

May 9, 2025

TENTATIVE AGREEMENT
between the
JOE SERNA JR. CHARTER SCHOOL
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its Chapter #665
(Initial Collective Bargaining Agreement)

The Joe Serna Jr. Charter School ("Charter") and the California School Employees Association, and its Chapter #665 (collectively, "CSEA" or "Association") are bargaining for an initial collective bargaining agreement.

1. SALARY

- a. The Charter has determined that the services set forth in the attached job descriptions are required. The Parties have bargained all aspects of the job descriptions as required by law.

<u>Classification Title</u>	<u>Attachment</u>
Custodian	A
Indoor and Outdoor Student Monitor	B
Bridge Organizer	C
Administrative Assistant*	D
Bilingual Paraeducator	E
Librarian Media Technician	F
Community Liaison	G
Bridge Organizer/Student Activities Leader	H

*Whether the Administrative Assistant is confidential is currently under dispute. The Charter contends that this classification is not represented by CSEA. Inclusion of the job description here is in no way a waiver of Charter rights.

- b. The Salary Schedule set forth as Attachment I, shall be effective July 1, 2025.
- i. Current Employees shall be placed on the salary schedule as follows:

<u>EMPLOYEE</u>	<u>STATUS</u>	<u>SALARY PLACEMENT</u>
Esqueda de Jacobo, Silvia	Regular	Step 5 Longevity D
Orozco de Rodriguez, Elida	Regular	Step 5 Longevity B
Guerrero, Martha	Probationary	Step 1
Jimenez, Eduardo	Probationary	Step 1
Macias, Ana	Regular	Step 2
Mejia de Ramirez, Sara	Regular	Step 5
Mendoza, Cynthia	Regular	Step 4
Mendoza, Jacqueline	Regular	Step 2
Mozeb, Tacdir	Regular	Step 5 Longevity A
Perez-Garfias, Vicky	Regular	Step 4
Quiroz, Jorge	Probationary	Step 1

Valdez, Maria	Regular	Step 5 Longevity B
Vargas, Maria	Regular	Step 5 Longevity A
Maldonado, Imelda	Regular	Step 5 Longevity D
Hernandez, Teresa	Regular	Step 5 Longevity D
Aranda, Blanca	Regular	Step 3
Ruiz, Eva	Regular	Step 5 Longevity E
Mendieta, Teresa	Regular	Step 5 Longevity E

- ii. The following employees have been grandfathered with alternative work schedules:

Jiminez, Eduardo	Tue/Thur/Friday Workweek
Macias, Ana	Mon-Thur Work Week
Maldonado, Imelda	180 Day Work Year
Mendieta, Teresa	225 Day Work Year

2. BENEFITS

- a. The Charter will make a maximum contribution of up to Six Hundred Seventy-Three dollars and thirty-three cents (\$673.33) per month. Unit members enrolled in medical plan will also receive One Hundred Twenty-Seven Dollars and Twenty-Six Cents (\$127.26) per month for dental and vision premiums.
- b. See Article 9 – Health and Welfare, for applicable contract language.

3. CONTRACT LANGUAGE

The Charter proposes the contract language set forth in Attachment J.

**Joe Serna Jr. Charter School
CUSTODIAN**

BASIC FUNCTION: Perform a variety of cleaning tasks in an assigned school; perform routine grounds keeping and minor maintenance work.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.

Strip, mop, wax and clean floors.

Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.

Clean and dust walls, furniture, woodwork and equipment.

Wash windows, walls and woodwork; perform touch-up painting and remove graffiti as assigned.

Clean dry erase boards, desks, cabinets, shelves and windowsills.

Sweep sidewalks and curbs; pick up trash and debris from school grounds; perform routine grounds keeping duties; turn sprinklers on and off; water flower beds.

Set up tables and chairs, furniture and equipment for special events and meetings; assist in moving furniture to various rooms when necessary.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, windows and facilities; turn off lights and alarms; raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Check assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.

Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.

Check for broken locks and broken glass and report need for repair to appropriate personnel.

Perform related duties as assigned.

 **KNOWLEDGE OF:**

Modern cleaning methods including basic methods of cleaning and preserving floors, dry erase boards, carpets, furniture, walls and fixtures.
Requirements of maintaining school buildings in a safe, clean and orderly condition.
Cleaning equipment, tools, materials and supplies used in custodial work.
Health and safety regulations.

ABILITY TO:

Learn cleaning methods and proper care of equipment.
Perform heavy physical labor.
Read and understand cleaning and chemical labels.
Understand and follow oral and written instructions.
Establish and maintain cooperative, positive and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent; responsible experience in custodial and general maintenance work is highly desirable.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Incumbents in this position may be required to respond to emergency calls.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching.
Carrying, pushing or pulling custodial equipment.
Lifting moderately heavy furniture and equipment.

HAZARDS:

Exposure to cleaning chemical
Fumes from paints and solvents.
Working at heights.

***SPECIAL REQUIREMENTS/CERTIFICATES:** The successful applicant will be required to pass a pre-employment physical examination.

**Joe Serna Jr. Charter School
INDOOR AND OUTDOOR STUDENT MONITOR**

BASIC FUNCTIONS: Monitor student behavior in the cafeteria, on the playground, and other locations as assigned.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Create a positive environment for all students.

Supervise students in the cafeteria, halls, on the playground or other locations at the assigned school site.

Intervene to address any inappropriate student behaviors.

Monitor and observe your assigned supervision area constantly.

Physically circulate around your assigned area and remain visible to students and other supervisors.

Refrain from “playing” with the children.

Observe and be on the watch for safety hazards and report them to the school office promptly.

Utilize the whistle in appropriate situations, but only as necessary.

Proactively intervene to disperse groups of students gathered for no observable reason.

Be observant of the motives of students.

Actively observe and monitor areas where children can be hidden from view.

Visit and observe both boys’ and girls’ restrooms frequently.

Enlist the aid of children to carry messages.

Periodically review with students the areas which are out-of-bounds.

Report unusual activity to the appropriate school personnel.

Call for assistance in the event of an accident or emergency situation; assist in first aid when children are injured as assigned.

Report unruly students to the appropriate site personnel.

Actively participate in meetings.

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Work collaboratively with other employees and supervisors.

