

MEMORANDUM OF UNDERSTANDING
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and

THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER
CHAPTER #528 (“CSEA”)

Approval of Expanded Learning Site Lead
01/10/2024

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association, and its American River Chapter #528 (Comprehensive Unit) (“CSEA”). The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026. The parties have negotiated all matters within the scope of representation with regards to the Expanded Learning Site Lead classification and agree as follows:

The Student Care Center Site Supervisor classification shall be renamed Expanded Learning Site Lead. In addition to the name change, the job description shall be updated (Attachment A).

Employees impacted by this MOU shall retain their seniority date from Student Care Center Site Supervisor in the classification of Expanded Learning Site Lead.

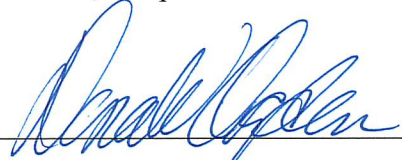
This job description shall be effective upon ratification by the Board of this MOU. This MOU shall fully and finally resolve all bargaining for the Expanded Learning Site Lead job description.



For CSEA, Chapter 528

1-17-2024

Date



For Folsom Cordova Unified School District

1-11-2024

Date



CSEA Labor Representative

01-16-2024

Date

Board Approved: _____

CSEA Ratified: Pending CSEA Ratification: 02/28/2024

EXPANDED LEARNING SITE LEAD**DEFINITION:**

Under the direction of an assigned supervisor, the Expanded Learning Site Lead will implement the Expanded Learning Program. The primary function of this employee is to supervise students in a before and/or after school time period, to organize academic, enrichment, and recreational activities for these students, and to maintain a safe and healthful environment.

QUALIFICATIONS:

Experience: Two (2) or more years working in a Childcare Center, Preschool, or Recreation program.

Education: A degree in Child Development is desirable.

Credential: Possession of a valid California Child Development Site Supervisor Permit or other credential authorizing service in a Student Care Center which includes AA with 24 units in Early Childhood Education/Child Development and 16 General Education units, plus 6 Specialization units, plus 2 units Adult Supervision.

License: Must obtain and maintain First Aid/CPR Certificate. Willingness to complete such training courses, in-service, or otherwise, as may be required after being hired. Valid California Driver's License.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Provides a program of planned activities for before and after school, as well as in-service/non-student days, for students of varying ages and abilities.
- Notifies parents when a child is ill.
- Uses instructional materials suitable for verbal and visual instruction of students with wide range of cognitive, emotional, mental, and physical maturities.
- Supervises students in completion of assigned homework.
- Directs, plans, and coordinates the work of assistant and volunteers in order to obtain the maximum benefit from their efforts.
- Provides program information to new, continuing, or prospective students and parents.
- Implements and administers a program of customer service s as well as provides a welcome environment for parents, students, and staff.
- Monitors the budget for the program.
- Supports program accounting by distributing monthly statements and all necessary communication required by the program.
- Keeps accurate records of contracts and other necessary documents for each student.
- Complies with proposed goals and program objectives.
- Provides appropriate climate to establish and reinforce acceptable student behavior and attitude.
- Participates in the supervision of all personnel assigned to the program.
- Coordinates substitutes with supervisor.
- Cooperates with other professional staff members in assessing and helping pupils solve health, attitude, and learning problems.
- Maintains professional competence through staff meetings, education, and self-selected professional growth activities.
- Plans and selects necessary supplies for activities.
- Prepares and serves snack daily.
- Ability to arm lift 40 lbs.
- Maintains a clean and healthy environment.
- Other related duties as assigned.

PHYSICAL REQUIREMENTS:

Physical abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
2023-2024
EXPANDED LEARNING SITE LEAD

Expanded Learning Site Lead pay is based on annual calendar and reflects 186 work days, 12 paid vacation days, and 12 paid holidays.

Annual rate for full time work is the amount shown for the attained step on the salary schedule. Advancement to the next step is granted for one academic year or major fraction thereof, of service. Variance from the 186* days results in a pro-rated salary.

INCLUDES 4% INCREASE OVER 2023-2024 BOARD APPROVED SALARY SCHEDULE

Column 1	2	3	4	
Step	Teacher Permit	Teacher Permit AA	Master Teacher Permit AA + 30	Site Supervisor Permit + BA
1	\$43,763	\$44,871	\$46,037	\$46,615
2	\$46,616	\$46,809	\$47,097	\$48,322
3	\$47,783	\$47,977	\$48,322	\$50,050
4		\$49,176	\$50,050	\$51,775
5		\$50,407	\$51,302	\$53,504
10			\$52,584	\$55,231
15			\$53,897	\$56,958
20				\$58,684
25				\$60,409