2023-24 Classified Salary Schedule shall be increased across the board by 6% over the 2022-23 salary schedule, effective July 1, 2023

Classified Employees Hourly Salary Schedule (2022-23)								
6% Increase (Retro to 7/1/22)								
Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	16.66	17.49	18.36	19.28	20.24	21.25	22.31	23.43
2	16.83	17.67	18.55	19.48	20.45	21.47	22.54	23.67
3	17.00	17.85	18.74	19.68	20.66	21.69	22.77	23.91
4	17.17	18.03	18.93	19.88	20.87	21.91	23.01	24.16
5	17.34	18.21	19.12	20.08	21.08	22.13	23.24	24.40
Ranges 6 - 10 not currently used; reserved for future use								
11	18.41	19.33	20.30	21.32	22.39	23.51	24.69	25.92
12	18.59	19.52	20.50	21.53	22.61	23.74	24.93	26.18
13	18.78	19.72	20.71	21.75	22.84	23.98	25.18	26.44
14	18.97	19.92	20.92	21.97	23.07	24.22	25.43	26.70
15	19.16	20.12	21.13	22.19	23.30	24.47	25.69	26.97
Ranges 16 - 20 not currently used; reserved for future use								
21	20.34	21.36	22.43	23.55	24.73	25.97	27.27	28.63
22	20.54	21.57	22.65	23.78	24.97	26.22	27.53	28.91
23	20.75	21.79	22.88	24.02	25.22	26.48	27.80	29.19
24	20.96	22.01	23.11	24.27	25.48	26.75	28.09	29.49
25	21.17	22.23	23.34	24.51	25.74	27.03	28.38	29.80
26	21.38	22.45	23.57	24.75	25.99	27.29	28.65	30.08
27	21.59	22.67	23.80	24.99	26.24	27.55	28.93	30.38
28	21.81	22.90	24.05	25.25	26.51	27.84	29.23	30.69
29	22.03	23.13	24.29	25.50	26.78	28.12	29.53	31.01
30	22.25	23.36	24.53	25.76	27.05	28.40	29.82	31.31
Ranges 31 - 35 not currently used; reserved for future use								
36	23.61	24.79	26.03	27.33	28.70	30.14	31.65	33.23
37	23.85	25.04	26.29	27.60	28.98	30.43	31.95	33.55
38	24.09	25.29	26.55	27.88	29.27	30.73	32.27	33.88
39	24.33	25.55	26.83	28.17	29.58	31.06	32.61	34.24
40	24.57	25.80	27.09	28.44	29.86	31.35	32.92	34.57
Ranges 41 - 45 not currently used; reserved for future use								
46	26.09	27.39	28.76	30.20	31.71	33.30	34.97	36.72
47	26.35	27.67	29.05	30.50	32.03	33.63	35.31	37.08
48	26.61	27.94	29.34	30.81	32.35	33.97	35.67	37.45
49	26.88	28.22	29.63	31.11	32.67	34.30	36.02	37.82
50	27.15	28.51	29.94	31.44	33.01	34.66	36.39	38.21
51	27.42	28.79	30.23	31.74	33.33	35.00	36.75	38.59
52	27.69	29.07	30.52	32.05	33.65	35.33	37.10	38.96
53	27.97	29.37	30.84	32.38	34.00	35.70	37.49	39.36
54	28.25	29.66	31.14	32.70	34.34	36.06	37.86	39.75
55	28.53	29.96	31.46	33.03	34.68	36.41	38.23	40.14
Ranges 56 - 60 not currently used; reserved for future use								
61	30.29	31.80	33.39	35.06	36.81	38.65	40.58	42.61
62	30.59	32.12	33.73	35.42	37.19	39.05	41.00	43.05
63	30.90	32.45	34.07	35.77	37.56	39.44	41.41	43.48
64	31.21	32.77	34.41	36.13	37.94	39.84	41.83	43.92
65	31.52	33.10	34.76	36.50	38.33	40.25	42.26	44.37
Ranges 66 - 70 not currently used; reserved for future use								
71	33.46	35.13	36.89	38.73	40.67	42.70	44.84	47.08
72	33.79	35.48	37.25	39.11	41.07	43.12	45.28	47.54
73	34.13	35.84	37.63	39.51	41.49	43.56	45.74	48.03
74	34.47	36.19	38.00	39.90	41.90	44.00	46.20	48.51
75	34.81	36.55	38.38	40.30	42.32	44.44	46.66	48.99
76	35.16	36.92	38.77	40.71	42.75	44.89	47.13	49.49
Ranges 76 - 99 not currently used; reserved for future use								
100	44.64	46.87	49.21	51.67	54.25	56.96	59.81	62.80
101	45.09	47.34	49.71	52.20	54.81	57.55	60.43	63.45
102	45.54	47.82	50.21	52.72	55.36	58.13	61.04	64.09
Ranges 103 - 112 not currently used; reserved for future use								
Noon Duty Aide, Parking Lot Attendant: \$21.20/hr.								
Range	Position							
1	Instructional Assistant							
11	Food Service Assistant							
21	Food Service Lead							
29	Instructional Assistant-Special Education							
38	Custodian, Gardener, Printing Technician, District Office Secretary							
39	School Coordinator,District Office Clerk, School Clerk							
48	Administrative Secretary, Art Docent Clerk* Living Classroom Manager, Living Classroom Assistant School Health Assistant							
51	Accounting Technician, Maintenance Worker, Landscape Specialist, Maintenance & Operations Landscape Specialist, Maintenance & Operations Assistant, Warehouseperson Person, Construction Project Manager/Clerk							
52	School Administrative Secretary, C&I Secretary Special Education Secretary,District Health Assistant Family Engagement Facilitator (10 month) Program Specialist, Behavior Intervention Tech I (10 month) Program Specialist, Technology (11 month)							
61	Art Docent Coordinator, Food Service Coordinator Living Classroom Coordinator Technology Services Coordinator*							
74	Behavior Intervention Tech II, Education Interpreter,LVN							
76	Administrator of Information Technology, Data Specialist, Registrar							
100	Computer Network Specialist							
102	District Library Coordinator, Behavior Specialist-TSDC Therapeutic Services Specialist, Occupational Therapist							
Monthly Salary Computation								
A. 180 day work year (instructional days): Ranges 1, 29, 52, 74 (10 month employee) To compute monthly salary: hourly rate x 8 hours per day x 20.2 days per month [Special Ed staff only: 181 day work year; 20.3 days per month]								
B. 186 day work year (teacher work days): Ranges 15, 39, 48, 52, 74,(LVN Only)100, 102 (10 month employee) To compute monthly salary: hourly rate x 8 hours per day x 19.8 days per month [School Clerk works an extra 5 days]								
C. 214 day work year: Range 52 (11 month employee) To compute monthly salary: hourly rate x 8 hours per day x 214 days/11 month								
D. 208 day work year: Range 52 (11 month employee) To compute monthly salary: hourly rate x 8 hours per day x 208 days/11 months								
For A above, vacation pay built into monthly computation For B, C, D, vacation pay based on years of service								
E. 261 day work year (includes holidays): Ranges 15, 38, 48, 51,52, 76 (12 month employee) To compute monthly salary: hourly rate x 8 hours per day x 21.75 days per month								
Salary Schedule Structure								
Range: Difference between each range is 1%, including the ranges not shown.								
Step: Difference between each step is 5% .								
Stipends (factored by FTE)								
BCBA (Board Certificated Behavior Analyst): \$5,000 Yearly Stipend Professional Growth: \$10 per unit								
Longevity (factored by FTE)								
6-9 years: \$50 per month 10-13 years: \$75 per month 14-17 years: \$100 per month 18-21 years: \$125 per month 22-25 years: \$150 per month 26+ years: \$175 per month								
* Effective 05/01/2023								

LOS ALTOS SCHOOL DISTRICT
CLASSIFIED EMPLOYEES HOURLY SALARY SCHEDULES 2023-2024
(6% increase effective 7/1/2023)

Range	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1	17.66	18.54	19.47	20.44	21.46	22.53	23.66	24.84
2	17.84	18.73	19.67	20.65	21.68	22.76	23.90	25.10
3	18.02	18.92	19.87	20.86	21.90	23.00	24.15	25.36
4	18.20	19.11	20.07	21.07	22.12	23.23	24.39	25.61
5	18.38	19.30	20.27	21.28	22.34	23.46	24.63	25.86
6	18.56	19.49	20.46	21.48	22.55	23.68	24.86	26.10
7	18.75	19.69	20.67	21.70	22.79	23.93	25.13	26.39
8	18.94	19.89	20.88	21.92	23.02	24.17	25.38	26.65
9	19.13	20.09	21.09	22.14	23.25	24.41	25.63	26.91
10	19.32	20.29	21.30	22.37	23.49	24.66	25.89	27.18
11	19.51	20.49	21.51	22.59	23.72	24.91	26.16	27.47
12	19.71	20.70	21.74	22.83	23.97	25.17	26.43	27.75
13	19.91	20.91	21.96	23.06	24.21	25.42	26.69	28.02
14	20.11	21.12	22.18	23.29	24.45	25.67	26.95	28.30
15	20.31	21.33	22.40	23.52	24.70	25.94	27.24	28.60
16	20.51	21.54	22.62	23.75	24.94	26.19	27.50	28.88
17	20.72	21.76	22.85	23.99	25.19	26.45	27.77	29.16
18	20.93	21.98	23.08	24.23	25.44	26.71	28.05	29.45
19	21.14	22.20	23.31	24.48	25.70	26.99	28.34	29.76
20	21.35	22.42	23.54	24.72	25.96	27.26	28.62	30.05
21	21.56	22.64	23.77	24.96	26.21	27.52	28.90	30.35
22	21.78	22.87	24.01	25.21	26.47	27.79	29.18	30.64
23	22.00	23.10	24.26	25.47	26.74	28.08	29.48	30.95
24	22.22	23.33	24.50	25.73	27.02	28.37	29.79	31.28
25	22.44	23.56	24.74	25.98	27.28	28.64	30.07	31.57
26	22.66	23.79	24.98	26.23	27.54	28.92	30.37	31.89
27	22.89	24.03	25.23	26.49	27.81	29.20	30.66	32.19
28	23.12	24.28	25.49	26.76	28.10	29.51	30.99	32.54
29	23.35	24.52	25.75	27.04	28.39	29.81	31.30	32.87
30	23.58	24.76	26.00	27.30	28.67	30.10	31.61	33.19
31	23.82	25.01	26.26	27.57	28.95	30.40	31.92	33.52
32	24.06	25.26	26.52	27.85	29.24	30.70	32.24	33.85
33	24.30	25.52	26.80	28.14	29.55	31.03	32.58	34.21
34	24.54	25.77	27.06	28.41	29.83	31.32	32.89	34.53
35	24.79	26.03	27.33	28.70	30.14	31.65	33.23	34.89
36	25.04	26.29	27.60	28.98	30.43	31.95	33.55	35.23

Positions w/ salary range	
Position	Range
Accounting Technician	51
Administrative Secretary – Maintenance	48
Administrative Secretary – Schools	52
Administrator of Information Technology (IT)	76
Art Docent Clerk	48
Art Docent Coordinator	61
Assistant, Living Classroom Program (LCP)	48
Automated Sub System Operator	51
Behavior Intervention Technician I	52
Behavior Intervention Technician II	74
Behavior Specialist - TSDC	102
Computer Network Specialist	100
Curriculum and Instruction Secretary	52
Custodian	38
Data Specialist	76
District Health Assistant	52
District Library Coordinator	102
District Licensed Vocational Nurse (LVN)	74
District Office Clerk	39
District Office Secretary	38
Education Interpreter/Tutor for Deaf/Hard of Hearing	74
Family Engagement Facilitator	52
Food Service Assistant	11
Food Service Coordinator	61
Food Service Lead	21
Garden Manager, Living Classroom Program (LCP)	48
Gardener	38
Instructional Assistant, I	1
Instructional Assistant, Library Support	1
Instructional Assistant, Piano Accompanist	1
Instructional Assistant, Small Group Support	1
Instructional Assistant, Special Education	29
Instructional Assistant, TK/K	21
Landscape Specialist	51
Maintenance and Operations Assistant	51

37	25.29	26.55	27.88	29.27	30.73	32.27	33.88	35.57
38	25.54	26.82	28.16	29.57	31.05	32.60	34.23	35.94
39	25.80	27.09	28.44	29.86	31.35	32.92	34.57	36.30
40	26.06	27.36	28.73	30.17	31.68	33.26	34.92	36.67
41	26.32	27.64	29.02	30.47	31.99	33.59	35.27	37.03
42	26.58	27.91	29.31	30.78	32.32	33.94	35.64	37.42
43	26.85	28.19	29.60	31.08	32.63	34.26	35.97	37.77
44	27.12	28.48	29.90	31.40	32.97	34.62	36.35	38.17
45	27.39	28.76	30.20	31.71	33.30	34.97	36.72	38.56
46	27.66	29.04	30.49	32.01	33.61	35.29	37.05	38.90
47	27.94	29.34	30.81	32.35	33.97	35.67	37.45	39.32
48	28.22	29.63	31.11	32.67	34.30	36.02	37.82	39.71
49	28.50	29.93	31.43	33.00	34.65	36.38	38.20	40.11
50	28.79	30.23	31.74	33.33	35.00	36.75	38.59	40.52
51	29.08	30.53	32.06	33.66	35.34	37.11	38.97	40.92
52	29.37	30.84	32.38	34.00	35.70	37.49	39.36	41.33
53	29.66	31.14	32.70	34.34	36.06	37.86	39.75	41.74
54	29.96	31.46	33.03	34.68	36.41	38.23	40.14	42.15
55	30.26	31.77	33.36	35.03	36.78	38.62	40.55	42.58
56	30.56	32.09	33.69	35.37	37.14	39.00	40.95	43.00
57	30.87	32.41	34.03	35.73	37.52	39.40	41.37	43.44
58	31.18	32.74	34.38	36.10	37.91	39.81	41.80	43.89
59	31.49	33.06	34.71	36.45	38.27	40.18	42.19	44.30
60	31.80	33.39	35.06	36.81	38.65	40.58	42.61	44.74
61	32.12	33.73	35.42	37.19	39.05	41.00	43.05	45.20
62	32.44	34.06	35.76	37.55	39.43	41.40	43.47	45.64
63	32.76	34.40	36.12	37.93	39.83	41.82	43.91	46.11
64	33.09	34.74	36.48	38.30	40.22	42.23	44.34	46.56
65	33.42	35.09	36.84	38.68	40.61	42.64	44.77	47.01
66	33.75	35.44	37.21	39.07	41.02	43.07	45.22	47.48
67	34.09	35.79	37.58	39.46	41.43	43.50	45.68	47.96
68	34.43	36.15	37.96	39.86	41.85	43.94	46.14	48.45
69	34.77	36.51	38.34	40.26	42.27	44.38	46.60	48.93
70	35.12	36.88	38.72	40.66	42.69	44.82	47.06	49.41
71	35.47	37.24	39.10	41.06	43.11	45.27	47.53	49.91
72	35.82	37.61	39.49	41.46	43.53	45.71	48.00	50.40
73	36.18	37.99	39.89	41.88	43.97	46.17	48.48	50.90
74	36.54	38.37	40.29	42.30	44.42	46.64	48.97	51.42
75	36.91	38.76	40.70	42.74	44.88	47.12	49.48	51.95
76	37.28	39.14	41.10	43.16	45.32	47.59	49.97	52.47
77	37.65	39.53	41.51	43.59	45.77	48.06	50.46	52.98

Maintenance Worker	51
Neighborhood Liaison Worker	15
Noon Duty Aide	\$22.47 /hour
Occupational Therapist	102
Parking Lot Attendant	\$22.47 /hour
Printing Technician	38
Program Coordinator, Living Classroom Program (LCP)	61
Program Specialist, CSTEM	52
Program Specialist, English Language Learner	52
Program Specialist, Library Program	52
Program Specialist, Music	52
Program Specialist, Physical Education	52
Program Specialist, Science	52
Program Specialist, Site-Specific Program	52
Program Specialist, Speech Language Pathologist Asst.	52
Program Specialist, Technology (Elementary)	52
Program Specialist, Technology (Jr. High)	52
Program Specialist, Visual Arts	52
Registrar	76
School Coordinator	39
School Health Assistant	48
School Office Clerk	39
Special Education Secretary	52
Technology Service Coordinator	61
Technology Specialist (effective 02-01-24) ***	55
Therapeutic Services Specialist	102
Warehouse Person	51