Maintain a professional and appropriate manner with students as a responsible adult.

Communicate with staff regarding student behavior.

Perform related duties as assigned.

KNOWLEDGE OF:

School discipline policies.

Positive behavior management techniques and discipline of children.

Basic child guidance principles and practices.

Correct English/Spanish usage, grammar, spelling, punctuation and vocabulary.

Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Monitor and discipline students according to approved policies and procedures.

Demonstrate an understanding, patient, respectful and receptive attitude toward students of all ages.

Effectively supervise and care for children with varying degrees of development and needs in various activities. Analyze situations accurately and adopt an effective course of action.

Maintain confidentiality in all matters related to students.

Initiate accident reports.

Learn the procedures, functions and limitations of assigned duties.

Communicate effectively with children and adults.

Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma and increasingly responsible experience working with school aged children in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor and indoor recreational and classroom environments.

Subject to seasonal heat and cold or adverse weather conditions.

PHYSICAL DEMANDS:

Bending at the waist, kneeling or crouching to assist students.

Standing and walking for extended periods of time.

Reaching overhead, above the shoulders and horizontally.

Dexterity of hands and fingers to manipulate specialized apparatus, and to operate audio visual, educational training equipment and a computer keyboard.

LICENSES AND OTHER REQUIREMENTS: N/A

*Attachment C
To Tentative Agreement
May 9, 2025*

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Joe Serna Jr. Charter School
BRIDGE ORGANIZER

BASIC FUNCTION: Oversee the care, instruction, attendance-keeping and implementation of daily outdoor student activities during recess/meals and the Bridge Program at Joe Serna Jr. Charter School; perform an array of duties during and after school with the goal of providing a safe, positive and constructive environment for students participating in school activities and the JSJCS Bridge Program. Be actively involved in planning, organizing and facilitating school wide.

REPRESENTATIVE DUTIES:

Plan, implement and oversee daily playing and learning activities and the Bridge Program at JSJCS in accordance with the guidelines of the school safety plan and of the After-School Education and Safety (ASES) grant.

Develop a quarterly schedule of events and activities to address academic intervention and enrichment requirements using teachers, para-educators and community-based organizations.

Manage and maintain the attendance software system for program effectiveness.

Supervise and care for students during recess and meals along with the after-school program schedule.

Help maintain a clean, orderly work area.

Create a positive environment for all students.

Attend school-site mandated meetings, and school wide events.

Communicate with students, staff and parents regarding student academic and social progress.

Maintain daily records and files as directed.

Perform related duties as assigned.

KNOWLEDGE OF:

Basic aspects of the physical and emotional care of K-8 students
Indoor and outdoor recreational and educational activities for K-8 students
Proper English usage, grammar, vocabulary, spelling and punctuation
Positive behavior management techniques and discipline of children
Effective clerical and record-keeping practices and procedures
Basic computer skills including email, attendance tracking and word processing

ABILITY TO:

Effectively organize and oversee a school site student activities and after-school program
Demonstrate an understanding, patient, respectful and receptive attitude toward students of all ages
Establish and maintain cooperative, positive and effective working relationship with students, staff and
Effectively supervise and care for students with varying degrees of development and needs in various activities
Analyze situations accurately and adopt an effective and positive course of action
Understand and follow oral and written instructions

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Maintain confidentiality in all matters related to students

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma and increasingly responsible experience working with school aged children in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor and indoor recreational and classroom environments

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma and increasingly responsible experience working with school-aged children in an organized setting.

PHYSICAL DEMANDS:

Lifting heavy objects up to 25 pounds

Dexterity of hands and fingers to manipulate specialized apparatus, and to operate audio visual, educational training equipment and a computer keyboard

Bending at the waist, kneeling or crouching

Standing and walking for extended periods of time

Sitting at a keyboard to enter data into a computer terminal for extended periods of time

***LICENSES AND OTHER REQUIREMENTS:** Proficiency Exam Certificate (Basic Skills Assessment Test)

Joe Serna Jr. Charter School

ADMINISTRATIVE ASSISTANT – confidential status dispute pending

BASIC FUNCTION: Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the staff, students and parents in administrative details. The Administrative Assistant works collaboratively and reports to the Principal of JSJCS.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Serve as administrative assistant to the JSJCS Principal; take and transcribe minutes of meetings; compose correspondence and bulletins independently; prepare, type and distribute communications; schedule appointments and meetings; make travel arrangements; receive, open, prioritize and distribute mail.

Coordinate the overall office activities to assist the JSJCS Principal in administrative details; prepare and accurately maintain a variety of reports, records and files relating to students, staff, operations and activities.

Work with the JSJCS principal to organize budget and financial material to maintain accurate fiscal records; record expenditures and transfer funds as appropriate.

Type from rough drafts or verbal instructions a variety of materials such as master schedules, letters, memorandums, requisitions, lists, faculty and student bulletins, reports and statistical data.

Communicate with Charter Office to coordinate substitute teachers to cover absences; assist in orienting substitute personnel to the school facility and assigned classroom.

Process the certificated and classified payroll including the completion and submission of time sheets to the Charter Office; maintain accurate records with respect to personnel; assist substitute teachers and classified personnel by providing them with keys and materials; secure period substitutes and prepare substitute time sheets.

Lead the activities of the office staff, provide training, technical leadership and direction as necessary; assure compliance with established procedures.

Provide information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar and coordinate school events as requested.

Collect, compile, organize, and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare and maintain related records, files and logs.

Collect and account for monies collected in conjunction with school activities; secure monies and process according to established procedures.

Enroll, register and schedule new students; complete enrollment information and enter into computer; complete records for the release or transfer of students.

Operate a variety of office equipment including calculator, copies, computer and communications equipment and other school office equipment.

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Prepare a variety of budget and financial materials, correspondence reports and statistical information; assist with payroll and personnel matters as appropriate.

Administer basic first aid to injured students within guidelines of Charter policy.

Provide medication to students as directed by physician instructions and as approved by parents in accordance with Charter policy.

Prepare requisitions for the purchase of supplies and equipment according to established procedures; maintain general budgetary and inventory records related to purchases.

Perform a wide variety of tasks in support of certificated, classified and management personnel.

Perform related duties as assigned.

KNOWLEDGE OF:

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Financial and statistical record-keeping techniques.

Receptionist and telephone techniques and etiquette.

Letter and report writing skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, respect, patience, kindness and courtesy.

Basic first aid techniques.

Operation of standard office machines including computer equipment.

ABILITY TO:

Learn, interpret, apply and explain school and Charter policies, rules and procedures.

Understand and perform duties within scope of authority.

Establish and implement revised office procedures as needed and according to established guidelines.

Train and provide work direction to others.

Work confidentially with discretion.

Communicate effectively both orally and in writing.

Understand and follow oral and written directions.

Work independently with little direction.

Operate a variety of office machines including typewriter, computer terminal, calculator and copiers.

Compile and maintain accurate records and prepare reports.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma or equivalent and increasingly responsible clerical experience involving frequent contact with the public and record keeping experience.

LICENSES AND OTHER REQUIREMENTS:

Valid Red Cross First Aid Certificate.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

Excessive intermittent noise.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Sitting for extended periods of time.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.

HAZARDS:

Contact with dissatisfied or abusive individuals.

**Joe Serna Jr. Charter School
BILINGUAL PARAEDUCATOR**

BASIC FUNCTIONS: During the instructional day, provide instruction to individuals or small groups in Spanish or English in a classroom, pull-out or other learning environment; prepare or modify instructional materials and perform clerical duties as assigned; translate for parents and teachers as required. Before or after school, provide academic and enrichment support to individual students and various group sizes of elementary or middle school students participating in the after-school Bridge Program at Joe Serna Jr. Charter School (JSJCS). During the Bridge program, employee is under the supervision of the Bridge Organizer.

REPRESENTATIVE DUTIES:

Individual positions may not perform all the duties listed nor do these examples include all responsibilities of positions in this class.

Assist a certificated teacher with instructing in English and or Spanish; translate lessons from English and or Spanish.

Establish and maintain cooperative and effective working relationships with children and adults
Assist in the presentation of instructional materials and academic instruction to individuals or small groups of students, reinforcing instruction and following up on specific language, spelling, reading and other subject activities as directed.

Participate in and provide oral and written translation in parent-teacher conferences, telephone calls and for students, parents and family members; translate notes, letters and other materials as necessary.

Communicate with students in English and or Spanish to facilitate instructional processes.

Demonstrate an understanding, patient, respectful and receptive attitude toward students of all ages.

Prepare, score and record papers as directed, including proficiency placement tests; maintain student records and files as directed; assist students in reviewing homework assignments and test results.

Perform a variety of clerical duties such as recording grades, assembling materials, preparing individual profile charts, taking roll, making phone calls to parents, maintaining records and files and typing and duplicating classroom materials.

Prepare and operate audio-visual, general office equipment and other instructional equipment; distribute and collect papers and supplies.

Monitor and discipline students according to approved policies and procedures and analyze situations accurately to identify an effective course of action.

Effectively supervise and care for children with varying degrees of development and needs in various activities

Report progress regarding student performance and behavior as required.

Attend meetings and in-service training related to bilingual curriculum or student-related issues.

Maintain confidentiality in all matters related to students.

Perform related duties as assigned.

SPANISH LANGUAGE OPTION:

Bilingual preferred. Incumbents assigned to this option are required to speak, read and write fluently in English and Spanish.

KNOWLEDGE OF:

Correct oral and written usage of English and a designated second language.

Child guidance principles and practices.

Positive behavior reinforcement techniques.

Basic subjects taught in the k-8 dual-language program, including grammar, spelling, language and reading. Safe practices in classroom activities.

Correct English/Spanish usage, grammar, spelling, punctuation and vocabulary. Reading and writing communication skills.

Interpersonal skills using tact, patience and courtesy.

Basic record-keeping techniques.

Classroom procedures and conduct.

Operation of a computer and assigned software.

ABILITY TO:

Assist with the instructional and related activities of the assigned learning environment.

Tutor individual or small groups of students in a variety of academic subjects.

Read, write and translate English and Spanish.

Speak and interpret English and Spanish.

Establish and maintain effective relationships with students, parents, staff and the public including members of ethnic communities and foreign countries.

Demonstrate an understanding, patient and receptive attitude toward individuals from foreign culture communities and ethnic communities.

Perform clerical duties such as duplicating and maintaining record and files related to the instructional program.

Print and write legibly.

Understand and follow oral and written directions.

Read, interpret and follow rules, regulations, policies and procedures.

Communicate effectively both orally and in writing.

Observe and control student behavior according to approved policies and procedures.

Operate a computer, and various instructional and office equipment.

EDUCATION AND EXPERIENCE:

Any combination equivalent to high school diploma or equivalent and responsible experience working with youth in an organized setting and some experience working with people of various cultures.

LICENSES AND OTHER REQUIREMENTS:

Pass a test in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Classroom environment.

Outdoor and indoor recreational environment

PHYSICAL DEMANDS:

Standing, walking, and sitting for extended periods of time.

Bending at the waist, kneeling or crouching to provide assistance.

Dexterity of hands and fingers to operate various office and instructional equipment.

Lifting heavy objects up to 25 pounds.

***LICENSES AND OTHER REQUIREMENTS:** Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test) AND Satisfactory completion of the Bilingual Proficiency Exam.

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**Joe Serna Jr. Charter School
LIBRARY MEDIA TECHNICIAN**

BASIC FUNCTIONS: Perform library functions at a Joe Serna Jr Charter School including organization, distribution and storage of library and media materials; check books, textbooks and materials in and out at the circulation desk; process and shelve library materials and textbooks; assist students and staff in the selection of library materials. Inventory, distribute, maintain and troubleshoot Chromebooks, staff computers; plus address any on-site technology related issues. Support Dual-Language programs (Spanish-English) for elementary and middle school students.

KNOWLEDGE OF: Library practices, procedures and terminology. Charter curriculum, reading levels and appropriate reference materials. Filing, indexing and inventory procedures. Modern office practices, procedures and equipment. Record-keeping techniques. Correct Spanish-English usage, grammar, spelling, punctuation and vocabulary. Oral and written communications skills. Interpersonal skills using tact, patience and courtesy.