Longevity (factored by FTE)
6-9 years: \$50 per month
10-13 years: \$75 per month
14-17 years: \$100 per month
18-21 years: \$125 per month
22-25 years: \$150 per month
26+ years: \$175 per month

Stipends (factored by FTE)
BCBA (Board Certificated Behavior Analyst): \$5,000 Yearly Stipend
Professional Growth: \$10 per unit

78	38.03	39.93	41.93	44.03	46.23	48.54	50.97	53.52
79	38.41	40.33	42.35	44.47	46.69	49.02	51.47	54.04
80	38.79	40.73	42.77	44.91	47.16	49.52	52.00	54.60
81	39.18	41.14	43.20	45.36	47.63	50.01	52.51	55.14
82	39.57	41.55	43.63	45.81	48.10	50.51	53.04	55.69
83	39.97	41.97	44.07	46.27	48.58	51.01	53.56	56.24
84	40.37	42.39	44.51	46.74	49.08	51.53	54.11	56.82
85	40.77	42.81	44.95	47.20	49.56	52.04	54.64	57.37
86	41.18	43.24	45.40	47.67	50.05	52.55	55.18	57.94
87	41.59	43.67	45.85	48.14	50.55	53.08	55.73	58.52
88	42.01	44.11	46.32	48.64	51.07	53.62	56.30	59.12
89	42.43	44.55	46.78	49.12	51.58	54.16	56.87	59.71
90	42.85	44.99	47.24	49.60	52.08	54.68	57.41	60.28
91	43.28	45.44	47.71	50.10	52.61	55.24	58.00	60.90
92	43.71	45.90	48.20	50.61	53.14	55.80	58.59	61.52
93	44.15	46.36	48.68	51.11	53.67	56.35	59.17	62.13
94	44.59	46.82	49.16	51.62	54.20	56.91	59.76	62.75
95	45.04	47.29	49.65	52.13	54.74	57.48	60.35	63.37
96	45.49	47.76	50.15	52.66	55.29	58.05	60.95	64.00
97	45.94	48.24	50.65	53.18	55.84	58.63	61.56	64.64
98	46.40	48.72	51.16	53.72	56.41	59.23	62.19	65.30
99	46.86	49.20	51.66	54.24	56.95	59.80	62.79	65.93
100	47.33	49.70	52.19	54.80	57.54	60.42	63.44	66.61
101	47.80	50.19	52.70	55.34	58.11	61.02	64.07	67.27
102	48.28	50.69	53.22	55.88	58.67	61.60	64.68	67.91
103	48.76	51.20	53.76	56.45	59.27	62.23	65.34	68.61
104	49.25	51.71	54.30	57.02	59.87	62.86	66.00	69.30
105	49.74	52.23	54.84	57.58	60.46	63.48	66.65	69.98
106	50.24	52.75	55.39	58.16	61.07	64.12	67.33	70.70
107	50.74	53.28	55.94	58.74	61.68	64.76	68.00	71.40
108	51.25	53.81	56.50	59.33	62.30	65.42	68.69	72.12
109	51.76	54.35	57.07	59.92	62.92	66.07	69.37	72.84
110	52.28	54.89	57.63	60.51	63.54	66.72	70.06	73.56
111	52.80	55.44	58.21	61.12	64.18	67.39	70.76	74.30
112	53.33	56.00	58.80	61.74	64.83	68.07	71.47	75.04

Salary Schedule Structure
Range: Difference between each range is 1%
Steps: Difference between each step is 5%

Monthly Salary Computation
A. 182, 181, 180 day work year (instructional days): Ranges 1, 11,21,29, 52,74 (10 month employee) <i>To compute monthly salary: hourly rate x 8 hours per day x 20.2 days per month</i> <i>(Food Services staff only: 182 day work year, 20.4 days per month)</i> <i>[Special Ed staff only: 181 day work year; 20.3 days per month]</i>
B. 186 day work year (teacher work days): Ranges 39, 48, 52,61, 74, (LVN Only) 100, 102 (10 month employee) <i>To compute monthly salary: hourly rate x 8 hours per day x 19.8 days per month</i> <i>[School Clerk works an extra 5 days]</i>
C. 214 day work year: Range 52 (11 month employee) <i>To compute monthly salary: hourly rate x 8 hours per day x 214 days/11 month</i>
D. 208 day work year: Range 52 (11 month employee) <i>To compute monthly salary: hourly rate x 8 hours per day x 208 days/11 months</i> For A above, vacation pay built into monthly computation For B, C, D , vacation pay based on years of service
E. 261 day work year (includes holidays): Ranges 38, 48, 51,52,61, 76 (12 month employee) <i>To compute monthly salary: hourly rate x 8 hours per day x 21.75 days per month</i>

APPROVED: 05-01-23
EFFECTIVE: 07-01-23
EFFECTIVE: 02-01-24 ***

APPENDIX B

JOB DESCRIPTIONS

Accounting Technician
Administrative Secretary – Maintenance
Administrative Secretary – Schools
Administrator of Information Technology (IT)
Art Docent Clerk
Art Docent Coordinator
Assistant, Living Classroom Program (LCP)
Automated Sub System Operator
Behavior Intervention Technician I
Behavior Intervention Technician II
Behavior Specialist - TSDC
Computer Network Specialist
Curriculum and Instruction Secretary
Custodian
Data Specialist
District Health Assistant
District Library Coordinator
District Licensed Vocational Nurse (LVN)
District Office Clerk
District Office Secretary
Education Interpreter/Tutor for Deaf/Hard of Hearing
Family Engagement Facilitator
Food Service Assistant
Food Service Coordinator
Food Service Lead
Garden Manager, Living Classroom Program (LCP)
Gardener
Instructional Assistant I
Instructional Assistant, Library Support
Instructional Assistant, Piano Accompanist
Instructional Assistant, Small Group Support
Instructional Assistant, Special Education
Instructional Assistant, TK/K
Landscape Specialist
Maintenance and Operations Assistant
Maintenance Worker
Neighborhood Liaison Worker
Noon Duty Aide
Occupational Therapist
Parking Lot Attendant
Printing Technician
Program Coordinator, Living Classroom Program (LCP)
Program Specialist, CSTEM
Program Specialist, English Language Learner
Program Specialist, Library Program
Program Specialist, Music
Program Specialist, Physical Education
Program Specialist, Science
Program Specialist, Site-Specific Program
Program Specialist, Speech Language Pathologist Asst.

Program Specialist, Visual Arts
Registrar
School Coordinator
School Health Assistant
School Office Clerk
Special Education Secretary
Technology Services Coordinator
Technology Specialist
Therapeutic Services Specialist
Warehouse Person

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Accounting Technician

JOB SUMMARY

Under the supervision of the Fiscal Services Director (Supervisor) and/or the Assistant Superintendent Business Services. Performs clerical and accounting work in the areas of purchasing, accounts payable and receivable, and payroll.

EXAMPLES OF WORK

Assists in reviewing purchase orders and requisitions for purchase of supplies, materials, services and equipment; assists in determination of method of procurement; assists in locating sources of supply and in securing quotations on all items to be purchased; prepares and summarizes data for purchase orders and assigns numbers; assists in drafting specifications and preparing formal bids; helps maintain purchase records, catalogs and sources of supply; and, expedites orders and purchasing complaints.

Maintains all payment records, including vendor invoices and paid bills; checks that invoiced amounts are within purchase order amounts and batches invoices for payment by the County; enters accounts payable data on a remote terminal to County data processing; and, sends or mails payments to vendors.

Process incoming payments (and related accounts) in compliance with Generally Accepted Accounting Procedures (GAAP). Perform weekly financial transactions, including verifying, posting, and recording accounts receivables data. Prepare bank deposits and post receivables to appropriate accounts. Verify discrepancies and resolve posting and bank deposit issues. Generate invoices and send reminders as needed. Generate a financial report detailing the status of receivables.

Provides assistance to Payroll and other areas as assigned, including (but not limited to) the payment of insurance premiums, the payment to other payroll vendors, the collections of insurance premiums where appropriate, employee attendance record keeping (including leaves), and accounting for and reconciling employer burdens.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Familiarity with procedures in purchasing, accounts payable and receivable, and payroll; has ability to maintain effective relationships with others; operates common office machines with some skill; has an above-average ability in mathematics; meets and works with vendors; uses proper telephone techniques.

Two years of college with major in business and related fields and/or sufficient work experience in purchasing, accounts payable/receivable, and payroll to meet the needs of the job.

Approved: 05-11-22

Range 51 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Administrative Secretary - Schools

JOB SUMMARY

Under the supervision of School Principal, acts as the school Office Manager. Performs tasks requiring complex management and administrative skills. Prepares and maintains files and records relating to students, staff, operations and activities while preserving a high level of confidentiality. Acts as confidential administrative assistant to Principal; supervises, coordinates and performs a wide variety of complex office procedures. Performs public relations and communications for Principal, school and district. Administers first aid on a regular basis. In absence of Principal, uses good judgment in communicating with the District Office and teacher in charge, acts as first emergency responder. Creates, produces and distributes newsletters, correspondence, flyers and bulletins; schedules appointments and meetings; receives, opens, prioritizes, and distributes inter-office and U.S. mail.

EXAMPLES OF WORK

Sets the tone of the school office when greeting the school community as well as the community at large; effectively communicates with all age groups; informs students, staff and public of school policies, procedures, actions, activities and schedules as appropriate; maintains Principal's calendar and school calendar of events. Collects, compiles, organizes and records a variety of data related to personnel and student activities; prepares and maintains related records, files and logs. Completes a wide variety of annual reports. Maintains records of payroll for certificated, classified and other personnel; maintains accurate records of substitute teachers; receives and distributes paychecks. Collects and accounts for monies in conjunction with school activities according to established procedures; oversees and maintains petty cash. Responsible for attendance accounting and reports for students and staff including daily, weekly, and monthly attendance reports; maintains confidential student database information (using knowledge of Power School program), has knowledge of complex computer programs; keeps cumulative paper records; keeps accurate records of absent and tardy students; verifies absences for employees and students. Supervises additional clerical staff. Administers first aid; responsible for caring for students and staff who become ill, have accidents or serious medical conditions; administers daily and as needed medications under direction of the District Nurse. Orders school supplies (using QSS program), maintains office equipment, handles work orders (using Zeus program) and service calls. Acts as liaison to PTA presidents and committee chairs.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

In addition to secretarial competencies (typing, word processing, phone etiquette, etc.), has the professional and executive skills that will enable him/her to be effective in relationships with Principal, staff, parents and students. and sensitive to and able to communicate with a multi-cultural population of students, parents, professional and paraprofessional staff members. Must be tactful and courteous. Able to multi-task in a busy office with constant interruptions and effectively delegate tasks. Able to prioritize responses to a variety of situations, including medical emergencies. Able to handle extremely stressful situations including contact with abusive and dissatisfied individuals. Uses good judgment in scope of authority delegated; willing to be trained in basic first aid and CPR; willing to work with potential hazards such as contact with blood and blood-borne pathogens; willing to learn rules, regulations, laws and policies governing the School District and ability to apply them with good judgment. High school diploma and two years of college or equivalent training needed; additional training on computer and data processing. Two years of varied experience in general secretarial positions, preferably in a school district.

Approved: 01-18-06

Range 52 – 11 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Administrative Secretary – Maintenance

JOB SUMMARY

Under the supervision of the Maintenance and Operations Director. Performs a variety of clerical and secretarial duties pertaining to the function of the office of Maintenance and Operations.

EXAMPLES OF WORK

Types letters, memos and other correspondence; types all repair orders for maintenance and types supply requisitions for maintenance and custodial department; prepares purchase orders, locates vendors, prices, and correct ordering information; processes work orders; maintains payroll information for the department; assists in compiling inventories; maintains necessary maintenance and operations records; files correspondence; answers telephone and performs duties of office receptionist; and maintains automated energy management systems as assigned.

Is responsible for maintaining an adequate supply of office supplies; assists in issuance of parts for repairs to maintenance workers; completes and maintains the maintenance and operations monthly reports and all other required paperwork.; Keeps custodian schedules and locates substitutes as needed; handles telephone communication; performs other duties as assigned. Assists administratively as a member of the maintenance and operations team in the office and in the field.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Knowledge of modern office methods, practices and procedures, including business correspondence and filing; of English, spelling, grammar and punctuation; of office equipment and some skill in their use; ability to make arithmetical calculations with speed and accuracy; to type 40 WPM; to carry out oral and written instructions; and to maintain cooperative relationships with those contacted in the course of work; proficient in use of computer for data collection and reporting and word processing.

Any combination of experience and education equivalent to graduation from twelfth grade and two years of experience in secretarial/clerical work. Keeps current with best practices in the field. Valid California driver's license required.

Approved: 01-18-06

Range 48 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Administrator of Information Technology (IT)

JOB SUMMARY

Under the supervision of the Director of IT. Administers district networks and servers.

EXAMPLES OF WORK

- Plan, install, maintain, and upgrade district network equipment, but not limited to
 - Routers
 - Switches
 - Wireless Access Points
 - Web Content Filtering Devices
- Plan, install, maintain, and upgrade district servers, but not limited to
 - Exchange Server
 - Active Directory
 - DNS
 - File Services
 - Anti-Virus Server
 - Mac OS X Server
 - Other servers
- Collaborate with network consultant in the management of the Cisco ASA Firewall
- Assist and, if needed, provide direction to school Computer Lab Specialist

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Knowledge of:

- Cisco and HP network equipment
- Microsoft Exchange Server
- Microsoft Windows Server
- Mac OS X Server
- Current technology used by district

Ability to:

- Manage various diverse systems
- Strategically plan and implement new systems
- Quickly learn new systems

Any combination equivalent to: three years of full-time IT experience including systems administration, installation and maintenance of systems software and hardware, network management and employee training.

College degree in a computer science related field or comparable coursework.

Valid California Drivers License required.

Approved: 05-12-11

Range 76 - 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Art Docent Clerk

JOB SUMMARY

Under the supervision of the Assistant Superintendent of Curriculum and Instruction and direction of the Art Docent Coordinator, performs work for the Art Docent Program, including preparing supplies and lesson kits, coordinating lesson scheduling and schools/docent communications, organizing and maintaining office and storage space, managing the program calendar, and maintaining physical and electronic files.

Assists the Art Docent Coordinator in preparing, maintaining, and replenishing lesson kits—which involves performing inventories, replenishing materials, cleaning and preparing materials (such as cutting and stamping paper, brushes, pens, paint, and the like).

Responsible for filling art classes with docent volunteers each week. Assists with advice or training volunteers individually and in groups. Actively involved in Art Docent Board, curriculum, and general meetings. Able to run office when Art Docent Coordinator unavailable.

Manages and maintains a program calendar, verifies scheduled lessons, coordinates with docents, and performs follow-up notifications and assists in the preparation and conducting of teacher feedback and reports.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Familiarity with current office equipment and practices; has the ability to maintain effective relationships with others; has strong organizational skills; has strong analytic and critical thinking skills; operates common office machines with skill; has word processing, spreadsheet, database, photo editing, and calendar application skills; uses good judgment.

Education or experience equivalent to a twelfth-grade education; relevant work experience in an office or school environment.

Approved: 09-28-23

Range 48 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Art Docent Coordinator

JOB SUMMARY

Under the supervision of the Assistant Superintendent Curriculum, acts as coordinator to implement all of the aspects of the Art Docent Program. Performs complex management and administrative tasks. Maintains and provides training to volunteers and staff for desktop and laptop computers.