ABILITY TO: Explain and apply school and Charter rules and policies applicable to the library and use of technology. Check books and materials in and out at the circulation desk. Shelve library materials. Assist students and staff in the selection of library materials. Process a variety of library materials. Monitor and maintain acceptable student behavior in the library. Operation of a computer terminal and data entry and retrieval techniques. Perform clerical duties such as filing, duplications and typing. Maintain the library in a neat and orderly condition. Prepare and send overdue notices required. Type book order information, requisitions, and other forms. Inventory, distribute, maintain and troubleshoot Chromebooks, staff computers; plus address any on-site technology related issues. Maintain records of daily activity schedule, inventory, and payment for lost or damaged materials and fines. Prepare materials to be re-bound, repaired, replaced, or discarded. Set up, operate, and inspect equipment; make recommendations as necessary to repair and/or replace appropriate equipment and software. Coordinate off-site maintenance and repairs of equipment; may deliver material and equipment as required. Develop and maintain security and control system of equipment; maintain inventory as required. Assist students with passwords as needed. May set up and operate computer equipment for instructional activities; train other staff in basic computer operations; supervise students using computers. Establish and maintain effective working relationships with others. Communicate effectively both orally and in writing. Perform related duties as assigned including staff assistance during state testing.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma or equivalent and responsible clerical or instructional experience working with children in an organized setting, including some experience in a library or media center environment.

WORKING CONDITIONS:

ENVIRONMENT:

Elementary School library and classroom environment.

***LICENSES AND OTHER REQUIREMENTS:** Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).

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**Joe Serna Jr. Charter School
COMMUNITY LIAISON - SPANISH BILINGUAL**

BASIC FUNCTIONS: Under the direction of the Principal, will serve as liaison between school and parents; school and businesses; communicate with parents and provide a variety of information related to school programs, activities and events; translate materials and information in Spanish. Evening work may be required.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma and increasingly responsible experience working with school-aged children in an organized setting.

***LICENSES AND OTHER REQUIREMENTS:** Proficiency Exam Certificate (Basic Skills Assessment Test)

INTERESTED APPLICANTS: Apply on www.edjoin.org/JSJCS in Community Liaison - Spanish Bilingual posting.

JOB DESCRIPTION:

BASIC FUNCTIONS: Under the direction of the principal, will serve as liaison between school and parents; school and businesses; communicate with parents and provide a variety of information related to school programs, activities and events; translate materials and information in Spanish. Evening work may be required.

DESIRABLE QUALIFICATIONS:

KNOWLEDGE OF:

Community resource organizations including various federal, State and County agencies; Charter programs and services; modern office practices, procedures and equipment; record-keeping techniques; Charter organization, operations, policies and objectives; oral and written communications skills in English and Spanish; applicable sections of State Education Code and other applicable laws; interpersonal skills using tact, patience and courtesy; telephone techniques and etiquette.

ABILITY TO:

Perform liaison duties between school and parents; conduct interviews for the purpose of providing and obtaining information; speak, read and write in Spanish as assigned; understand and follow oral and written directions; establish and maintain effective working relationships with others; analyze situations accurately and adopt an effective course of action; maintain records and prepare reports; communicate effectively both orally and in writing; perform clerical duties such as filing, duplicating and typing; read, interpret and follow rules, regulations, policies and procedures; work effectively in a multi-ethnic setting.

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma or equivalent and responsible clerical or instructional experience working with children in an organized setting,

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WORKING CONDITIONS:

ENVIRONMENT:

Elementary and Middle School environment.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone and provide assistance to students and parents.

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Joe Serna Jr. Charter School

BRIDGE ORGANIZER/STUDENT ACTIVITIES LEADER

BASIC FUNCTION: Oversee the care, instruction, attendance-keeping and implementation of daily outdoor student activities during recess/meals and the Bridge Program at Joe Serna Jr. Charter School; perform an array of duties during and after school with the goal of providing a safe, positive and constructive environment for students participating in school activities and the JSJCS Bridge Program. Be actively involved in planning, organizing, facilitating, and coordinating school wide events including community runs, communicating with vendors requesting quotes from vendors, signing up students and parents, and supporting day of run.

REPRESENTATIVE DUTIES:

Plan, implement and oversee daily playing and learning activities and the Bridge Program at JSJCS in accordance with the guidelines of the school safety plan and of the After- School Education and Safety (ASES) grant.

Develop a quarterly schedule of events and activities to address academic intervention and enrichment requirements using teachers, para-educators and community-based organizations.

Manage and maintain the attendance software system for program effectiveness.

Supervise and care for students during recess and meals along with the after-school program schedule.

Help maintain a clean, orderly work area.

Create a positive environment for all students.

Attend school-site mandated meetings, and school wide events.

Communicate with students, staff and parents regarding student academic and social progress.

Maintain daily records and files as directed.

Coordinate and plan for community running events

Perform related duties as assigned.

KNOWLEDGE OF:

Basic aspects of the physical and emotional care of K-8 students

Indoor and outdoor recreational and educational activities for K-8 students

Proper English usage, grammar, vocabulary, spelling and punctuation

Positive behavior management techniques and discipline of children

Effective clerical and record-keeping practices and procedures

Basic computer skills including email, attendance tracking and word processing

ABILITY TO:

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Effectively organize and oversee a school site student activities, after-school program and community runs

Demonstrate an understanding, patient, respectful and receptive attitude toward students of all ages
Establish and maintain cooperative, positive and effective working relationship with students, staff and

Effectively supervise and care for students with varying degrees of development and needs in various activities

Analyze situations accurately and adopt an effective and positive course of action

Understand and follow oral and written instructions

Maintain confidentiality in all matters related to students

EDUCATION AND EXPERIENCE:

Any combination equivalent to: high school diploma and increasingly responsible experience working with school aged children in an organized setting.

WORKING CONDITIONS:

ENVIRONMENT:

Outdoor and indoor recreational and classroom environments

EDUCATION AND EXPERIENCE: Any combination equivalent to: high school diploma and increasingly responsible experience working with school aged children in an organized setting.