EXAMPLES OF WORK

- Oversees Art Docent Clerk and volunteers
- Knows the scope of the Art Docent Program and is skilled in presenting a majority of the units in the classroom
- Serves as a resource person and understands the art component in the state curriculum framework
- Provides teacher and docents with information on the art process, medias, basic art elements and principles of design
- Writes and illustrates procedure manuals
- Oversees the development of new units
- Gives individual training to the docents needing additional help
- Responsible for design, content and assembly of the Art Docent publicity brochure
- Designs, writes and assembles the program booklet, flyers and information sheets for docents and teachers
- Coordinates the annual Student Art Show and V.I.P. Reception for the District
- Uses QSS system to order supplies
- Tracks inventory of all materials used by the program and prepares supplies used in the classroom
- Handles all correspondence for the program
- Liaison between Art Docent program and schools
- Stocks and maintains Art Docents library of books, video material, periodicals and reproductions
- Responsible for and maintains docent database
- Responsible for content of Art Docent website
- Creates curriculum-based art lessons as requested by individual teachers
- Responsible for school's kiln operation, procedures and maintenance
- Orders, installs and maintains software for desktop and laptop computers
- Maintains docent calendar
- Schedules lessons for all elementary schools in district
- Collects and accounts for monies in conjunction with Art Docent activities
- Initiates work orders and service calls for Art Docent office
- Liaison to PTA Presidents, PTA Treasurers and LAEF
- Creates and distributes annual report for Superintendents and School Board members
- Is a member of and attends Art Docent Board Meetings

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelve grade. Should have extensive experience in art; prefer knowledge of the Art Docent Program. Must have the personal qualifications that will enable her/him to be effective in relationships with staff, public, children and volunteers. Must be able to meet the public in a tactful and courteous way. Ability to assume responsibility and use good judgment in recognizing the scope of authority delegated. Knows, or has the ability to learn the art units to be used in classrooms. Understands the art component in the state curriculum framework. Has the ability to give individual training to docents along with motivation and encouragement. Ability to organize children's work for displays, design flyers and write news releases. Is able to multitask in a busy environment with constant interruptions. Proficient use of software including Adobe Photoshop, Filemaker Pro, MSWord, MS Excel, MS PowerPoint. Have strong oral and written communications skills. Possesses a valid California Driver's License.

Approved: 09-14-09

Range 61 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Assistant, Living Classroom Program (LCP)

JOB SUMMARY

Under the direction of the Living Classroom Program Coordinator, performs work for the Living Classroom Program, including preparing supplies and lesson kits, coordinating lesson scheduling and teacher/docent communications, organizing and maintaining office and storage space, managing the program calendar, and maintaining physical and electronic files.

Assists the Program Coordinator in preparing, maintaining, and replenishing lesson kits—which involves performing inventories, replenishing materials, cleaning and preparing materials (such as plants, soils, maps, easels, lesson aids, and the like).

Manages and maintains a program calendar, verifies scheduled lessons, coordinates with teachers and docents, and performs follow-up notifications and assists in the preparation and conducting of satisfaction surveys.

- Communicates with Program Coordinator and Garden Manager as needed
- Organizes and maintains office and storage spaces

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Familiarity with current office equipment and practices; has the ability to maintain effective relationships with others; has strong organizational skills; has strong analytic and critical thinking skills; operates common office machines with skill; has word processing, spreadsheet, database, and calendar application skills; uses good judgment.

Education or experience equivalent to a twelfth grade education; relevant work experience in an office or school environment.

Approved: 09-29-11

Range 48 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Automated Sub System Operator

JOB SUMMARY

Under the supervision of the Personnel Specialist. Oversees substitute needs of both certificated and classified personnel.

Performs other directly related duties as assigned.

EXAMPLES OF WORK

- Enter new employees and substitutes in data base
- Edit data base as necessary
- Check daily log for unfilled absences
- Assist teachers with long term subs and same day absences

QUALIFICATIONS/QUIREMENTS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of recent paid responsible and varied experience in secretarial/clerical work. Must exhibit tactfulness and courtesy when communicating on the telephone.

Approved: 01-10-07

Range 51 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Behavior Intervention Technician I

JOB SUMMARY

Under the supervision of the Behaviorist and Special Education Director, implements specialized behavior management, designed by the Behaviorist or designated district personnel, to students with behavioral, physical and intellectual needs that can be related to a wide range of disabilities. The Behavior Intervention Technician I will assist in curriculum access with appropriate curriculum adaptations, monitoring non-structured times, classroom management, assist in advancing behavior with students and performing other duties as assigned, so that the student acquires as much autonomy as possible. The Behavior Intervention Technician I will, under guidance from a Behavior Intervention Technician II and/or Behaviorist, provide one-on-one Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs. The Behavior Intervention Technician I will be responsible for collecting behavioral data and implementing interventions to assist students with respect to their IEP goals and Behavior Intervention Plans (BIPs).

EXAMPLES OF WORK

- Utilize ABA to implement positive behavior interventions and establishing learning systems for students to acquire new skills and behaviors
- Assist in data collection and implementation of procedures as part of Functional Behavior Assessments (FBAs) and BIPs. Track behavioral data using graphs and data sheets
- Assists teachers and other professional personnel by modeling instructional programming and behavior management strategies based on the principles of ABA
- Recognizes and intervenes during behavioral crises by implementing behavior support plans or District-approved emergency interventions
- Provides a variety of clerical and supportive tasks in maintaining records and files related to student progress
- Participates in specialized professional development training by District personnel
- Attends to the personal care needs of some students with physical limitations; implements health care and physical care procedures such as toileting, washing and feeding
-

Performs other directly related duties as assigned.

ESSENTIAL SKILLS/ABILITIES

- Ability to maintain harmonious working relationships with students, staff and community
- Ability to perform basic clerical work
- Ability to speak clearly and effectively; follow oral and written directions
- Ability to maintain confidentiality of records and discussions
- Ability to implement technical intervention strategies across a variety of settings and student needs
- Ability to take initiative/lead during behavior crisis situations
- Ability to accurately and objectively record data
- Ability to independently travel to and from schools within the work day
- Ability to maintain timeliness with respect to start and end times for behavior services and transitions during the day
- Knowledge of positive behavior modification techniques

QUALIFICATIONS/REQUIREMENTS

- Minimum AA degree, BA preferred
- Possession and maintenance of a valid California Driver License and have access to reliable transportation for travel between the sites
- Minimum one year experience working with children with disabilities and special needs, including some demonstrated experience implementing ABA programs
- Successful completion of the Safety-Care Crisis Intervention course, or other equivalent de-escalation and crisis responding course that is approved by the district within 6 months of commencing employment in the position

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- Assist in physical and sometimes strenuous activities with students such as lifting, weight shifting and positioning of students

Approved: 5-29-18

Range 52 – 10-month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Behavior Intervention Technician II

JOB SUMMARY

Under the supervision of the Behaviorist and Special Education Director, provides specialized behavior management supports to students with behavioral, physical and intellectual needs that can be related to a wide range of disabilities. The Behavior Intervention Technician II will assist students in curriculum access with appropriate curriculum adaptations, monitoring non-structured times, classroom management, assist in advancing behavior with students and performing other duties as assigned, so that the student acquires as much autonomy as possible. The Behavior Intervention Technician II will routinely collaborate and receive direction from the Behaviorist. They will also collaborate with staff to develop and implement classroom management systems, develop and supervise individual positive behavior support plans for selected Preschool-8 students, and conduct Functional Analysis Assessments (FAAs) as needed.

EXAMPLES OF WORK

- Utilize Applied Behavior Analysis (ABA) to implement positive behavior interventions and establish learning systems for students to acquire new skills and behaviors
- Assist the Behaviorist to create and maintain Behavior Intervention Technician I staff schedules and coordinate support for absences within the District
- May prepare and conduct specialized professional development training, with guidance from supervisors or other District personnel, related to strategies for working with the behavioral and social needs of students, behavior management techniques and procedures, instructional program and other needs
- May be responsible for leading team meetings including ongoing ABA concept reviews, discussing individual student needs and facilitating discussion
- Assist with the development, training, and implementation of assessments, programming and behavior plans
- May attend IEP meetings
- Recognize and intervene during behavioral crises involving aggressive and/or dangerous behaviors to maintain safety of school personnel and student by implementing behavior support plans or District-approved emergency interventions. Provide 1:1 assistance as needed, communicate with relevant school personnel and document and report the crisis as soon as possible to appropriate personnel
- Provide a variety of clerical and supportive tasks. Assist the supervisor in maintaining records and files related to student progress. Track behavioral data using graphs and data sheets
- Provide initial or ongoing training to various staff on behavioral and instructional procedures
- Participate in specialized professional development training by District personnel
- Attend to the personal care needs of some students with physical limitations; implements health care and physical care procedures such as toileting, washing and feeding

Performs other directly related duties as assigned.

ESSENTIAL SKILLS/ABILITIES

- Ability to maintain harmonious working relationships with students, staff and community
- Ability to perform basic clerical work
- Ability to speak clearly and effectively; follow oral and written directions

- Ability to maintain confidentiality of records and discussions
- Ability to implement technical intervention strategies across a variety of settings and student needs
- Ability to take initiative/lead during behavior crisis situations
- Ability to accurately and objectively record data
- Ability to independently travel to and from schools to fulfill student services and attend meetings or trainings
- Knowledge of and training in behavior-based techniques
- Knowledge of various positive behavior modification techniques and social facilitation strategies
- Experience in writing behavior support plans
- Strong problem-solving skills and ability to collaborate with a wide variety of IEP team members

QUALIFICATIONS/ REQUIREMENTS

- Minimum AA degree, BA preferred
- Possession and maintenance of a valid California Driver License and have access to reliable transportation for travel between the sites
- Minimum two-year experience working with children with disabilities and special needs, behavioral challenges and/or emotional disturbances in an educational setting, including some demonstrated experience implementing ABA programs, three years preferred
- Successful completion of the Safety-Care Crisis Intervention course or other equivalent de-escalation and crisis responding course that is approved by the district within 6 months of commencing employment in the position

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- Assist in physical and sometimes strenuous activities with students such as lifting, weight shifting and positioning of students

Approved: 5-29-18

Range 74 – 10-month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Behavior Specialist - TSDC

JOB SUMMARY

Under the supervision of the Special Education Director and the School Principal. Collaborates with staff to assist in the development and implementation of classroom management systems, develops and supervises individual positive behavior support plans for selected elementary K-8 students, and conducts functional analysis assessments as needed. The Behavior Specialist will routinely collaborate and receive direction from the LASD Associate Behavior Analyst.

EXAMPLES OF WORK

- Provide data collection and assessment relating to the development of positive behavior support plans
- Monitor and evaluate student progress and behavior as it relates to behavioral systems
- Meet and regularly communicate with parents, classroom staff and therapists on behavioral progress of students
- Assist with implementing intervention to assist students in meeting their IEP goals
- Train and monitor behavior therapists when needed
- Prepare summary of behavior progress and attend IEP meetings as appropriate
- Provide in-service training to staff regarding behavior based interventions, behavior management systems, and positive behavior support plans
- Design forms for data collection and progress monitoring
- Conduct functional behavioral assessments
- Attends workshops, conference to keep up with current research and strategies

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Knowledge of and training in behavior based techniques
- Knowledge of various social facilitation strategies
- Experience in writing behavior support plans
- Experience in modifying curriculum effectively to meet the student's needs
- Strong problem-solving skills and ability to collaborate with a wide variety of IEP team members
- Minimum AA degree, BA preferred
- Minimum two years of experience in working with students with behavioral challenges and/or emotional disturbances in an educational setting, three years preferred
- Certification in an assault prevention restraint procedure is a plus
- Must meet NCLB requirements
- Valid California driver's license

Approved: 12-08-09

Range 102 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Computer Network Specialist

JOB SUMMARY

Under the supervision of the Assistant Superintendent Business Services. Responds to requests for assistance with computer software, hardware, and networking problems. Provides technical assistance and training to district personnel on PC based and Apple/Macintosh based systems.

EXAMPLES OF WORK

- Serve as LAN and WAN manager for the district, including system development and diagnosing and troubleshooting problems
- Diagnose and repair problems
- Train individual employees and/or groups on computer and software programs
- Coordinate and perform back up of all data on the network
- Upon request, evaluate and recommend computers and software and other hardware for compatibility, computer user's needs and district requirements
- Upon request, install computer software applications on computers

Knowledge of:

- Personal computers, operating systems, and software applications
- System analysis and computer programming techniques and procedures
- LAN and WAN system operations and maintenance

Ability to:

- Diagnose and solve computer related problems, including networking problems
- Train and in-service employees
- Quickly learn computer applications

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination equivalent to: three years of full-time personal/micro computer experience including systems programming, installation and maintenance of systems software, network management, and employee training. College degree in a computer science related field or comparable course work.

Valid California motor vehicle operator's license

Approved 12-08-97

Range 100 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Curriculum & Instruction Secretary

JOB SUMMARY

Under the direction of the Assistant Superintendent of Curriculum & Instruction, the secretary acts as a receptionist, assists in typing, printing, and filing, is responsible for state and local assessment organization and management, works in PowerSchool, and is responsible for all department purchases and curriculum inventory.

EXAMPLES OF WORK

Assists telephone callers and office visitors by answering routine inquiries, providing departmental information or directing callers to an appropriate staff member; explains curriculum and instruction policies and procedures; promotes a positive relationship with staff, parents and the community at large; takes messages and answers phones for those out of their offices; handles and distributes all incoming mail; sends all out-going mail; receives and sends faxes; maintains inventory of curriculum for distribution; maintains basic office machinery.

- Responsible for curriculum materials: ordering, inventory control, distribution
- Generates purchase orders and other material orders, manages credit card purchases
- Assists with C&I research/projects/coordination of meetings as needed upon request by the Assistant Superintendent, Coordinators, or Instructional Support Teachers assigned to the District Office
- Creates agendas and notifications for regular public meetings
- Conducts data and statistical analysis as needed
- Updates website C&I program information
- Responsible for ordering materials for state assessment administration and tracking completion – CAASPP, ELPAC and other state or local assessments
- Maintains LASD assessment database in PowerSchool and/or Google Drive
- Supports professional development: planning, work orders, set up, schedules, refreshments, etc.
- Performs other directly related duties as assigned

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelve grade. Some knowledge of special education is preferred but not mandatory. The candidate should have the ability to act in a timely and efficient manner, have a basic knowledge of office methods and practices, use correct English, grammar, spelling and punctuation and possess strong computer skills. The candidate must be prompt and exhibit tactfulness and courtesy when dealing with the public.

Approved: 11-09-20

Range 52 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Custodian

JOB SUMMARY

Under the supervision of School Principal and Maintenance and Operations Director. Performs work in keeping an assigned campus or building area in a clean orderly condition. Does other related work as required.

EXAMPLES OF WORK

Sweeps, scrubs, and waxes floors; dusts, polishes furniture and woodwork, empties and cleans waste receptacles; washes windows and walls; cleans, scrubs, and dusts all plumbing fixtures and polishes metal work; assists in moving and arranging furniture and equipment; locks doors and windows; turns out lights; takes care of equipment and materials used in the work; tends surrounding grounds.

Custodian is familiar with the school's mechanical systems and is able to accept responsibility for their daily operations. Custodian is able to analyze and solve custodial problems. Custodian will order materials needed for custodial work at assigned school. Custodian will prepare rooms scheduled for school and community use.

Performs other directly related duties as assigned.

QUALIFICATIONSREQUIREMENTS

Must have the experience and training equivalent to one year's custodial work. Has knowledge of methods and materials used in custodial work; has ability to understand and carry out oral and written directions.

Custodians must possess a strong sense of responsibility and a high degree of reliability. Custodian must have the human understanding and manner essential to his relationship with school children. Custodian must be able to work harmoniously and effectively with teachers, staff, and the public.

Approved: 12-07-81

Range 38 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Data Specialist

JOB SUMMARY

Under the direction of Director of Instructional Technology and Coordinator of Categorical Programs and Assessment, manages data in Student Information System (SIS) (PowerSchool) and School Plan, prepares District data for State and Federal reporting, performs data validation procedures to ensure data is accurate, manages data interface between SIS and other systems (e.g, registration).

EXAMPLES OF WORK

- Communicates with District personnel (secretaries, nurse, principals, and special education) to provide support for the SIS data
- Serves as District coordinator for reporting of student data of California State reports and federal reports
- Provides data as required for various stakeholders and public records requests
- Facilitates communication between departments for data input (EL, Special Ed, GATE, Curriculum)
- Maintains data integrity of SIS through regular data audits and training of staff
- Helps manage data between SIS and other systems (Khan Academy, Google, SchoolPlan, etc.)

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Advanced proficiency in Excel
- Excellent analytical skills, ability to analyze problems, formulate solutions
- Knowledge of SQL query, JavaScript or similar a plus
- Ability to perform complex tasks using initiative and problem solving skills
- Ability to handle confidential information efficiently and securely
- Ability to work independently and meet deadlines
- Excellent communication skills
- Familiarity with PowerSchool a plus
- Familiarity with CALPADS a plus
- Education or experience equivalent to the completion of the twelfth grade
- AA Degree preferred
- Minimum 2 years experience in database management, data processing or similar experience
- Valid California driver's license

Approved: 08-13-12

Range 76 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Health Assistant

JOB SUMMARY

Under the supervision of the District Nurse, verifies accurate immunization data for each student in district according to current state mandates including determining appropriate action based on child's immunization status. Assists with health screenings, data entry and health information communication. In addition, meets all job requirements for school health assistant, i.e. provides care for students with medical conditions through implementation of Individualized Health Care Plans and knowledge of medical conditions and health concerns. Provides first aid as needed in the school health office. Supports District Nurses in promoting health and wellness of students, staff education, parent/family education.

EXAMPLES OF WORK

- Responsible for verifying immunization data for all district students, identifying students if immunizations do not meet state standards, and completing related state reports
- Health related data entry
- Substituting for school health assistants as needed
- Provide information to parents regarding community resources (dental and vision) to assist students in meeting state requirements
- Participation in and coordination of health screenings and state-mandated reports and follow-up as requested
- Provide First Aid
- Implement individualized student care based on student health care plans including diabetes management

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Current CA Driver's License
- Reliable transportation for travel between school sites
- Maintains current First Aid and Adult & Child CPR certification
- Able to accurately triage an emergency event
- Demonstrates confidentiality of student/family situations
- Able to be tactful and diplomatic when dealing with parents and students
- Willing to work with potential hazards such as contact with blood and blood-borne pathogens
- Able to demonstrate personal protective equipment and procedures
- Able to implement student health care plans including administration of medications
- Able to lift and transfer students using proper body mechanics, with help if necessary
- Proficient on a personal computer, types at least 50 words/minute, familiar with use of word processing and spread sheet programs
- Able to understand and carry out oral and written directions given in English
- Able to maintain cooperative working relationships with students, staff, parents and visitors
- Required Experience: One year of experience of general clerical and computer duties. Desired: Experience in a school health service capacity
- Required Education: Any combination equivalent to graduation from high school, including or supplemented by training in typing and computers

- Desired Education: Any combination of education and related experience equivalent to completion of two years of college with course work in social science, psychology, sociology, child development or health services

Approved: 09-14-09

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Library Coordinator

JOB SUMMARY

Under the supervision of the Assistant Superintendent Curriculum. Coordinates the district's library program.

EXAMPLES OF WORK

- Assists with training of employees and volunteers working in school libraries
- Provides material for library skills lessons
- Establishes a working relationship with local public libraries
- Oversees all school library collections
- Recommends purchases of library books, supplies and other media resources
- Oversees library databases and circulation systems
- Works with teachers and other curriculum leaders to select materials for school libraries
- Ensures consistency in library operations among district schools

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Professional Librarian Certification or equivalent

Degree in Library Science or equivalent

Knowledge of library media, database and circulation systems

Strong oral and written communication skills

Range 102 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Licensed Vocational Nurse (LVN)

JOB SUMMARY

Under the supervision of the Lead District Nurse, the Licensed Vocational Nurse performs specialized physical health care services for students; in coordination with the District Nurses, or other support staff identifies and reports specific health problems; travels to various school sites to perform a wide variety of nursing duties; prepares and maintains a variety of health records; supports District Nurses in promoting health and wellness of students, staff education, and parent/family education. Perform duties within the scope outlined in the Vocational Nursing Practice Act.

EXAMPLES OF WORK

- Maintain a healthy and safe environment for students and staff
- Build and maintain positive relationships and communicate well with the District Nurses, parents, children, staff, and members of the public to exchange information, refer students, report suspected child abuse, coordinate activities and resolve other safety and health-related issues and concerns
- Perform suctioning, oxygen therapy, ventilator care, ileostomy and colostomy care, blood sugar testing, catheterizations, drip and tube feeding administration as required
- Provide toilet assistance and/or change diapers
- Administer medications and/or monitor after administration as ordered by physician. This may include, but is not limited to, rectal medications such as Diastat
- Assist with diabetes school management, which includes, but is not limited to, glucose monitoring, carbohydrate counting, insulin and/or glucagon administration.
- Assess and assist students with seizures, asthma, food/environmental/other allergies
- Check for head lice, skin abnormalities, and other conditions
- Operate standard medical and office equipment including a computer; use pertinent software applications; and adhere to safety practices
- Follow universal precautions and control of infectious diseases, including handling blood or bodily fluids.
- Define problems, collect data, establish facts, and draw valid conclusions. Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Communicate effectively, both orally and in writing, using clear, standard English.
- Assist in maintaining and initiating student health and other related records, this may include immunization data/entry, state health screenings, student health reports, doctor orders and parental consents related to assigned activities
- Assist District Nurse(s) in state mandated physical health screenings
- Attend IEP/504 meetings for students with significant health needs
- Respond to emergencies, evaluate condition of students and provide health instruction and care as needed
- Provide leadership; adapt to changing work priorities; display medical aptitude; maintain confidentiality; and working with frequent interruptions.
- Assure cleanliness and sanitary conditions of medical instruments and offices
- Travel to various school sites within the District
- Must frequently lift, move, push, and/or pull up to 50 pounds
- Attend a variety of meetings/trainings to maintain current knowledge of the medical laws, rules, regulations and technological advancements in the field. Participate in district in services as applicable.
- Adhere to LASD board policies and administrative regulations

Performs other directly related duties as assigned.

QUALIFICATIONS /REQUIREMENTS

- Active California State License as a Licensed Vocational Nurse
- Current CPR/BLS
- Valid California Driver's License
- Must provide a reliable private vehicle in order to perform each essential duty when assigned to multiple school sites.

Approved: 07-19-18

Range 74 - 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Office Clerk

JOB SUMMARY

Under the supervision of the Superintendent and/or designee. Acts as assistant to the district office staff and does other related office work as required by the district office.

EXAMPLES OF WORK

- typing, word processing, photocopying, proofreading, filing, recording information on records, compiling information for reports and summaries
- works within a framework of established procedures, but performs duties with only occasional instruction or assistance
- collects information and maintains records and files
- composes routines letters, operates standard office machines including computers and software

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of varied experience of secretarial/clerical work. Able to multi-task and prioritize duties. Willing to learn rules and regulations governing the School District and ability to apply them with good judgment.

Approved: 06-23-06

Range 39 – 12 month position

Range 39 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

District Office Secretary

JOB SUMMARY

Under the supervision of the Assistant Superintendent Business Services or designee, operates multi-line telephone system, acts as receptionist and assists in typing and filing. Assists other departments as time allows with clerical duties.

EXAMPLES OF WORK

Front Desk

Acts as receptionist; operates a multi-line telephone system, takes messages and answers phones for those out of their office; handles and distributes all incoming mail; sends FedEx, UPS, etc. ; stamps and bundles all outgoing mail for post office; receives and sends faxes; maintains inventory of district forms for distribution; maintains basic office machinery: copier, fax, postage meter, etc.; assists telephone callers and office visitors by answering routine inquiries, providing departmental information or directing to appropriate staff member; explains district policies and procedures; promotes positive school, parent and community relationships.

The following are examples of duties that support various departments:

Superintendent's Office

- Assists with distribution of Board Meeting materials
- Maintains street directory, sends corrections to staff and verifies disputed addresses for correct school assignments
- Annually reconciles street directory with the Santa Clara County Tax Collector's report
- Copies student cumulative files sent to the district office for mailing to new school of attendance
- Maintains files of un-requested student cumulative records
- Assists with new student registration

Personnel Office

- Notifies employees when TB test proofs are due for renewal and maintains TB files
- Posts job openings to schools, unions and interested agencies
- May schedule substitute employees

Curriculum Office

- Assists with projects as needed
- Provides clerical support to Living Classroom program (scheduling, emailing, data collection as needed)

Business Office

- Orders office supplies
- Maintains certificates of insurance file
- Distributes and mails direct mail payroll checks
- Parcel Tax
 - Handles all parcel tax calls and paperwork
 - Maintains data files for parcel tax exemptions
 - Processes parcel tax exemptions for eligible seniors

- Generates and mails annual renewal letter
- Maintains “Annual Exemption Report” to county

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of recent paid responsible and varied experience in secretarial/clerical work. Ability to act in time of emergency in an efficient manner. Knowledge of office methods and practices, including operation of district telephone system and telephone techniques; correct English, grammar, spelling and punctuation and strong computer skills. Must exhibit promptness, tactfulness and courtesy when meeting the public.

Approved: 02-15-06

Revised: 06-28-10

Range 38 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Education Interpreter/Tutor for Deaf/Hard of Hearing

JOB SUMMARY

Under the supervision of School Principal and Special Education Director, the Education Interpreter/Tutor for Deaf/Hard of Hearing) exercises independent judgment and responsibility for the accurate interpretation/transliteration of both formal and informal classroom/school instructional and extra-curricular activities. A high degree of proficiency in the application of recognized and designated sign languages and finger spelling and at the speed required to successfully execute and facilitate communications between hearing and Deaf and Hard of Hearing persons is required.

EXAMPLES OF WORK

- Performs specialized duties requiring the application of and proficiency in accepted and designated sign languages such as American Sign Language (ASL), Conceptually Accurate Signed English (CASE), Contract Sign Language (PSE),
- Signing Exact English (SEE II), and finger spelling
- Recognizes and adjusts interpretive language to match the student's preferred language and language mode to ensure that the student comprehends the interpretation
- Interprets/transliterates mainstream and self-contained classroom lectures, group discussions, movies, plays, videotapes, audio recording, guest speakers, general classroom instruction and extra-curricular activities
- Interprets/transliterates informal conversations, telephone calls, and other verbal communications for assigned Deaf/HOH students/staff; communicating intensity/feelings of both originator and receiver
- Voice interpret for Deaf/HOH students, staff and parents
- Assists students in learning/practicing appropriate living/social skills and behaviors such as safety procedures, communication skills, independence, decision making and problem-solving techniques necessary for "mainstreaming" and life skills
- Tutors and assists Deaf/HOH students, individually or in groups, in academic or elective subjects; and assists teachers in self contained classroom with instruction as assigned
- Prepares, designs, and develops instructional materials to assist Deaf/HOH students in a learning environment under the direction of a certificated teacher
- Researches specific terminology and signs appropriate to classroom material/lectures
- Interprets/transliterates for assigned Deaf/HOH student(s), staff, and parents at extracurricular activities/events, during meetings, student orientations, work shops, and other related events
- Trains certificated and other staff members in simple signing methods as directed; enhances communications between Deaf/HOH students and mainstream participants
- Serves as a resource to Deaf/HOH students and mainstream staff on appropriate use of interpreting services
- Serves as a positive liaison between mainstream staff and Deaf/HOH program
- Assists in ordering appropriate instructional materials for Deaf/HOH program
- Accompany Deaf/HOH students to and from means of transportation including the supervision of students while Loading and unloading buses; supervises

students during student unstructured time including recess, breaks, lunch, between classes and before and after school

- Observes Deaf/HOH students on day-to-day basis; provides feedback to staff as necessary
- Orients substitute teachers/education assistants to classroom routine/procedures and individual student's needs as necessary
- May perform routine clerical duties including typing, duplicating, collating, filing, taking attendance, grading papers, etc.
- May operate specialized communication equipment for Deaf/HOH students

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education: AA degree earned at an institution of higher learning (preferably in sign language, psychology of deafness or related field) OR Possession of a high school diploma or its equivalent and at least 48 college semester units earned at an institution of higher learning (including coursework in sign language, psychology of deafness or related field);

Certification: Possess valid certification issued by the Registry of Interpreters for the Deaf (RID) or at least a Level 4.0 assessment from National Association of the Deaf (NAD); Educational Sign Skills Evaluation (ESSE); or other statewide or nationally recognized organization or certifying body.

Experience: One year of experience as an interpreter in an educational setting with proficiency to accurately interpret spoken English for Deaf and Hard of Hearing students and interpret designated sign language to spoken English is preferred.

Approved: 08-05-13

Range 74 —10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Family Engagement Facilitator

JOB SUMMARY

Under the direction of the Director of Student and Staff Services and the site administrator, the Family Engagement Facilitator acts as the liaison between students, staff, and parents to remove barriers to improve student learning and achievement. The responsibilities will include, but are not limited to, serving as a resource to students and parents regarding district and community agencies, resources, parent education, and other events and activities that are linked to strong, positive student outcomes.

EXAMPLES OF WORK

- Connect students in crisis situations to appropriate services
- Support the implementation of school climate goals as it related to inclusiveness
- Develop and/or support data collection
- Coordinate linkage of identified students to appropriate programs, activities, and services
- Organize parent engagement workshops, including logistics and communication
- Work with School Attendance Review Team to support improved student attendance
- Support the Progress Monitoring process for targeted students at the site, and district levels
- Participation in the MTSS process as needed
- Support action plans for targeted students
- Coordinate literacy training for families, including how to support reading at home and access to books
- Coordinate technology training, including how to access PowerSchool, InfoSnap, and teacher website/tools
- Teach parents how to volunteer on campus and why it's important
- Bring parents to observe classroom activities
- Teach parents how to monitor their child's academic progress
- Teach parents how to understand the local and state assessments scores and reports
- Provide translation services and home visits as needed for the schools
- Connect parents to school and community resources
- Teach parents about school and district interventions
- Teach parents about reclassification out of English Learners program, why it's important, and how to support child to get there

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Compile and interpret quantitative reports
- Work as part of a multidisciplinary team
- Navigate school/district and community systems
- Understand and respect the diversity of families' economic, linguistic, and cultural backgrounds.
- Recognize sensitive issues and maintain confidentiality
- Communicate effectively verbally and in writing
- Work independently and manage multiple responsibilities simultaneously
- Experience with using data bases and analysis
- Establish and maintain strong interpersonal and team relationships with students, staff, parents, and community partners

- Create and maintain a system to monitor timelines and action plans
- Maintain flexible work hours when necessary

- Two or more years of experience developing skills or knowledge areas described
- Bachelor's Degree preferred, such as Behavioral Sciences, Child and Adolescent Development, Education, Social Work or related field
- Fluent Spanish required at specific sites

Approved: 07-26-21

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Food Service Assistant

JOB SUMMARY

Under the direction of the Meals Program Coordinator, Fiscal Services Supervisor, and School Principal this position serves as the primary contact between students and the school meals program. This position involves preparing for and serving meals, cleaning up after serving meals, reporting information as required to appropriate state and federal agencies, and maintaining a clean, well-functioning school server.

EXAMPLES OF WORK

- Prepare food service facilities for the serving of food; sanitize and prepare eating and serving areas
- Prepare food items as needed, such as heating, warming, and other means of preparation
- Count and set out an appropriate number of meals; set out food and beverages according to established procedures; maintain snack and salad bar and replace condiments as needed
- Portion and serve food to students and staff according to established procedures
- Perform cashiering, inventorying, and related record-keeping activities as needed
- Wash and sanitize trays, plates, utensils, and other serving equipment
- Assist in setting up and stocking food preparation and service lines
- Maintain food storage, appliances, work, and serving areas in a clean, sanitary and safe condition; clean and sanitize counters and tables; wash and store pots, trays, and kitchen

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Must have the personal qualifications to be effective in dealing with students and school staff. Must be well-organized and understand the Importance of the meals program. Must work well with others, including other staff on-site. Must be able to perform simple mathematics and track inventory. Must be conversant with point-of-service (POS) sales techniques and able to properly account for meals served.

Some training and licensing may be required for this position.

Any combination equivalent to a high school diploma or equivalent and some experience in foodservice operations.

Approved: 05-11-22

Range: 11 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Food Service Coordinator

JOB SUMMARY

Under the direction of the Fiscal Services Supervisor, coordinates the implementation of the district's Universal Meals Program.

EXAMPLES OF WORK

- Oversees the day-to-day implementation of the district's meals program
- Arranges staffing and schedules for school site staff involved in the meals program
- Coordinates with food service vendors and addresses problems as needed
- Responsible for compliance with food service health and safety requirements, and responsible for addressing any health inspection notices of non-compliance
- Acts as back-up food server in the event of absences
- Helps recruit school site food servers as needed
- Ensures all necessary equipment is on-site and in good working condition; advises his/her supervisor if new equipment is needed or existing equipment needs replacement
- Makes deliveries as needed between sites
- Helps promote the meals program (including foods being offered) on a regular basis
- Manages communications with school site food servers and administrative staff
- Ensures that consistent daily reporting of meals taken is communicated by school staff to appropriate state and federal agencies
- Assists the Fiscal Services Supervisor in preparing an annual and mid-year report for the Superintendent, Board of Trustees, and other interested parties

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Must have the personal qualifications that will enable her/him to be effective in relationships with staff, food service vendors, and volunteers. Must be able to interact with school site staff and others in a tactful and courteous way. Must have strong organizational skills and the ability to work well with others. Must be able to provide direction to other team members of the Universal Meals Program. Must have strong computer skills as well as strong oral and written communication skills and uses good judgment. Possesses a valid California Driver's License.