PHYSICAL DEMANDS:

Lifting heavy objects up to 25 pounds

Dexterity of hands and fingers to manipulate specialized apparatus, and to operate audio visual, educational training equipment and a computer keyboard

Bending at the waist, kneeling or crouching

Standing and walking for extended periods of time

Sitting at a keyboard to enter data into a computer terminal for extended periods of time

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Attachment I
To Tentative Agreement
May 9, 2025

Bridge Organizer/Student Activities Leader shall be in place until the incumbent resigns. Thereafter, Bridge Organizer/Student Activities Leader shall be eliminated. In its place, Bridge Organizer shall be the new classification. Student Activities Leader shall be a stipend which may be held by any unit member selected by the Principal to perform the duties.

Classified Salary Schedule 2024-2025 Joe Serna Jr Charter School							Longevity (L) in Years Applies to all Classifications					
Classification	Range	Step 1	Step 2	Step 3	Step 4	Step 5	A 6 to 8	B 9 to 12	C 13 to 16	D 17 to 20	E 21 to 25	F 26+
Indoor & Outdoor Student Monitor	1	16.60	17.45	18.35	19.25	20.25						
Bilingual Paraprofessional	2	18.55	19.50	20.45	21.45	22.55						
Community Liaison-Bilingual Library Media Technician	3	19.90	20.85	21.90	23.00	24.15						
Bridge Organizer/Student Activities Leader	4	20.80	21.80	22.90	24.05	25.25						
*Administrative Assistant I	6	21.30	22.30	23.45	24.60	25.80						
Evening Custodian	5	21.75	22.80	24.00	25.20	26.45						
Head Custodian												
*Administrative Assistant II	7	22.55	23.35	24.50	25.75	27.05	0.50%	3.25%	6.50%	9.75%	13.00%	14.25%

*Subject to PERB Ruling with confidentiality

Student Activities Leader Stipend \$3500
available after Bridge Organizer/Student
Activities Leader classification is
eliminated.

** Grandfather Position. Will be eliminated
when incumbent vacates classification

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COLLECTIVE BARGAINING AGREEMENT

Between the

JOE SERNA JR. CHARTER SCHOOL

And the

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
And its Serna Chapter #665**

July 1, 2025, to June 30, 2028

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Evaluation Form	Addendum #1

PREAMBLE

This Agreement is between the Joe Serna Jr. Charter School, hereinafter referred to as the "Charter School," and California School Employees Association and its Joe Serna Jr. Charter School Chapter #665, or its successors, hereinafter referred to as "CSEA."

ARTICLE 1 – RECOGNITION

The California School Employees Association is the exclusive representative of all Charter employees that are not confidential supervisory or management.

ARTICLE 2 – ORGANIZATIONAL SECURITY

2.1 CSEA shall have the right to:

- 2.1.1 Access at reasonable times to areas in which employees work provided it does not interfere with the Charter School educational program.
- 2.1.2 Use without charge institutional bulletin boards, mailboxes, and use of school mail system and other intra-Charter School means of communication for the posting or transmission of information or notices concerning CSEA matters.
- 2.1.3 Use without charge institutional equipment, facilities and buildings at reasonable times provided it does not interfere with the educational program. The Charter School may require payment for supplies used.
- 2.1.4 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.

2.2 A reasonable number of representatives shall have the right to receive reasonable release time without loss of compensation when meeting and negotiating and for the processing of grievances.

2.3 Job Steward

- 2.3.1 CSEA reserves the right to designate Job Stewards and shall notify the Charter School in writing of their names. If changes are made, CSEA shall advise the Charter School of such a change.
- 2.3.2 It is the intent of this Article to allow appropriate representation of unit members during the workday. This representation shall be carried out with minimum disruption of the Charter School educational program and work assignments of all unit members.

2.4 Chapter President

- 2.4.1 The Chapter President, or their designee shall be provided unpaid release time if their attendance at the CSEA Annual Conference conflicts with the charter school calendar.

2.5 Whenever notice is required to the Charter School or the Association under this Agreement or by law, and no form of notice is otherwise designated, notice to the Charter School shall be electronic notice.

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- 2.6 Except in emergencies (specifically limited to situations involving the health and/or safety of an employee), employees shall contact Chapter Officers, Site Representatives, Job Stewards, and/or the Principal during non-work time.

ARTICLE 3 – CHARTER SCHOOL RESERVATION OF RIGHTS

The Charter School expressly reserves all management rights and prerogatives not specifically limited or modified by this Agreement, including the right to establish work rules, assign work, determine staffing levels, modify work schedules, and implement changes in operations, and terminate employment subject to the requirement to bargain in good faith regarding the impact of such changes on the bargaining unit.

ARTICLE 4 – EMPLOYMENT STATUS

4.1. Probationary

Unit members shall serve a probationary period of eighteen (18) full work months. Nothing in this Agreement shall prevent the Charter from releasing an employee during the probationary period.

4.2 Regular

Following successful completion of the probationary period, employees shall be in regular status. Employees in regular status shall have the right to prior written notice of layoff and progressive discipline.

ARTICLE 5 – EMPLOYEE RIGHTS

5.1 Personnel Files

5.1.1 The Personnel File of each employee shall be maintained at the Charter School's central administrative office.

5.1.2 Employees shall be provided with copies of any derogatory material ten (10) workdays before it is placed in the employee's personnel file. The employee shall be given the opportunity to respond without loss of pay. If a response is written, it shall be filed with the material.

5.1.3 An employee shall have the right to examine and/or obtain, at cost, copies of the material in their personnel file. Normally, this inspection is made at a time when the employee is not actually required to render services to the Charter.

5.2 Layoff

5.2.1 Regular employees may be laid off for lack of work or lack of funds with thirty (30) days prior written notice.

5.2.2 If a regular employee is laid off, the order of layoff within the class shall be determined by date of hire. The employee who has been employed the shortest time in the class, plus higher classes, shall be laid off first. Reemployment shall be in order of seniority.

5.2.3 An employee may appeal the determination of their seniority. The employee must notify the Principal in writing within five (5) workdays of receipt of the layoff notice. A meeting will be

held within five (5) workdays of receipt of the appeal. The employee and any representative of their choosing will meet with the Principal. The Principal's decision shall be final.

5.3 Progressive Discipline

5.3.1 Generally

Regular employees shall have the right to progressive discipline prior to termination of employment. Counseling and an opportunity for improvement shall typically precede disciplinary action. This concept shall not apply in cases involving gross misconduct.

5.3.2 Basis of Discipline

Regular employees may be disciplined, by way of illustration and not limitation, for the following reasons:

- a. Falsifying any information supplied to the Charter. This includes, but is not limited to, information supplied on application forms, employment records, loyalty oaths, time sheets or cards, absence forms or any other Charter records.
- b. Incompetency or inefficiency in the performance of the duties of the position.
- c. Inexcusable neglect of duty.
- d. Abandonment of position. Three (3) days of continuous absence without leave shall be deemed abandonment and shall result in immediate termination as a voluntary resignation.
- e. Repeated and/or unauthorized absenteeism and/or tardiness, including abuse of illness or other leave provisions.
- f. Commission of an act involving moral turpitude and/or conviction of a felony or of any sex or substance abuse offense. A plea of guilty or a conviction following a plea of nolo contendere is deemed to be a conviction within the meaning of this section.
- g. An act of insubordination. This shall include, but is not limited to, refusal or failure to comply with a direct order and/or to perform regular or other assigned work and/or refusal to cooperate fully.
- h. While on duty: used, sold/furnished, or was under the influence of, or unlawfully possessed, any controlled substance.
- i. Consumption of an alcoholic beverage, or an intoxicant of any kind, while on duty or in such close time proximity thereto as to cause any detrimental effect upon the employee or upon employees associated with him/her. Specifically included is carrying an alcoholic beverage or intoxicant into a Charter facility or property.
- j. Knowingly provided, in a verbal or written manner, confidential employee and/or student records to an unauthorized person or persons.
- k. Dishonesty or theft, including deliberate destruction, damage or removal of Charter or another person's property.
- l. Unauthorized use, or misuse, of Charter supplies, materials, facilities or other property.

- m. Willful/knowing violation of Charter rules, policies or procedures.
- n. Failure to possess or keep in effect any license, certificate, or other similar requirement required for service in the employee's classification shall result in immediate termination as a voluntary resignation.
- o. Inexcusable, discourteous, offensive, or abusive conduct or language toward the public, a pupil, or another officer or employee of the Charter.
- p. Conduct, either during or outside of duty hours, which negatively impacts the employee's ability to render service to the Charter.

5.3.3 Informal Conference

- a. An employee against whom disciplinary action is being considered shall be scheduled to attend a conference with the Principal or designee.
- b. At such conference, the employee shall be informed orally of the specific disciplinary action being considered, as well as the reasons, and be given an opportunity to respond.
- c. The employee may be represented at such conference by a representative of their choice.
- d. Failure of the employee to attend the meeting shall not invalidate any disciplinary action.

5.3.4 Contents of Written Notice

The contents of a written notice of disciplinary action shall include, but need not be limited to, the following:

- a. A statement, in ordinary and concise language, of the specific acts and omissions upon which the disciplinary action is based;
- b. If it is claimed that the employee has violated a rule or regulation of the Charter, a statement of the rule or regulation;
- c. A statement of the discipline proposed, including beginning and ending date(s) if appropriate;
- d. A statement that the employee may file a request for a Formal Meeting with the Principal within five (5) work days after service of the written notice; Failure to request a meeting will result in the imposition of discipline as noticed.

5.3.5 Notwithstanding any other provisions of this Article, an employee against whom disciplinary action is to be taken may be immediately placed on administrative leave with pay upon verbal notification pending a Formal Meeting.

5.3.6 Formal Meeting

- a. The employee is entitled to present documentation and otherwise given an opportunity to respond. This is not an evidentiary hearing and witnesses may not be called.
- b. The employee may be represented at such conference by a representative of their choice.

5.3.7 The Principal shall issue a final decision of disciplinary action in writing. This decision shall be final.

ARTICLE 6 – CONFLICT RESOLUTION PROCEDURE

- 6.1 These dispute resolution procedures serve to provide unit members who have a complaint concerning conditions of employment, with a procedure to follow to have the concern or complaint heard by the Principal.
- 6.2 Misunderstandings and problems arise from time to time in any situation. Work situations can be stressful. To provide the best possible working conditions for unit members, an honest and open atmosphere in which any problem, complaint, suggestion, or question receives a timely, respectful response is required. Unit members and management should have, and display, mutual respect for each other at all times.
- 6.3 A “complaint” or “concern” is defined as any feeling of dissatisfaction or injustice in connection with one’s employment situation, which is brought to the attention of a supervisor. If a unit member disagrees with the established rules on conduct, policies, procedures, or practice; they can express this concern through the problem resolution procedure outlined herein. No unit member will be penalized, formally or informally, for voicing a grievance or complaint with the Charter School in a reasonable, business-like manner, or for using these procedures.
- 6.4 Not every problem can be resolved to all parties’ satisfaction, and only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the smooth, effective operation of the Charter School. The Charter School will strive to provide such an atmosphere at all times. Unit members are encouraged to offer positive and constructive criticism, and to take the following steps if they believe that a condition of employment or a decision affecting them is unjust or inequitable:
- 6.4.1 When a problem first arises, the complainant should discuss the matter with a supervisor, rather than fellow employees.
- 6.4.2 The Administrator responsible for resolution of the complaint will review the problem and any relating policies. If the problem cannot be resolved informally through discussion or meeting, the complaint shall be reduced to writing by the complainant and submitted to the Administrator. The complainant should specify the problem to the fullest extent possible and any remedies sought.
- 6.4.3 Following any necessary investigation, the Administrator shall prepare a written response to the grievant no later than ten (10) working days from the date of receipt of the grievance, unless for good cause, additional time is required for the response.

ARTICLE 7 – WORKING CONDITIONS

7.1 Meal and Rest Periods

- 7.1.1 Unit members working at least five (5) hours will be provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday. A unit member may waive this meal period if the day’s work will be completed in no more than six (6) hours, provided the unit member and the Charter School mutually consent to the waiver in writing.

- 7.1.2 Unit members are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Unit members are prohibited from combining meal and rest period time.