Any combination of experience and education equivalent to graduation from twelve grade.

Approved: 05-11-22

Range 61 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Food Service Lead

JOB SUMMARY

Under the direction of the Meals Program Coordinator, Fiscal Services Supervisor, and School Principal this position serves as the primary contact between students and the school meals program. This position serves as the lead food server at the school site and requires training and appropriate licensing. This position involves preparing for and serving meals, cleaning up after serving meals, reporting information as required to appropriate state and federal agencies, and maintaining a clean, well-functioning school server.

EXAMPLES OF WORK

- Acts as the lead food server, coordinates work between meals staff at the school site, and ensures that all appropriate duties (as listed below) are completed.
- Act as primary contact with local health inspectors
- Prepare food service facilities for the serving of food; sanitize and prepare eating and serving areas
- Prepare food items as needed, such as heating, warming, and other means of preparation
- Count and set out an appropriate number of meals; set out food and beverages according to established procedures; maintain snack and salad bar and replace condiments as needed
- Portion and serve food to students and staff according to established procedures
- Perform cashiering, inventorying, and related record-keeping activities as needed
- Wash and sanitize trays, plates, utensils, and other serving equipment
- Assist in setting up and stocking food preparation and service lines
- Maintain food storage, appliances, work, and serving areas in a clean, sanitary and safe condition; clean and sanitize counters and tables; wash and store pots, trays, and kitchen

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Must have the personal qualifications to be effective in dealing with students and school staff. Must be well-organized and understand the Importance of the meals program. Must work well with others, including other staff on-site. Must be able to perform simple mathematics and track inventory. Must be conversant with point-of-service (POS) sales techniques and able to properly account for meals served. Some training and licensing may be required for this position. Any combination equivalent to a high school diploma or equivalent and some experience in foodservice operations.

Approved: 05-11-22

Range: 21 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Garden Manager, Living Classroom Program (LCP)

JOB SUMMARY

- Under the direction of the Living Classroom Program Coordinator manages, maintains, and prepares all Living Classroom garden spaces
- Reviews Living Classroom lesson schedule on a weekly basis to schedule garden preparation before lessons
- Prepares gardens by clearing planter boxes of old plantings/weeds and adding compost as needed. Installs garden signs for lessons and acquires replacement plants as needed
- Coordinates with district Irrigation Specialist the repair and maintenance of garden irrigation systems as needed
- Obtains seedlings, seeds, and other plants for lessons
- Oversees annual garden clean-ups

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Strong interest in and familiarity with gardens, native plants, and life/earth sciences; has the ability to maintain effective relationships with others; has good organizational skills; has the ability to perform physical labor in preparing and maintaining gardens for lessons; has the ability to work well with teachers and students; uses good judgment.

Education or experience equivalent to a twelfth grade education; relevant work experience in an office or school environment.

Approved: 09-29-11

Range 48 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Gardener

JOB SUMMARY

Under the supervision of the Maintenance and Operations Director. Performs landscaping, gardening work including mowing lawns, and the maintenance of landscaped and other areas at all district facilities.

EXAMPLES OF WORK

A Gardener mows lawns, does planting, cultivates earth with a spade, mixes leaf mold, fertilizers soil increments to prepare ground for planting; fertilizes lawns, shrubs, and flower beds when and where needed; operates power grounds equipment, light trucks, hand sprayers, and hedge shears; waters lawns; edges lawns, paths and borders; sweeps lawns, sidewalks and other areas; picks up papers and trash from lawns in recreation areas; rakes leaves; prunes plants, trims trees and shrubbery; cleans shrubbery beds; applies chemicals for killing weeds and burning lines on athletic fields; gases gophers; and performs other duties as assigned.

Drags and marks tracks; renovates runways for pole vault, high jump and broad jump; cleans and levels baseball field; lays out game areas on asphalt; picks up and delivers wood shavings and tan bark for school recreation areas and picks up and delivers sandboxes at schools; hauls dirt and fills in all holes on school grounds; greases, oils, sharpens mowers and assists in the repair of gardening equipment; and answers emergency calls.

Assists Landscape Specialist as needed. Assists Maintenance Worker with routine building repairs as needed; assists with furniture and equipment set-ups and take-downs as needed.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Knowledge of methods of cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns appropriate to school grounds; knowledge of the methods of preparing soils for planting; knowledge of the use and capabilities of hand and power driven grounds keeping equipment; knowledge of proper safety practices and procedures in use of equipment and materials; able to repair and maintain gardening tools and equipment; able to understand and carry out oral and written instructions; ability to perform heavy manual labor; and ability to work effectively with principals, the general public and fellow employees. Ability to operate heavy equipment and machinery.

Minimum of any combination of education and experience equivalent to the completion of the twelfth grade and one year of experience in gardening, tree work or grounds maintenance work. **AA** degree in a related field may be substituted for experience. Keeps current with best practices in the field. Valid California driver's license and other job required certifications required.

Approved: 03-01-06

Range 38 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant I

JOB SUMMARY

Under the supervision of School Principal and direction of staff. Performs clerical tasks, media preparation, assistance in instructional activities of students. Attends meetings, planning sessions.

EXAMPLES OF WORK

Aids teacher in preparing materials and room environment; records student progress, monitors instructional systems, corrects papers, and records progress; aids in typing; under teacher's supervision, may aid in small group instruction; participates in planning sessions with teachers and attends other meetings and in-service when required; assists in yard supervision; may work in library under the direction of the Program Specialist, Library Specialist to accomplish general library functions and routines.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education/experience equivalent to completion of the twelfth grade. Possesses an aptitude to work with children and teachers; possesses warmth, empathy and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, confidentiality, promptness and good inter-personal relations.

An ELL Level One Classroom Assistant carries out her roles in support of the regular classroom program, working with at least one referred or eligible ELL child. The ESL Aides carry out their activities in accordance with the current district ELL Procedures Handbook so that the ELL program will be in compliance with state and federal regulations. An ELL Assistant provides services to ELL students under the direct supervision of an ELL Teacher or Classroom Teacher, and may also be assigned to help ELL Specialists or teachers with clerical or assessment duties.

Approved: 12-08-09

Range 1 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant, Library Support

JOB SUMMARY

Under the supervision of School Principal and direction of library specialist, performs clerical tasks, media preparation and assistance in the school libraries.

EXAMPLES OF WORK

- Assists in inventory of school library books and materials
- Checks library books and materials in and out
- Assists in cataloging of library books and materials
- Provides assistance to students/teachers as needed in the school library
- Attends meetings and planning sessions as needed
- Reads to large groups of students

Performs other directly related duties as assigned

QUALIFICATIONS/REQUIREMENTS

- Knowledge of library systems
- Enjoys interacting with students
- Caring, kind and empathetic towards students and colleagues
- Takes initiative and is a self-starter
- Excellent communication skills in spoken and written English
- High School Diploma or equivalent
- Previous work with students in an educational setting is desired

Approved: 05-15-13

Range 1 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant, Piano Accompanist

JOB SUMMARY

Under the supervision of School Principal and direction of staff.

EXAMPLES OF WORK

- Plays written accompaniment to choral pieces
- Plays each of the vocal parts individually
- Plays two or three vocal parts simultaneously (written on different lines)
- Follows the conductor
- Plays warm-up exercises as described by conductor

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education/experience equivalent to completion of the twelfth grade. Possesses an aptitude to work with children and teachers; possesses warmth, empathy and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, confidentiality, promptness and good inter-personal relations.

Approved: 12-2-10

Range 1 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant, Small Group Support

JOB SUMMARY

Under the supervision of School Principal and direction of staff, provides assistance to the classroom teacher for small group instruction of students. Attends meetings, planning sessions, and trainings as required.

EXAMPLES OF WORK

- Provides instructional support for teacher through working with students
- Follows oral or written teacher instructions when working with small groups of students
- Is responsive to student needs
- Communicates regularly with teachers regarding student progress
- Builds rapport and relationships with students
- Attends regularly scheduled district trainings on providing small group support in the classroom

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Knowledge of appropriate small group instructional strategies
- Enjoys interacting with students
- Takes initiative and is a self-starter
- Adaptable and flexible to the needs of students
- Caring, kind and empathetic towards students and colleagues
- Excellent communication skills in spoken and written English
- High School Diploma; AA degree preferred
- Previous work with students in an educational setting is desired

Approved: 08-13-12

Range 1 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant, Special Education

JOB SUMMARY

Under the supervision of the School Principal, instructs individuals, small groups or classes of students designated by teachers from different classrooms within teacher guidelines, may be expected to prepare lesson plans, materials for lessons, assess students' progress, meet with staff and assist in program planning and revision.

EXAMPLES OF WORK

- Assist students (individually or small groups) in academic areas to support, review and reinforce curriculum
- Assist in developing schedules and accommodations, program planning, data collection and maintenance of records
- Observe and monitor behavior of students to ensure safety
- Set up work areas and assist in preparation of materials
- Participate in staff meetings and in-service trainings, as required
- Assist teacher in supervising students in the classroom and playground
- Implement student's instructional accommodations/modifications within educational settings
- Operate a variety of instructional media and equipment
- Assist in implementing individualized and/or classroom-wide behavior management systems
- Attend to the personal care needs of some students with physical limitations; implement health care. This may include assistance with educational aids such as computer, tape recorder, visual and hearing amplification aids, braces, crutches, wheelchairs, etc.

Performs other directly related duties as assigned.

ESSENTIAL SKILLS/ABILITIES

- Ability to maintain harmonious working relationships with students, staff and community
- Ability to perform basic clerical work
- Ability to speak clearly and effectively; follow oral and written directions
- Ability to make decisions quickly regarding health and safety of students
- Ability to maintain confidentiality of records and discussions
- Possess the ability to organize data, schedules and information relevant to students assigned; an aptitude to work with children and teachers; warmth, empathy and the desire to become involved in the instructional process; the ability to follow instruction and accept constructive suggestions and professional standards. Knowledge of, or the ability to learn curriculum

QUALIFICATIONS/REQUIREMENTS

- Minimum education: high school diploma or equivalent
- Experience working with children preferred

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee must occasionally lift and/or move up to 50 pounds.
- Assist in physical and sometimes strenuous activities with students such as lifting, weight shifting and positioning of students

Approved: 5-29-18

Range 29 – 10-month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Instructional Assistant – TK/K

JOB SUMMARY

Under the supervision of the school Principal and direction of staff, assists and instructs individuals, smaller groups or classes of students designated by teachers. Expected to prepare materials for lessons, assesses students' progress, and meet with staff when required

EXAMPLES OF WORK

- Assist students (individually or small groups) in academic areas to support, review and reinforce curriculum
- May assist in planning and implementing lessons for small groups of students
- Observe and monitor behavior of students to ensure safety
- May assist in collecting student performance data
- Set up work areas and assist in preparation of materials
- Assist teacher in supervising students in the classroom and playground
- Operate a variety of instructional media and equipment
- Assist in implementing individualized and/or classroom-wide behavior management systems
- Support with toileting and personal care needs of students when needed (4-5 year olds)

Performs other directly related duties as assigned.

ESSENTIAL SKILLS/ABILITIES

- Ability to maintain harmonious working relationships with students, staff and community
- Ability to perform basic clerical work
- Ability to speak clearly and effectively; follow oral and written directions
- Ability to make decisions quickly regarding health and safety of students
- Ability to maintain confidentiality of records and discussions
- Possess the ability to organize data, schedules and information relevant to students assigned; an aptitude to work with children and teachers; warmth, empathy and the desire to become involved in the instructional process, the ability to follow instruction and accept constructive suggestions and professional standards. Knowledge of, or the ability to learn curriculum.

QUALIFICATIONS/REQUIREMENTS

- Minimum education: high school diploma or equivalent
- Experience working with children preferred

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The employee must occasionally lift and/or move up to 50 pounds
- Assist in physical and sometimes strenuous activities with students such as lifting, weight shifting and positioning of students

Approved: 04-10-23

Range 21 – 10-month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Landscape Specialist

JOB SUMMARY

Under the supervision of the Maintenance and Operations Director. Performs landscaping work including installing and repairing irrigation systems, mowing lawns, plans and installs grounds improvements and performs the maintenance and repairs of landscaped and other areas at all district facilities. Does other related work as required.

EXAMPLES OF WORK

A Landscape Specialist installs and repairs irrigation systems, mows lawns, does planting, cultivates earth with a spade, mixes leaf mold, fertilizers soil increments to prepare ground for planting; fertilizes lawns, shrubs, and flower beds when and where needed; operates power grounds equipment, light trucks, hand sprayers, and hedge shears; waters lawns; edges lawns, paths and borders; sweeps lawns, sidewalks and other areas; picks up papers and trash from lawns in recreation areas; rakes leaves; prunes plants, trims trees and shrubbery; cleans shrubbery beds; applies chemicals for killing weeds and burning lines on athletic fields; gases gophers and assists principals in developing landscape plans, estimates time and material costs for such plans.

Assists Maintenance Worker with routine building repairs as needed; assists with furniture and equipment set-ups and take-downs as needed. Drags and marks tracks; renovates runways for pole vault, high jump and broad jump; cleans and levels baseball field; lays out game areas on asphalt; picks up and delivers wood shavings and tan bark for school recreation areas and picks up and delivers sandboxes at schools; hauls dirt and fills in all holes on school grounds; greases, oils, sharpens mowers and assists in the repair of gardening equipment; and answers emergency calls.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Knowledge of methods of cultivating, pruning, and caring for plants, flowers, shrubs, trees and lawns appropriate to school grounds; knowledge of the methods of preparing soils for planting; knowledge of the use and capabilities of hand and power driven grounds keeping equipment; knowledge of proper safety practices and procedures in use of equipment and materials; knowledge of automated irrigation systems; knowledge of various fertilizers and their proper uses; knowledge of plant diseases and pests common to the area and methods used in their eradication and/or control; able to repair and maintain gardening tools and equipment; able to understand and carry out oral and written instructions; ability to perform heavy manual labor; and ability to work effectively with principals, the general public and fellow employees. Ability to operate heavy equipment and machinery. Minimum of any combination of education and experience equivalent to the completion of the twelfth grade and two years of experience in gardening, tree work or grounds maintenance work. AA degree in a related field may be substituted for experience. Keeps current with best practices in field. Valid California driver's license and other job required certification required.

Approved: 03-01-06

Range 51 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Maintenance & Operations Assistant

JOB SUMMARY

Under the supervision of the Director of Maintenance & Operations. To perform varied responsible clerical duties pertaining to the office of Maintenance & Operations and to provide support to the Director. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires initiative and judgment in the application and follow-up on administrative decisions as well as knowledge of regulations governing maintenance and operations in a school district. This job class also requires extensive organizational skills in the maintenance of detailed logs, reports and documentation, along with hands-on in a variety of Maintenance & Operations responsibilities.

EXAMPLES OF WORK

- Performs varied and responsible clerical duties in support of Maintenance & Operations including:
 - Typing or word-processing letters, memos and other correspondence
 - Filing letters, memos and other correspondence
 - Answering phones, responding to callers/visitors and providing information
 - Maintaining office supplies
 - Calling for service on office equipment and maintenance/custodial equipment
- Prepares purchase orders; updates vendor information; copies/files invoices
- Processes work orders, including entering and closing out
- Monitors attendance and prepares monthly attendance report
- Assists in maintaining inventory, including tracking, checking in and stocking
- Assists in issuance of parts and equipment; researches items; follows up on orders
- Maintains logs and updates documentation, including:
 - Pest control
 - Hazardous waste: container inventory and manifest
 - Department of Pesticide Regulations
 - Department of Environmental Health
 - Employee training
 - Vehicle maintenance
 - Material safety data sheets
- Submits annual reports, including:
 - Smog checks to Bureau of Automotive Repair
 - Hazardous materials business plan
 - Department of Toxic Substances Control
- Assists with keyless entry at sites

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of varied experience of secretarial/clerical work. Able to multi-task and prioritize duties. Willing to learn rules and regulations governing the School District and ability to apply them with good judgment.

Approved: 10-30-13

Range: 51 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Maintenance Worker

JOB SUMMARY

Under the supervision of the Maintenance and Operations Director. Performs skilled maintenance work, construction, repair of buildings, and equipment.

EXAMPLES WORK

(These examples are descriptive only and are not restrictive as to nature and type of work.)

A Maintenance Worker does painting, roofing, woodworking, repair work to buildings and equipment; measures, cuts, threads, and installs water lines; does plumbing installation and repairs in a school plant or school office; repairs and installs lavatory equipment, repairs and installs drinking fountains; electrical work; runs wire; runs conduit (rigid, flex, thin wall); installs lights; repairs HVAC systems; repairs electrical equipment; repairs light switches; welds pipe, playground equipment or machinery. Build fences; does cement work; repairs play equipment; repair and maintenance of roofing; does plastering; lays out recreational grounds; installs and repairs floor coverings; does locksmith and security systems work. Performs other duties as assigned including assisting Landscape Specialist and/or Gardener with landscaping tasks when needed.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Knowledge of electrical and plumbing tools, carpentry, equipment, supplies, HVAC systems, locksmith work, security systems work; diagrams used in the proper installation of electrical and plumbing fixtures; building construction and repair work; skill in the care and use of electrical and plumbing tools and tools required in the performance of the job; ability to properly care for the electrical and plumbing needs of a school district; ability to understand and carry out oral and written instructions; and the ability to work effectively with principals, the general public and fellow employees.

EDUCATION AND EXPERIENCE

Minimum of any combination of education and experience equivalent to the completion of the twelfth grade and two years of experience in either the electrical or plumbing field and/or general maintenance. AA degree in a related field may be substituted for experience. Keeps current with best practices in the field. Valid California driver's license required.

Approved: 02-13-06

Range 51 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Neighborhood Liaison Worker

JOB SUMMARY

Under the supervision of School Principal. Develops and implements programs to make families aware of the health related services available to them and their children, encourages families to take advantage of these services.

EXAMPLES OF WORK

Assists children/parents in accessing services provided by community human service agencies; advises parents of free/reduced meal options and available pre-school services; schedules home visits to new families to orient them to various health related programs; schedules visits to all families to secure developmental histories; encourages volunteering in their child's school and assists with any health related needs; assists in arranging transportation for students/parents to service providers within the community when needed; serves as a resource to parents when they are dealing with health related programs and services offered in the community; phones/visits families to remind them of appointments, follows up on a teacher referral regarding health/family needs and advises parents' needs for information, education, etc.; assists School Nurse and School Health Assistant in performance of duties at local site.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Possesses valid California Driver's License; bilingual in Spanish, Vietnamese, Tagalog or Chinese; resident of school/district neighborhood; reflects the language and cultural background of school/district neighborhood; has ability to be sensitive to confidentiality of students/family situations; has ability to be tactful and diplomatic when dealing with parents and students; has ability to understand and carry out oral and written directions given in English; has ability to speak and write correct English, Spanish, Vietnamese, Tagalog or Chinese; has ability to maintain cooperative working relationships with students, staff, parents and visitors; has ability to recognize the culture of the local neighborhood and be sensitive to cultural diversity.

One or more years of experience working with students and families. Desired: experience in a school liaison capacity or social services agency.

High school diploma or any combination equivalent to graduation from high school. Desired: any combination of education and related experience equivalent to completion of two years of college with course work in social science, psychology, sociology, health services or child development.

Approved: 02-13-95

Range 15 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Noon Duty Aide

JOB SUMMARY

Under the supervision of School Principal. Serves as primary adult supervisor during lunchtime.

EXAMPLES OF WORK

Supervises and monitors eating area, play area and restrooms. Carries forward school discipline management plan. May be required to administer first aid.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to resolve conflict. Strong communication skills with children. Willingness to communicate with teachers. The ability to recognize potential playground issues. Must be flexible, punctual and consistent with disciplinary practices. The ability to multi-task and remain calm in high paced environment. Requires stamina as position requires supervision on many areas of playground. Experience as a classroom aide and/or work in education preferred. Coursework in child psychology desired.

Approved: 12-08-03

\$22.47 per hour

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Occupational Therapist

JOB SUMMARY

Under the direction of the Director of Special Education, the Occupational Therapist (OT) participates as a member of the educational team and is responsible for conducting appropriate pediatric occupational therapy assessments to determine a student's level of function relative to the student's age and educational placement in such areas as fine motor development, gross motor development, sensory-motor integration, self-care, and self-help activities for daily living. The Occupational Therapist is responsible for providing assessments, reports, and IEP goals for students evaluated for special education services and students who may need occupational therapy as a related service, necessary to assist students in acquiring physical functional performance skills needed to participate in and benefit from his/her educational program and function independently.

EXAMPLES OF WORK

- Administer complete educational related assessments and reassessments including the interpretation of the developmental history, classroom or playground observations, records review, standardized testing, and non-standardized testing in areas of suspected disability; Interpret results, provide a comprehensive written report, present findings, and offer appropriate intervention strategies at IEP meetings
- Participate effectively in the multidisciplinary IEP team process and work effectively with the instructional team, parents, and community members, and function as a positive, contributing member on an educational team
- Communicate assessment finding's effectively to the IEP team; including educational staff, parents, students, and agency professionals concerned with the students
- Coordinate individual goals with the IEP team to ensure that goals are educationally relevant and will contribute to the student's progress towards his/her educational goals and to improve the student's functional ability
- Implement the student's IEP by providing occupational therapy services to students and through appropriate training for parents
- Provide individual and group therapy sessions to correct specific areas of concern, including fine-motor skills and sensory-motor integration dysfunction
- Attend IEP meetings and provide progress reports at the designated intervals to parents at designated time periods
- Identify, evaluate, and design adapted equipment to assist students in self-care and academic activities
- Maintain a schedule to meet the caseload requirements, develop procedures, reporting forms, and records to manage the program and comply with educational standards
- Develop home and community programming to maintain and enhance the performance of students in their natural environments
- Conduct training programs for district personnel on the role of occupational therapy as an educational service, normal sensory-motor development as related to learning, and identification of sensory-motor deficits
- Work effectively with students, district personnel, community representatives, interdisciplinary teams and families
- Use current best practice clinical skills for working with students with mild to severe physical, mental and emotional disabilities
- Administer the occupational therapy program as needed in terms of budget recommendations,

space and equipment recommendations, occupational therapy program development and evaluation

- Participate in approved professional growth activities in special education and in pediatric occupational therapy
- Possess knowledge of District policies and regulations and adhere to same
- Assist in the management of the program, interpret and implement rules relating to the program, make policy recommendations, evaluate results, and make determinations relative to effective service delivery
- Work confidentially with discretion
- Travel among all schools to deliver services

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Ability to use a variety of methods, techniques, equipment, and practices in occupational therapy
- Ability to identify and analyze areas of developmental sensory-motor dysfunction
- Ability to work independently with minimal direction
- Knowledge of developmental foundations and neuro developmental implications as related to learning/ behaviors and educational success
- Know principles, methods and objectives of educationally-based occupational therapy, treatment and services
- Know skeletal anatomy, neuromuscular function and dysfunction, kinesiology and occupational therapy modalities
- Understanding of child development, common disabilities and theory/practice of educationally-based occupational therapy
- Know techniques used in the assessment and treatment children with a variety of disabilities
- Know educational and development needs of children with specific disabilities, especially autism spectrum disorder (ASD)
- Know special education laws relative to occupational therapy services
- Ability to interact effectively with co-workers and parents
- Ability to maintain composure in conflict situations
- Ability to administer and accept supervisory authority
- Possess knowledge about a variety of decision-making processes and able to select appropriate methods in specific problem-solving situations
- Strong organizational skills, leadership skills, analytical skills, and communication skills (both oral and written)
- Ability to respond to a host of different demands without a loss of productivity
- Strong ability to use technology effectively in communication and to deliver professional development

Required:

- Valid registration with the American Occupational Therapy Association (AOTA) and/or certified with the National Board of Certification for Occupational Therapy (NBCOT)
- Possess and maintain a valid California driver's license

Strongly Preferred:

- Two years of clinical experience providing occupational therapy services with a primary focus on pediatric clients
- Experience working with students with a variety of disabilities and in an educational setting
- Strong background in sensory integration therapy and application in the treatment of autism spectrum disorder (ASD) and associated regulatory disorders
- Experience working collaboratively with families and public schools

Approved: 07-26-21

Range 102 – 10 month position plus Extended School Year (ESY)

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Parking Lot Attendant

EXAMPLES OF WORK

- Monitors the parking lot area
- Directs both pedestrian and vehicular traffic to maximize student safety.
- Performs other directly related duties as assigned

QUALIFICATIONS/REQUIREMENTS

- High School Diploma or equivalent
- Ability to resolve conflict in a diplomatic manner
- Strong communication skills
- Ability to recognize potential parking lot and traffic issues
- Working knowledge of school rules
- Caring, kind and empathic towards students
- Flexible, punctual and possess multi-task skills
- Remain calm in a fast paced environment

Approved: 05-15-13

\$22.47 per hour

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Printing Technician

JOB SUMMARY

Under the supervision of the Purchasing Agent (Supervisor) and/or the Assistant Superintendent Business Services. Responsible for all media, reproduction work, plate making, and bindery. Orders and maintains supplies for the printing area..

EXAMPLES OF WORK

(These examples are descriptive only and are not restrictive as to nature and type of work.)

A Printing Technician sets up and operates Multilith-Multigraph Duplicator 1250, Multilith Offset 2850, 2000 Electrostatic Copier, Xerox 9200 Copier, Plate-Maker, Velo Oinder 201 and Caser, paper cutter, collator, stapler (manual and electric), and paper drill. Makes metal plates, including layout. Reproduces by offset process forms, letterheads, envelopes, charts, booklets, pamphlets, brochures, form letters, reports, and special publications; this includes line, solids, halftones, hairline registration, and multi-color work. Collates, assembles, pads, binds, and staples reproduced work; prepares and distributes reproduced materials to schools and offices located in the administration building; orders and maintains, cleans Xerox machines and maintains paper supply for Xerox machine. May direct work of personnel assigned to the reproduction areas.

Operates tape duplicator, dry mount, and laminator. Instructs personnel (district and PTA) in methods of preparing their work for finished copy. Instructs personnel (district and PTA) in the use of equipment within the department available for their use. Correlates materials and schedules workloads.

Performs other directly related duties as assigned.

QUALIFICATION/REQUIREMENTS

Knowledge of modern reproduction and media methods, practices and procedures; must be thoroughly familiar with photographic processes for offset reproduction, copy preparation, lay-out, paste ups (includes stripping and halftones), plate-making, chemicals used in the developing, preserving and storing of masters and plates; making and stripping negatives for printing; ability to operate tape duplicator, dry mount press, laminator, Xerox, Velo Binder and Caser; and the ability to maintain cooperative relationships with those contacted in the course of work. Equivalent to the completion of twelfth grade and five years experience and/or training in the field of reproductive work, as well as knowledge of media described in this job description.

Approved: 12-07-81

Range 38 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Coordinator, Living Classroom Program (LCP)

JOB SUMMARY

Under the direction of the Assistant Superintendent of Curriculum. Coordinates the implementation of the Living Classroom Program.

EXAMPLES OF WORK

- Acts as the primary recruiter and trainer of docents who ultimately deliver the lessons to students
- Is responsible for all lessons and program publicity. Creates and updates lesson plans as needed
- Coordinates the efforts of the Garden Manager and the Assistant in sustaining the Living Classroom Program
- Manages all communications with teachers, principals, and docents
- Is responsible for creating and maintaining a program website, as well as all program evaluation tools
- Prepares and delivers annual and mid-year reports for the Superintendent, Board of Trustees, and other interested parties
- Develops and maintains a lesson kit management system

Performs other directly related duties as needed, including delivering lessons as needed.

QUALIFICATIONS/REQUIREMENTS

Strong background in life sciences including botany, biology, ecology, and natural history; interest and ability in delivering life science lessons to students in grades K–8; strong leadership and organizational skills; ability to present information to and communicate well with students, teachers, and other adults; ability to work well with others; ability to provide direction to other team members of the Living Classroom Program; has strong computer skills; ability to prepare effective publicity materials; has strong oral and written communication skills; uses good judgment.

Minimum four years of college and/or relevant work experience in an office or school environment.

Approved: 09-29-11

Range 61 – 11 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Behavioral Therapist

JOB SUMMARY

Under the supervision of School Principal and Special Education Director. Provides specialized behavior management to severely disabled students. The Behavioral Therapist will assist in curriculum access with appropriate curriculum adaptations, monitoring non-structured times, classroom management, assist in advancing behavior with students and performing other duties, as assigned, so that the student acquires as much autonomy as possible. The Behavioral Therapist will, under specialized supervision, provide one-on-one Applied Behavior Analysis (ABA) to designated students in a variety of educational settings including home, community and classroom; participate in behavior modification and management of students; assist students with and demonstrate proper physical care and hygienic needs. Behavioral Therapist will be responsible for collecting behavioral data and implementing interventions to assist students with respect to their IEP goals.

EXAMPLES OF WORK

Delivers ABA instruction to autistic students in a variety of settings. Assists in general education classroom to provide curriculum access to severely disabled students. Provides social skills facilitation in conjunction with ABA to assist students in generalizing social skills in playground or classroom settings. Collects data related to behavior and social skills IEP goals. Provides supports to students who need help with toileting or other hygiene needs.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education: Minimum AA degree, BA preferred. Experience: Minimum one year of experience working with students with autism including some demonstrated experience implementing ABA programs, or one year of experience working with students with severe handicaps, though three years is preferred. In general, must meet NCLB requirements for qualification.

Approved: 10-18-05

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, C-STEM

JOB SUMMARY

Under the supervision of Assistant Superintendent Curriculum and School Principal. Serves as coordinator of the Communications, Science, Technology, Engineering and Math (C-STEM) program. Works with students in classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, develops and shares applications of STEM subjects using creativity, collaboration and computer science instruction with students and teachers using problem solving skill and algorithmic thinking. Shows teachers and students how to create computer tools. Plans and prepares materials for instruction.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

College graduate or equivalent education and course work in computer science and art. Ability to organize data, schedules and information. Possesses an aptitude to work with children and become involved in the instructional process, accepts professional standards.

Approved: 12-06-11

Range 52 - 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, English Language Learner (ELL) Specialist

JOB SUMMARY

Under the supervision of School Principal and Special Education Director. Prepares lesson plans and gathers materials for lessons to supplement the classroom program for ELL students. Administers and scores ELL assessments, keeps records regarding students who speak another language, and assists teachers and Principal in collecting and recording data regarding the academic progress and test performance of current and former ELL students. Works with teachers to provide modifications in the supplemental instruction setting so that ELL students can learn the Core Curriculum.

Carries out his/her role in support of the regular classroom program, carrying out activities in accordance with the current district ELL procedures handbook so that the ELL program will be in compliance with state and federal regulations

EXAMPLES OF WORK

Participates in planning sessions, provides instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Library Program Specialist

JOB SUMMARY

Under the supervision of School Principal. Serves as school coordinator of the school library. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides library skills instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction. Checks books in and out. Orders and enters new books. Updates media information.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Music Specialist

JOB SUMMARY

Under the supervision of Assistant Superintendent Curriculum. Serves as member of the music program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides music instruction and supervision to students, schedules and provides assistance to music teachers, volunteers and level one assistants, plans and prepares materials for instruction.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in music education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Physical Education Specialist

JOB SUMMARY

Under the supervision of Assistant Superintendent Curriculum. Serves as member of the physical education program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning physical education sessions, provides instruction and supervision to students, schedules and provides assistance to physical education teachers, volunteers and level one assistants, plans and prepares materials for instruction.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Science Specialist

JOB SUMMARY

Under the supervision of School Principal. Serves as school coordinator of the science program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides science instruction and supervision to students, schedules and provides assistance to teachers, volunteers and level one assistants, plans and prepares materials for instruction. Keeps science supplies updated and organized. May plan and organize science fairs.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in science education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Site-Specific Program

JOB SUMMARY

Under the supervision of School Principal and staff. Serves as specialist for a program in any one of a number of areas (e.g. reading, noon activities) at one specific school funded by a school-level budget. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Speech Language Pathologist Assistant (SLPA)

JOB SUMMARY

Under the supervision of School Principal and Special Education Director. Under the direction of a Speech Pathologist, the Speech Language Pathologist Assistant (SLPA) provides specialized instruction in speech, language and hearing to students with communication disorders. The SLPA will assist in providing speech therapy as defined/identified/designed by the Speech Pathologist (SLP) and will follow written Individual Education Plans (IEPs), assist in providing other staff and parents with intervention strategies for carry-over of the students' speech and language goals and objectives, complete screenings (without interpretation) for students who may need speech therapy, using screening protocols specified by the SLP, complete required daily documentation, assist the SLP in the collection and tallying of data for assessment purposes (without interpretation of data), maintain and prepare a wide variety of manual and electronic materials (e.g. charts, logs, records and/or reports), maintain augmentative communication devices and equipment for the purpose of ensuring availability of required tools, perform site visits at multiple sites for the purpose of providing therapy and assistance as directed by the SLP.