ARTICLE 8 – PAY AND ALLOWANCES

8.1 Regular Rate of Pay

- 8.1.1. The regular rate of pay for each position in the bargaining unit shall be in accordance with rates established for each class as provided by the Salary Schedule.
- 8.1.2. Progression on Salary Schedule
- a. New employees shall typically be placed at step “1” for the applicable class. A new employee may, however, be placed at Step “2” or “3” in consideration of qualifications, education, job-related experience, and recruitment difficulties.
 - b. An employee who starts on Step “1” shall advance to Step “2” on the salary schedule on July 1st after successfully completing six (6) months of paid service during the probationary period.
 - c. Establishment of the anniversary date for the subsequent annual step increases on the Salary Schedule shall be on July 1st after successfully completing (12) months of paid service. An employee who begins on Step “B” or “C,” shall advance to the next higher step on July 1st after successfully completing twelve (12) months of paid service.
 - d. It is the intent of the parties that all Anniversary dates be July 1st.

8.2 Payroll

- 8.2.1 Unit members shall be paid over a 12-month period regardless of the number of months that they work. Payment shall be once monthly on the last day of each month.
- 8.2.2. Time cards (e.g. extra work and overtime) are paid on the tenth day of each month. If a check issue date falls on a Saturday, Sunday, or a legal holiday, paychecks will be issued on the last working day prior.
- 8.2.3 All federal, state, and social security taxes will be automatically deducted from paychecks. Federal Withholding Tax deduction is determined by the unit member’s W-4 form. The W-4 form should be completed upon hire and it is the unit member’s responsibility to report any changes in filing status to the LUSD Payroll department and to fill out a new W-4 form.

8.3 Overtime Pay

Overtime work must have prior written approval of the unit member’s supervisor.

8.4 Compensation for Employee Working out of Classification

Employees assigned for five (5) or more workdays out of fifteen (15) calendar days to a position with a higher classification shall receive the next higher amount on the new salary range that shall result in at least a five (5) percent increment in salary for whatever time they fill the temporary position.

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8.5 Pay Corrections

Any payroll error resulting in insufficient payment or overpayment for an employee in the bargaining unit, shall be corrected to the nearest possible date for the benefit of the employee. If an error is made by the Charter in overpayment for any reason, agreement must be made in writing with the employee as to the amount that would be taken out of his/her paycheck to reimburse the Charter.

ARTICLE 9 – HEALTH AND WELFARE BENEFITS

- 9.1 The Charter's maximum contribution for medical, dental and vision premiums apply only to unit members who are enrolled in Charter plans. The amounts are based on a full-time unit member (8 hours per day and 12 months per year). Employees who work at least six (6) hours per day, five (5) days a week for the student instructional calendar shall receive a prorated amount.
- 9.2 The Charter will make a maximum contribution of up to Six Hundred Seventy-Three dollars and thirty-three cents (\$673.33) per month. Unit members enrolled in medical plan will also receive One Hundred Twenty Seven Dollars and Twenty-Six Cents (\$127.26) per month for dental and vision premiums.
- 9.3 The Charter's contribution shall not exceed the cost of the premium.
- 9.4 The Charter shall pay the annual costs of medical coverage up to the health benefits CAP amount for full-time employees. The amount remaining, if any, shall apply to the cost of dental and vision coverage.

ARTICLE 10 - EVALUATION PROCEDUES

- 10.1 All probationary employees will be evaluated at least twice each school year.
- 10.2 All regular employees will be evaluated by their immediate supervisor at least once each school year.
- 10.3 Any evaluation shall be based on the direct observation and knowledge of the evaluator. Any factor on the performance evaluation form marked "needs improvement" or "unsatisfactory" shall require constructive suggestions for improvement.
- 10.4 The immediate supervisor shall present the completed evaluation form to employee and counsel with them.
- 10.5 The completed evaluation form (Addendum #1) shall be signed by the employee to indicate receipt, and they shall be given a signed copy. This document will become part of the employee's personnel file.
- 10.6 Should the employee not agree with their performance evaluation, they may, within ten (10) working days, write a rebuttal which will be attached to the evaluation report.

ARTICLE 11 – HOLIDAYS

The following holidays are observed as paid holidays. To be eligible for holiday pay, the unit member must work on the day immediately preceding and succeeding the holiday.

- New Year's Day
- Martin Luther King's Day
- President's Day

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- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Christmas Day

ARTICLE 12 – LEAVES

12.1 Sick Leave

12.1.1 General

- Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.
- Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day of illness.
- Sick leave must be taken by eligible employees in increments of two (2) hours.

12.1.2 Annual Allowance

- Employees shall be credited each July 1st with one (1) year's allowance of sick leave, which must be subsequently earned.
- Employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date.

12.1.3. Accrual

- Sick leave will accrue on the basis of one (1) day's leave for each month of service rendered not to exceed seven (7) days in a fiscal year. A month of service means that an employee worked at least ten (10) of the working days in that month.
- Sick leave is prorated for less than full-time employees.
- Credit for sick leave need not be accrued by the employee prior to taking leave; such leave may be taken at any time during the year.
- Sick leave does not accrue from year to year.
- Sick Leave has no cash value at the time of termination.

12.1.4. Separation From Employment

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- a. In the event an employee leaves service after having used more than the total amount earned at the rate of one (1) day per month, the unearned portion shall be deducted from his/her final warrant.
- b. In case the final warrant is insufficient to compensate for unearned leave, the separated employee shall reimburse the Charter by cash payment.

12.1.5. Other

- a. At the discretion of the Principal, the Charter may request a verification of illness or injury from the employee's treating physician any time there is reasonable basis to believe that sick leave has been abused by the employee.
- b. Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the Charter.

12.2 Personal Necessity

- 12.2.1 Full-time employees are credited each July 1st with three (3) days of Personal Necessity leave.
- 12.2.2 Personal necessity days accrue from year to year, but an employee may not accrue more than five (5) days of personal necessity at any time.
- 12.2.3 Personal Necessity has no cash value at the time of termination.

12.3. Bereavement

An employee is entitled to take up to five (5) unpaid days of bereavement leave for the death of a family member. "Family member" means a spouse or a child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. Days of leave need not be consecutive but must be completed within three months of the date of death of the family member.

ARTICLE 13 – DURATION

- 13.1 The parties agree to a three-year term effective July 1, 2025, through June 30, 2028.
- 13.2 In the 2025/2026 and 2026/2027 school years either party may reopen on Salary and Benefits and up to two (2) articles.

ARTICLE 14 – SEVERABILITY

- 14.1 If during the term of this Agreement there exists any applicable law or any applicable rule, regulations, or order issued by governmental authority other than the Charter School which shall render invalid or restrain compliance with or enforcement of any provision of this Agreement, such provisions shall be immediately suspended and be of no effect hereunder so long as such law, rule, regulations or order shall remain in effect.

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- 14.2 Such invalidation of a part or portion if this Agreement shall not invalidate any remaining portions which shall continue in full force and effect.
- 14.3 In the event of suspensions or invalidations of a part or portion if this Agreement, the parties, upon written request from either party, agree to meet and negotiate within thirty (30) days after such determination for the purpose of arriving at a mutually satisfactory replacement, for the part or portion.

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SIGNATURE PAGE

FOR THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, and
Its Chapter #665

By: Moky Perez-Garfias
Date: 5/9/25

FOR THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, and
Its Chapter #665

By: Sea OA LRR
Date: 5/9/25

FOR THE JOE SERNA JR. CHARTER
SCHOOL

By: Hynd Estet
Date: 5/9/25

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**Addendum #1
To Tentative Agreement
May 9, 2025**

EVALUATION FORM

CLASSIFIED PERFORMANCE EVALUATION
FOR

FINAL

USE INK OR TYPEWRITER
MARKING

FOR FINAL MARKING

Employee Name	Classification Title	Location Name	Date Due
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Type of Evaluation (Check Appropriate Box) ☐ Regular ☐ Probationary ☐ Unscheduled Evaluation

INSTRUCTIONS (More detailed instructions on reverse of form): Choose the phrase, which is most descriptive of the employee's performance. Within each rating description, there is a range of choices from high to low. Place an X in the appropriate space. For example, an employee may be barely "meeting standards" and in this instance, the X would be in the lower range of the scale, closer to "needs improvement." **FACTORS WHICH REFLECT RATINGS OTHER THAN "MEETS STANDARDS" REQUIRE COMMENTS AND CONSTRUCTIVE SUGGESTIONS FOR IMPROVEMENT.**

1. WORK HABITS Compliance with rules, care of equipment or vehicles, appearance of workstation	OUTSTANDING* Complies with all work rules & takes excellent care of tools & equipment.	MEETS STANDARDS Complies with work rules & properly cares for equipment.	NEEDS IMPROVEMENT* Work habits need improvement in area(s) discussed below.	UNSATISFACTORY* Does not demonstrate respect for rules or equipment, as noted below.

REMARKS: (attach extra sheets if necessary)

2. ATTENDANCE & TARDINESS:		MEETS STANDARDS Good observance of working hours; only routine absences from work.	NEEDS IMPROVEMENT* Frequently late or absent from work.	UNSATISFACTORY* Excessive absenteeism & tardiness; definite pattern of absenteeism.

REMARKS: (attach extra sheets if necessary)

3. HUMAN RELATIONS SKILLS: Public and/or Pupil contact (if appropriate); employee contacts and interaction.	OUTSTANDING* Always gets & gives cooperation; coordinates work well with co-workers; actively promotes good relations even in difficult situations.	MEETS STANDARDS Works easily & effectively with students, staff, and/or public; tactful and courteous.	NEEDS IMPROVEMENT* Human relations skills need improvement in area(s) noted below.	UNSATISFACTORY* Is frequently uncooperative; does not work well with others; Is frequently irritable and inconsiderate.

REMARKS: (attach extra sheets if necessary)

4. WORK RESPONSIBILITIES: Effective use of time; meeting deadlines; continues to work without close supervision; complies with verbal & written instructions.	OUTSTANDING* Requires minimum direction; industrious, highly resourceful and self-reliant; takes steps to accomplish tasks without being asked.	MEETS STANDARDS Requires normal supervision & direction; steady & willing worker; organizes time to meet deadlines.	NEEDS IMPROVEMENT* Needs improvement in area(s) noted below.	UNSATISFACTORY* Always requires close supervision; wastes time; finds it difficult to understand and follow directions.

REMARKS: (attach extra sheets if necessary)

5. QUALITY OF WORK: The accuracy & thoroughness with which work meets recognized standards; job skill level; work judgments; effectiveness under stress.	OUTSTANDING* Quality of work consistently exceeds job standards; consistently makes sound decisions in any situation; high level of skill even under pressure.	MEETS STANDARDS Quality of work meets all job standards; sufficient skill to perform the job; work judgments are appropriate to situation; performs satisfactorily under pressure.	NEEDS IMPROVEMENT* Quality of work needs improvement in area(s) noted below.	UNSATISFACTORY* Quality of work fails to meet job standards; lacks necessary skill; work judgments are detrimental to the work of department.

REMARKS: (attach extra sheets if necessary)

6. QUANTITY OF WORK: The amount of work produced meets recognized standards.	OUTSTANDING* Quantity of work consistently exceeds job requirements.	MEETS STANDARDS Quantity of work meets normal requirements of the job.	NEEDS IMPROVEMENT* Quantity of work needs improvement in area(s) noted below.	UNSATISFACTORY* Quantity of work falls to meet job requirements.

REMARKS: (attach extra sheets if necessary)

A. IDENTIFY THIS EMPLOYEE'S STRENGTHS:

B. IDENTIFY AREAS FOR FUTURE GROWTH:

SUPERVISOR:	GENERAL COMMENTS	EMPLOYEE:					
<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:40%;">OVERALL EVALUATION: (CHECK OVERALL PERFORMANCE)</td> <td style="width:10%;">Outstanding</td> <td style="width:10%;">Meets Standards</td> <td style="width:10%;">Needs Improvement</td> <td style="width:10%;">Unsatisfactory</td> </tr> </table>			OVERALL EVALUATION: (CHECK OVERALL PERFORMANCE)	Outstanding	Meets Standards	Needs Improvement	Unsatisfactory
OVERALL EVALUATION: (CHECK OVERALL PERFORMANCE)	Outstanding	Meets Standards	Needs Improvement	Unsatisfactory			

RATER'S SIGNATURE: _____

TITLE: _____ DATE: _____

REVIEWER'S SIGNATURE: (if required) _____

TITLE: _____ DATE: _____

EMPLOYEE: I certify this report has been discussed with me. I understand my signature does not necessarily indicate agreement and that I may prepare a written response which will be attached to this evaluation in my personnel file.

SIGNATURE: _____ DATE: _____

10/85 Copy 1: Personnel File Copy 2: Employee

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