SLPA does not interpret data and/or design or write a formal screening, diagnostic, progress or discharge note or change a treatment plan or IEP without input from the SLP under whose direction the SLPA is working.

EXAMPLES OF WORK

Delivers speech therapy as defined by the SLP to students with IEPs in a variety of settings. Assists in general education classroom to provide curriculum access to students with communication disorders. Provides social skills facilitation in conjunction with speech/language program to assist students in generalizing social skills in playground or classroom settings. Collects data related to communication and social skills IEP goals. Performs routine checks of assistive technology devices (e.g. hearing aides, communication devices) to ensure they are working while the student is in school.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

A minimum AA or Vocational School degree, completion of certified training program for Speech Language Pathology Assistant. A minimum one year of experience working with students with communication disorders including some demonstrated experience implementing speech therapy programs, though three years is preferred. In general, must meet NCLB (No Child Left Behind) requirements for qualification.

Approved: 06-07-13

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Program Specialist, Visual Arts Specialist

JOB SUMMARY

Under the supervision of Assistant Superintendent Curriculum. Serves as member of the visual arts program. Works with students from different classrooms, gathers and summarizes monitoring and evaluation data, maintains records of activities and pupil progress, meets with staff and parents, assists in program planning, evaluation and revision.

EXAMPLES OF WORK

Participates in planning sessions, provides art instruction and supervision to students, schedules and provides assistance to volunteers and level one assistants, plans and prepares materials for instruction. Orders art supplies. Develops curriculum in conjunction with Art Docent Program.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Education or experience equivalent to the completion of the twelfth grade. The ability to organize data, schedules and information collected and/or submitted by teachers. Possesses an aptitude to work with children and teachers; possesses warmth, empathy, and desire to become involved in the instructional process; ability to follow instruction and accept constructive suggestions; accepts professional standards, i.e., discretion, promptness and good inter-personal relations. Knowledge of paraprofessional course work. Experience as a classroom aide and/or course work in education preferred.

Approved: 12-08-03

Range 52 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Registrar

JOB SUMMARY

Under the direction of the Director of Student and Staff Services, interfaces with families of new students in gathering information for student registration, manages student registration data in student information system (currently PowerSchool), prepares District data for State and Federal reporting, performs data validation procedures to ensure data is accurate, manages data interface between student information and other systems (e.g, registration).

EXAMPLES OF WORK

- Registration of all new students—collect required documentation and register student into PowerSchool
- Create cumulative file and forward to home school
- Responsible for the assignment of students to the appropriate school
- Responsible for overseeing the scanning of cumulative file documents for students leaving the District
- Registration data collection—import and export student data and send parent notifications
- Manage inter and intra district enrollment requests from parents and obtain approvals based on board policy and superintendent approval; communicate with parents and school administration
- Manage overflows and open enrollments—update PowerSchool transfer information
- Report student demographic data to state student data system (CALPADS)
 - Obtain student IDs for all new students; update CALPADS weekly with all enrollment changes (students leaving or changing schools)
- Maintain integrity of student data in PowerSchool, including regular audits of enrollments (current and projected), inter- and intra-district assignments, section enrollment data conflicts, etc.
- Maintain historical report card data and respond to copy requests
- Respond to enrollment verification requests from parents
- Update, order and organize literature and forms for Kindergarten/New Family Information Night

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Excellent communication skills
- Advanced proficiency in Microsoft Excel and Word
- Excellent analytical skills, ability to analyze problems, formulate solutions
- Knowledge of database programming language (specifically SQL use in database queries)
- Ability to perform complex tasks using initiative and problem solving skills
- Ability to handle confidential information efficiently and securely
- Ability to work independently and meet deadlines
- Familiarity with PowerSchool a plus
- Familiarity with CALPADS a plus
- Education or experience equivalent to the completion of the twelfth grade
- AA Degree preferred
- Minimum 2 years' experience in database management, data processing or similar experience
- Valid California driver's license

Approved: 5-29-18

Range 76 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

School Coordinator

JOB SUMMARY

Under the supervision of the School Principal. Performs clerical and coordination tasks as delegated by the principal.

EXAMPLES OF WORK

- Monitors inventory of school supplies and orders supplies
- Maintains school master calendar of events and coordinates room use
- Assists with scheduling and recordkeeping for instructional and other aides and volunteers
- Acts as principal's liaison with PTA committees
- Maintains records of purchase orders to be reimbursed by PTA
- Provides clerical assistance with school publications, bulletins, agendas and correspondence
- Monitors ball room supplies, procedures and student workers
- Assists with special events and student activities
- Acts as principal's clerical assistant
- Assists the administrative secretary when directed to do so by the principal
- Maintains confidentiality of student and staff information

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Excellent spoken and written communication skills

Basic word processing skills

Strong organizational skills

Ability to use spreadsheets, database scanner, e-mail

Ability to understand the operation of the school as a whole

Interpersonal and public relations skills

Range 39 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

School Health Assistant

JOB SUMMARY

Under the supervision of the District Nurse. Provides care for students with medical conditions through medication administration, implementation of Individualized Health Care Plans and knowledge of medical conditions and health concerns. Provides first aid as needed in the school health office and supports district nurses in promoting health.

EXAMPLES OF WORK

- Provide First Aid at school site; implement individualized Student Health Care Plans including monitoring and assisting students with care related to diabetes and other medical conditions. Training will be provided by the District Nurse: Diabetic Action Plans, Seizure response, Head Injury, Joint or limb injury, Communicable disease, Health office procedures and other medical conditions present at the school site.
- Participation in planning sessions with District Nurse, staff and parents regarding health needs

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

- Possess valid California Driver's License
- Reliable transportation for travel between school sites
- Obtain and maintain current First Aid and Adult & Child CPR certification
- Proficient on a personal computer
- Ability to lift and transfer students (25 pounds anything greater, help will be provided as necessary) using proper body mechanics
- One year of experience of general clerical and computer duties. Desired Experience in a school health service capacity
- Any combination equivalent to graduation from high school. Desired: any combination of education and related experience equivalent to completion of two years of college with course work in social science, psychology, sociology, child development or health services.

Under the supervision on the District Nurse be able to accurately triage an emergency event. Willingness to work with potential hazards such as contact with blood and blood-borne pathogens and demonstrates appropriate use of personal protective equipment. Ability to implement Student Health Care Plans including administration of medications and medication safety; demonstrates sensitivity to confidentiality of some student/family situations; has ability to be tactful and diplomatic when dealing with parents and students; maintains accurate and complete health records and reports; has ability to perform clerical work of average difficulty; has ability to operate a personal computer, word processing and spread sheet program; has ability to understand and carry out oral and written directions given in English and has ability to maintain cooperative working relationships with students, staff, parents and visitors.

Approved 09-14-09

Range 48 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

School Office Clerk

JOB SUMMARY

Under the supervision of the School Principal and/or designee. Acts as assistant to the school office secretary.

EXAMPLES OF WORK

- answers phones and performs duties as office receptionist interacting with staff, students and parents
- assists with daily attendance, data entry and student cumulative records
- types, copies and files as requested
- administers first aid, dispenses daily medication and helps care for ill children and staff as needed
- assists with registration of new students and maintains confidentiality of students and staff
- maintains student records of Independent Study Plans, National School Lunch Program, Student Stores and Student Council funds
- distributes mail, orders and receives supplies and educational materials
- assists in keeping calendar of events and performing light bookkeeping

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelfth grade and two years of varied experience of secretarial/clerical work. Able to multi-task and prioritize duties. Able to act in a calm, efficient manner in times of emergency. Willing to be trained in basic first aid and CPR; willing to work with potential hazards such as blood and blood-borne pathogens; willing to learn rules and regulations governing the School District and ability to apply them with good judgment.

Approved: 03-01-06

Range 39 – 10 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Special Education Secretary

JOB SUMMARY

Under the direction of the Director of Special Education, the secretary acts as a receptionist, assists in typing and filing, maintains the department calendar, maintains various special education databases, and is responsible for all department purchases.

EXAMPLES OF WORK

Assists telephone callers and office visitors by answering routine inquiries, providing departmental information or directing callers to an appropriate staff member; explains special education policies and procedures; promotes a positive relationship with staff, parents and the community at large; takes messages and answers phones for those out of their offices; handles and distributes all incoming mail; sends all out-going mail; receives and sends faxes; maintains inventory of special education forms for distribution; maintains basic office machinery.

- Maintains Director's calendar
 - Maintains and distributes annual staff directory
 - Produces instructional assistant work schedules; maintains instructional assistant database
 - Maintains special education student files; copies and mails student information upon request
 - Responsible for registration of preschool students
 - Generates purchase orders
 - Orders special education curriculum materials and maintains the curriculum database
 - Orders office/classroom supplies and instructional materials and maintains the materials database
 - Maintains contractor, administrative, transportation and non-public school/agency data binders
 - Assists with special education research/projects/coordination of meetings as needed upon request by the Director, Specialist, Program Specialist, Psychologist assigned to the District Office
 - Transcribes notes from staff meetings
 - Conducts data and statistical analysis as needed
 - Provides technical support for students' assistive technology devices; maintains assistive technology database
 - Produces Inter-District Transfer Funding documentation for the County Office of Education
 - Distributes and/or mails payroll checks
- Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Any combination of experience and education equivalent to graduation from twelve grade. Some knowledge of special education is preferred but not mandatory. The candidate should have the ability to act in a timely and efficient manner, have a basic knowledge of office methods and practices, use correct English, grammar, spelling and punctuation and possess strong computer skills. The candidate must be prompt and exhibit tactfulness and courtesy when dealing with the public.

Approved: 04-06-13

Range 52 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Technology Services Coordinator

JOB SUMMARY

Under the supervision of the Director of IT, serves as technology coordinator at the District Office. Oversees and performs the normal maintenance of computers and other electronic equipment at the District Office. Provides instruction and assistance on the use of technology to teachers and staff. Assists in analyzing, evaluating and developing district-wide device deployment and system improvement plans. Provides support for the school site Tech Specialists and support/backup to the IT team.

EXAMPLES OF WORK

- Enroll, configure and deploy new devices
- Perform routine (annual) maintenance/updates
- Perform minor device repair and coordinate major device repair
- Surplus end-of-life devices, including unenrolling from the Mobile Device Management (MDM), wiping the device, documenting the deprovisioned equipment for board approval and arranging for e-waste recycling pick-up
- Check-in/out mobile devices to staff
- Maintain inventory records for devices utilizing a Mobile Device Management (MDM) system
- Assist with development of district-wide device deployment plans, inventory review and purchasing/budget planning
- Research and coordinate with the Purchasing Dept. regarding IT supplies, parts and devices
- License and install iOS application utilizing Apple School Manager and the MDM system
- Troubleshoot and otherwise support staff with hardware and software issues
- Provide telephone system support, including installation, troubleshooting issues, data/port wiring, programming
- Assist with management of staff accounts (Active Directory, Email, Drives, Staff Information, etc.)
- Assist with management of student accounts
- Assist with data integration between the SIS system and PTA Parent Directory
- Assist with management of the District and School-site websites
- Provide support for Food Services (POS system), including device deployment, training, data integrity & reconciliation, troubleshooting, reporting
- Develop documentation of system standards and workflow procedures
- Support the school-site Tech Specialists
- Provide technology support for Summer School
- Provide technology support for teacher Personal Development Training events
- Provide support as needed with exporting a variety of data reports from SIS, generating report cards, first level system troubleshooting, state reporting requirements, and liaising with IT consultants

Performs other directly duties as assigned

QUALIFICATIONS/REQUIREMENTS

- Education or experience equivalent to the completion of the twelfth grade
- Two years of experience in a networked computer environment
- Experience with Apple computers and operating systems
- Proficient in the use of word processing software
- Able to analyze complex technical issues and develop logical solutions
- Able to work independently and complete assignments and projects without supervision
- Good organizational and time management skills
- Effective oral and written communication skills
- Experience with teaching computer skills preferred
- Able to meet the job's physical demands, e.g. move equipment, crouch to access cables and outlets
- Effective interpersonal skills to support working with school staff, and volunteers

Approved: 04-10-23

Range 61 – 12 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Technology Specialist

JOB SUMMARY

Under the supervision of the Director of IT serves as technology coordinator at multiple sites. Provides instruction and assistance on the use of technology to teachers, students, staff, and school community. Assists in program planning, evaluation, and revision. Oversees and performs the normal maintenance and routine repairs of computers and other electronic equipment at the school.

EXAMPLES OF WORK

- Provides onsite technical assistance and training to computer users via informal instruction as needed and organized in-service trainings
- Assists teachers in planning and implementing instruction that utilizes technology
- Participates in professional development to keep up to date with current technology
- Participates in planning sessions and provides technology instruction and training to staff
- Plans, prepares activities and materials, and delivers instruction to groups of students (e.g. keyboarding, STEM, 1:1 device support)
- Develops and implements policies and procedures for student use of the computer/STEM lab and computers in the classroom; supervises students in the computer/STEM lab, maintaining discipline according to established guidelines
- Provides direction on school purchases of technology-related items, consulting with staff and the school tech committee
- Takes initiative and uses independent judgment to keep technology at the school functioning effectively
- Performs installation, configuration, routine maintenance, and troubleshooting of computers, printers, servers, technology hardware and multimedia equipment
- Troubleshoots technology hardware and software, provides routine repair services when needed
- Installs and configures software for learning, productivity, communication, and security
- Tracks the inventory of all hardware and software; obtains needed computer supplies and parts and surplus technology equipment
- Perform basic network/phone patching and troubleshooting
- Performs other directly related duties as assigned

QUALIFICATIONS/REQUIREMENTS

- Education or experience equivalent to the completion of the twelfth grade
- Two years of experience in a networked computer environment
- Valid CA drivers license
- Experience with Mac/PC/Chrome computers and operating systems
- Proficient in the use of Microsoft Office software/Google Suite
- Able to analyze complex technical issues and develop logical solutions
- Able to work independently and complete assignments and projects without supervision
- Good organizational and time management skills
- Effective oral and written communication skills
- Experience with teaching computer skills preferred

- Able to meet the job's physical demands, e.g. move equipment, crouch to access cables and outlets, use ladders, walk/stand for long periods
- Effective interpersonal skills to support working with children, school staff, and volunteers

Approved: 01-10-24

Range 55 – 11 month position

LOS ALTOS SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE

Therapeutic Services Specialist

JOB SUMMARY

Under the supervision of School Principal. Provides counseling and therapeutic intervention for students associated with therapeutic programs in the district; Consults with other professionals and gives input in development of IEPs and monitoring of progress with respect to goals, objectives, and agreed-upon services. In conjunction with other members of the T-SDC team, participates in observations, program planning and evaluation, participates in conducting training for aides; may provide parent education and/or family counseling as appropriate.

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Has knowledge of emotional disabilities and best practice interventions for students with emotional disabilities; has knowledge of behavior modification theory and practice, methods of collecting, assembling, and analyzing data, preparing reports, and monitoring progress. Has ability to provide counseling to students and families as appropriate to the school environment, has ability to develop and implement effective interventions for students who need support with emotional and behavioral with issues. Can effectively communicate, orally and in writing, with large and small audiences. Exercises discretionary judgment appropriately and functions as a cooperative team member in a variety of settings. Can effectively relate to and instruct adult learners. Can develop and implement short term plans

MFT; Counseling experience in intern position; a valid California driver's license. Minimum of three years of collaborative work experience with demonstrated competence in therapeutic intervention or a related field; five years experience preferred. Behavioral experience preferred.

Approved: 06-01-11

Range 102 – 10 month position

LOS ALTOS SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE

Warehouse Person

JOB SUMMARY

Under the supervision of the Purchasing Manager (Supervisor) and/or the Assistant Superintendent Business Services. Receives, stores and distributes all materials and equipment ordered for the District's programs including all warehouseable maintenance supplies. Maintains a warehouse and records of commonly used school supply items, assists with maintenance and gardening tasks as directed by the Purchasing Manager (Supervisor).

EXAMPLES OF WORK (Warehouse)

- Maintain records of receipts of materials and equipment and maintains quality control over receipt of purchases for the District
- Responsible for checking quantities, quality of materials and their condition when received by the District
- Responsible for proper storing or distribution to user and for providing the Business Office with proper documentation of receipt and disposition
- Maintains district documents/records as needed
- Act as a member of the maintenance and gardening crews and carry out tasks as directed by the Purchasing Manager
- Receive deliveries for the district
- Organize warehouse merchandise and maintain a clean, well-organized warehouse
- Travels to/from school sites and County Office as needed
- Ensure that curriculum materials are current and notify curriculum office of older materials which may be obsolete
- Tag all orders over \$500 and record with serial number for fixed asset recordkeeping

Performs other directly related duties as assigned.

QUALIFICATIONS/REQUIREMENTS

Must be trained in modern methods for receiving, storing and the issuing of materials and equipment. Employee must have a basic understanding of computers and have the ability to coordinate, understand and carry out oral and written instructions. Employee must keep accurate records, make reports and maintain a cooperative relationship with those contacted in the course of work. A combination of education and experience equivalent to the completion of the twelfth grade and two years warehousing or maintenance and gardening experience including the maintenance of stock records, receiving, storing, and the issuing of materials and equipment.

Valid California driver's license required. Certification of fork lift training required.

Approved: 05-17-22

Range 51 – 12 month position

APPENDIX C

CLASSIFIED AIDES PAYROLL PROCEDURE

PART-TIME CLASSIFIED EMPLOYEE (AIDE)

Vacation entitlement payoff, holiday entitlement payoff, and sick leave entitlement shall be based on the percentage of working days during the school year that the employee is assigned to duty.

The formulas used are as follows:

VACATION ENTITLEMENT:

Number of assigned working days divided by the number of work days for a full-time employee multiplied by 10 = number of days of vacation entitlement.

HOLIDAY ENTITLEMENT: Number of assigned working days divided by the number of instructional days times the number of holidays within or adjacent to the assigned work day = number of days of holiday entitlement.

SICK LEAVE ENTITLEMENT: Total hours worked per week divided by five days in a week equal the average hours worked per day times the number of months worked = number of hours sick leave entitlement.

LONGEVITY ADJUSTMENT FOR PART-TIME CSEA EMPLOYEES: This adjustment commences with the 1993-94 year and is to be calculated and paid at the completion of each fiscal year. The actual adjustment will be a pro-rata share of the longevity adjustment for full-time employees based on total hours worked for the year.

APPENDIX D

ADVANCE APPROVAL OF COURSEWORK

**CLASSIFIED EMPLOYEES
ADVANCE APPROVAL OF COURSEWORK
FOR PROFESSIONAL GROWTH CREDIT**

Professional growth salary advancement shall be effective after coursework is verified. Monthly salary will be increased \$10 per approved unit earned during the previous year. Courses shall be considered for the award under this program only if they fit the criteria of the program. Advance approval is not required for courses offered by the District.

PLEASE REFER TO YOUR CSEA CONTRACT (ARTICLE XII) FOR GUIDELINES FOR THE PROFESSIONAL GROWTH PROGRAM.

NAME _____ SCHOOL / SITE _____ DATE _____

COLLEGE/UNIVERSITY	COURSE TITLE	UNITS (QTR/SEM)	ANTICIPATED DATE OF COMPLETION
Coursework will be credited when an official transcript is received.			
CLASS LOCATION	NAME OF ADULT ED CLASS	TOTAL HOURS	ANTICIPATED DATE OF COMPLETION
Credit will be awarded when attendance and hours are verified.			
CLASS LOCATION	NAME OF LECTURE, SEMINAR, INSTITUTE, OR WORKSHOP	TOTAL HOURS	ANTICIPATED DATE OF COMPLETION
Credit will be awarded when attendance and hours are verified.			

SEMESTER UNIT = 1 UNIT

QUARTER UNIT = 2/3 UNIT

15 HOURS = 1 UNIT

PRINCIPAL'S APPROVAL _____

DATE _____

HUMAN RESOURCES APPROVAL _____

DATE _____

APPENDIX E

RECLASSIFICATION FORM

California School Employees Association
REQUEST for RECLASSIFICATION

To Be Completed By Employee

Instructions: The employee must submit this form to Human Resources.

Current Information

Employee Name: _____ Date: _____

Current Position Title: _____ Department: _____

Current Salary Step & Range: _____ Position Supervisor: _____

Description of Position Responsibilities: **Please attach present job description****Reason for Request:**

Proposed Position Title: _____ Department: _____

Proposed Salary Step & Range: _____

Changes in The Duties That Have Altered The Nature of The Current Position:

Please refer to your current job description and list the changes of the **required** duties not in your current job classification. List these changes of tasks and duties separately and indicate the approximate number of hours that you spend on these tasks/duties each week.

A. _____ Hrs. _____

B. _____ Hrs. _____

C. _____ Hrs. _____

D. _____ Hrs. _____

E. _____ Hrs. _____

F. _____ Hrs. _____

Total Hrs. Per Week _____

APPENDIX F

EXTRA DUTES SPECIAL EDUCATION

The Los Altos School District in conformity with Education Code 45182 agrees to add differential compensation of 5% to the step of Instructional Assistants, Special Education who agree to perform certain duties of a distasteful, dangerous or unique nature.

Examples of such duties include toileting/diapering, regular lifts and transfers over 50 pounds and other unique student health needs.

APPENDIX G

CATASTROPHIC LEAVE BANK

Catastrophic Leave Bank

This Catastrophic Leave Bank is established pursuant to Education Code section 44043.5.

Eligibility

To qualify for Catastrophic Leave, a permanent unit member must have suffered an illness or injury that is expected to incapacitate him/her for an extended period of time, or that incapacitates the unit member's spouse, child, parents or domestic partner (registered with the State of California) and that incapacity requires the unit member to take time off from work for an extended period of time to care for that family member, and taking extended time off from work creates a financial hardship for the bargaining unit member because all of his/her sick leave and other paid time off has been exhausted.

Unit members with permanent status who have suffered an illness or injury that is expected to incapacitate him/her for an extended period of time and have exhausted all applicable paid leaves provided for in the collective agreement, including differential pay and District provided disability insurance, may apply for Catastrophic Leave under this Article.

When unit members with permanent status whose spouse, child, parents or domestic partner have suffered an illness or injury that is expected to incapacitate him/her that spouse, child or domestic partner for an extended period of time, and the unit member has exhausted all applicable paid leaves provided for in the collective bargaining agreement, excluding differential pay and District provided disability insurance, said unit member may apply for Catastrophic Leave under this Article.

Unit members who are eligible to join the Catastrophic Leave Bank must also have a minimum of ten sick leave days available to them either current or accumulated, after they have made their donation to the bank. The number of sick leave days available to unit members shall be prorated based on the unit member's full time equivalency.

Catastrophic Leave, combined with all other available leaves, shall not exceed a cumulative maximum of one hundred and eighty five (185) days per unit member.

Catastrophic leave shall be taken in full day increments. The use of differential pay will follow, when appropriate, the use of the allocated Catastrophic Leave days.

Participation in the Catastrophic Leave Bank is voluntary. Unit members who wish to participate will donate at least one (1) sick day upon joining. Further donations may be required when the committee calls for them. Unit members will have thirty (30) calendar days during the month of September to elect to participate. **Only those who donate may receive contributions from the Bank.** If a unit member decides to discontinue participation in the Bank, the unit member may rejoin during an open enrollment period during the month of September. Days which are donated to the bank shall be irrevocable.

Catastrophic Leave Bank Committee

A Catastrophic Leave Bank committee shall be established that includes three (3) voting unit members appointed by the CSEA appointees shall serve a three year term. The Committee shall be responsible for administering the Catastrophic Leave Bank in accordance with this Agreement and applicable state law. The committee's duties are:

- (1) Receiving leave requests;
- (2) Verifying the validity of requests by requesting medical records or a doctor's note;
- (3) Approving or denying requests;
- (4) Communicating the Committee's decisions to affected unit members and the District;
- (5) Soliciting donations of sick leave from eligible unit members as needed or determining that such solicitation is not needed for a particular year;
- (6) Reviewing special circumstances of a member that prohibits him/her from donating additional days in order to continue as a member of the Bank; and The Committee shall designate one of its members as Chairperson. The Committee will establish appropriate record-keeping procedures, including the total number of accumulated days in the Bank and the names of participating members. The Committee shall keep all records confidential and shall not disclose the nature of any illness except as is necessary to process the request for leave and appeals of denials. Catastrophic Leave requests shall only be approved by a majority vote of the Committee.

Application Procedure

A unit member who wishes to receive Catastrophic Leave Benefits shall submit a request on the appropriate form to the Catastrophic Leave Bank committee, stating the facts that support his/her need for Catastrophic Leave Benefits, each request for a withdrawal from the Bank or extension of a withdrawal must be accompanied by medical verification of the need for the leave.

The Committee shall review the unit member's application and make its decision within a reasonable period of time.

When the Committee determines that the unit member is eligible for Catastrophic Leave Benefits, it shall designate the number of days of eligibility. No days may be granted retroactively. The Committee may approve eligibility in renewable increments not to exceed thirty (30) days. If donated days of sick leave are available from the Leave Bank, they may be donated days of sick leave are available from the Leave Bank, they may be used by the unit member. If sufficient days are not available, the Committee may solicit donations of days from eligible unit members in accordance with this Agreement on the appropriate form approved by CSEA and the District.

If the Committee denies a request for withdrawal from the Bank, or an extension of withdrawal, because of insufficient days to fund the request, the Committee shall notify the unit member, in writing, of the reason for the denial.

If the Committee reasonably believes that the unit member may be eligible for disability allowance or disability retirement under PERS or Social Security, the committee may request that the unit member apply for those benefits. If the unit member refuses to submit a complete application, including medical information provided by the unit member's physician, within twenty (20) calendar days, he/she shall no longer be eligible to withdraw days from the Catastrophic Leave Bank for the pending application.

The unit member shall comply with any requests for additional information from PERS or social Security within fifteen (15) calendar days, or his/her eligibility to participate in the Catastrophic Leave Bank shall cease. If denied Benefits by PERS or Social Security, the unit member must appeal, or his/her eligibility to participate in the Catastrophic Leave Bank shall cease.

Donations to Catastrophic Leave Bank

Participating unit members may donate a maximum of three (3) days of accrued, full-time sick leave to the Catastrophic Leave Bank each school year in full day increments only. Donations are irrevocable, and shall not be returned to unit members upon their cancellation of membership in the Bank. All contributions to the Bank are voluntary.

Members of the Catastrophic Leave Bank Committee may solicit an additional day or days, depending upon need, when the bank of days drops to or below fifty (50) days. The solicitation shall be made by the Catastrophic Leave Bank Committee. A unit member's membership in the Bank may be canceled if they fail to make a donation when donations are solicited. Eligibility, if available, may only be reestablished in accordance with Section 5.1.

Miscellaneous Provisions

Unused days remaining in the Catastrophic Leave Bank shall carry over from year to year.

Unit members using days granted to them from the Catastrophic Leave Bank shall not accrue any other leave provided by this Agreement or by law.

Leave from the Bank may not be used for illness or disability that qualifies a unit member for workers' compensation benefits or for illness or disabilities which were previously addressed by the provisions of such workers' compensation benefits.

The Catastrophic Leave Bank donations decisions are not subject to review or appeal under any other procedure. Specifically, the Catastrophic Leave Bank Committee's exercise of the rights and discretion described in this Article shall not be subject to the grievance/arbitration procedure.

If the Catastrophic Leave Bank has insufficient days to fund a withdrawal request, the Committee is under no obligation to provide days and the District is under no obligation to pay the unit member any funds whatsoever.

If the Catastrophic Leave Bank is terminated for any reason, the days remaining in the Catastrophic Leave Bank shall be returned to the then-current members of the Bank proportionately. In no event shall any unit member receive more sick leave days than he/she donated to the Catastrophic Leave Bank.

Approved: 05-20-08

APPENDIX H

ORGANIZATIONAL RIGHTS

The District will allow a total of forty (40 hours) of release time to CSEA unit members each school year for the express purpose of the unit members engaging in Union activities.

The Chapter #103 President shall inform the District who the release time person(s) are and the hours that will be used. Further, the District shall be notified at least forty-eight (48) hours prior to the release of the person(s).

The Los Altos School District shall be reimbursed for the wages to the person that was out on release time by CSEA.

Approved: 05-20-08

APPENDIX I
GRIEVANCE FORM

LOS ALTOS SCHOOL DISTRICT
California School Employees Association
Grievance Form

1. Grievant: _____
2. Work Site: _____ Work Phone: _____
3. CSEA Representative: _____
4. Date Grievance Occurred: _____
5. Brief Statement of Grievance as defined in Article XIII (1) 1.1: _____

6. Specific Remedy Sought: _____

Grievant's Signature: _____

Date: _____

CSEA Representative: _____

Date: _____

Received by District: _____

Date: _____

APPENDIX J
EVALUATION FORM

CLASSIFIED EMPLOYEE EVALUATION

Employee Name: _____ Position: _____

School Year: _____ Evaluation Date: _____ Hire Date: _____

☐ **Probationary Employee**

☐ First Evaluation (prior to end of the 3rd month)
Recommended for continued employment _____ Yes _____ No

☐ Second Evaluation (prior to end of the 6th month)
Recommended for permanency _____ Yes _____ No

☐ **Permanent Employee**

Formal Evaluation every other year

General Performance Areas: Mark each individual area. E= Exceeds Requirements S= Meets Requirements N= Needs Improvement U= Unsatisfactory	E	S	N	U	Commendations/ Recommendations: Provide specific examples of commendations and/or recommended areas that need improvement.
1. Quality of Work: Work performed is accurate, neat, thorough, and meets expected requirements of quality.					
2. Quantity of Work: Completes assigned work on schedule and on time.					
3. Acceptance and Implementation of Feedback: Accepts direction from the immediate supervisor and takes steps to implement suggestions for improvement.					
4. Cooperation and Tact: Uses tact and self-control when dealing with others, displays courtesy, works cooperatively with others.					
5. Initiative: Demonstrates flexibility to accommodate special needs. Sets priorities and improves methods and skills for completing duties. Makes appropriate decisions in completing assignment.					
6. Attendance/ Punctuality: Adheres to work hours; notifies system/ supervisor in a timely manner when absent.					

Areas that need improvement: Supervisor discusses the evaluation with the employee and identifies a plan for improvement in each area marked “Needs Improvement” and/or “Unsatisfactory.”

Specific Action Plan for Improvement

Area for improvement:

Plan:

Area for improvement:

Plan:

Employee Comments:

Supervisor Signature

Date

Employee Signature

Date

This signature indicates that the employee has seen and discussed the evaluation report. It does not necessarily indicate complete agreement with all factors of the evaluation. The employee is encouraged to attach any additional documentation to support his or her position.

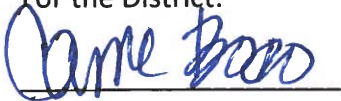
XVI 1.2: Employees shall be provided with copies of any derogatory written material ten (10) workdays before it is placed in the employee’s personnel file. The employee shall be given an opportunity during normal working hours and without loss of pay to initial and date the material and to prepare a written response to such material. The written response shall be attached to the material.

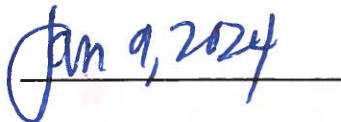
Memorandum of Understanding
between
California School Employees Association and its local Chapter 103 ("CSEA"), and
Los Altos School District ("District")

The purpose of this Memorandum of Understanding (MOU) is to memorialize the reclassification of the Program Specialist, Technology (Jr. High) and the Program Specialist, Technology (Elementary). The parties have agreed to the following terms effective February 1, 2024:

1. The Program Specialist, Technology (Jr. High) and the Program Specialist, Technology (Elementary) shall be merged into a single classification titled, Technology Specialist. See attached job description.
2. The Range shall change from 52 to 55.
3. The affected bargaining unit members shall maintain their current seniority date into the Technology Specialist classification.
4. Any bargaining unit members that previously served in the Program Specialist, Technology (Jr. High) and Program Specialist, Technology, (Elementary), shall have seniority in the Technology Specialist classification.
5. The Program Specialist bargaining unit members shall be offered by the District to work a seven (7) hour workday. If an affected bargaining unit member declines to increase their hours, the position shall revert to seven (7) hours upon it becoming vacant.
6. The District will require each Technology Specialist to work at two sites, but only one site per day. If the District employs additional Technology Specialist positions, the parties shall meet to negotiate the "effects" of this provision upon notice by CSEA.

For the District:

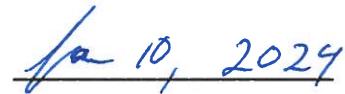




Date:

For CSEA:





Date: