

**MEMORANDUM OF UNDERSTANDING
BETWEEN
WESTERN PLACER UNIFIED SCHOOL DISTRICT ("District")
AND THE
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its WESTERN
PLACER CHAPTER NO. 741
(together, "CSEA")**

The California School Employees Association and its Western Placer Chapter No. 741 ("CSEA") and the Western Placer Unified School District ("District") (together the "Parties") have met and enter into this Memorandum of Understanding ("Agreement") regarding the creation of two new classified positions:

1. The Parties agree to create new classified job classifications titled:

- College and Career Specialist
- Wellness Coach

The job descriptions for these positions are attached.

2. The pay range of the College and Career Specialist classification will be Range 35.

3. The pay range of the Wellness Coach classification will be Range 32.

*This agreement shall be in effect upon signature by both parties, ratification by CSEA Western Placer Chapter #741, and Board of Trustees approval.

*Except as otherwise provided in this MOU, all other terms and conditions of the parties' collective bargaining agreement shall remain in full force and effect.

*This MOU establishes no past practice or precedence.

*In the event any term of this MOU shall, to any extent, be found to be invalid or unenforceable, the remainder of this MOU shall remain valid and enforceable.

*This MOU shall be governed by and controlled in accordance with the laws of the State of California.

This Agreement shall be in effect upon ratification by both Parties.

 Date: 5/15/24
Michael Maul, Assistant Superintendent of Personnel Services Western Placer Unified School District

 Date: 5/15/24
Chareen Lauritzen, Chapter President Western Placer #741

 Date: 5/15/24
Kim Howell, Labor Relations Representative California School Employees Association

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **College and Career Specialist**
Department: Education Services
Reports to: College and Career Coordinator

SUMMARY:

The College & Career Specialist supports districtwide college and career readiness initiatives with a focus on building site capacity, coordinating district-wide programs, and expanding equitable student access to post-secondary pathways. This position works closely with site-based College & Career Technicians and the College & Career Coordinator to ensure consistency of services while leading district efforts related to work-based learning, job shadowing, internships, pre-apprenticeships, and career exploration opportunities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support implementation of districtwide college and career readiness initiatives in collaboration with the College & Career Coordinator
- Provide guidance, training, and support to site-based College & Career Technicians to ensure consistent practices across schools
- Coordinate and expand work-based learning opportunities including internships, job shadowing, pre-apprenticeships, volunteer experiences, and career exploration activities
- Develop and maintain partnerships with businesses, colleges, community organizations, and industry representatives
- Support Career Technical Education (CTE) pathways and career-connected learning opportunities
- Coordinate district and site events including college fairs, career fairs, college application campaigns, guest speaker events, assessments, and college/career field trips
- Support students and families with college, career, and financial aid resources and processes
- Promote programs and opportunities through outreach, communication, marketing materials, social media, and website updates
- Collect, maintain, and analyze data related to college and career readiness, work-based learning participation, and College & Career Indicator (CCI) metrics
- Maintain district college and career platforms and systems including CCGI, WebGrants, and PowerSchool
- Collaborate with counselors, administrators, teachers, CTE staff, and community partners to align college and career readiness efforts
- Participate in professional learning and remain current on postsecondary pathways, admissions, workforce trends, and student opportunities

- Provide operational and technical support to college and career staff and related programs
- Organize and promote PSAT, SAT, ASVAB, and other college/career entry testing platforms
- Perform related duties as assigned

QUALIFICATION REQUIREMENTS:

Certifications relevant to College and Career Readiness and Educational Settings are highly desirable.

EDUCATION and/or EXPERIENCE:

High School Diploma or Equivalent required; Associate's Degree or Higher strongly preferred ; Prior experience working with high school age students in a secondary educational or career readiness setting required.

OTHER SKILLS and ABILITIES:

Compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work. Knowledge of college and career pathways, including admissions and financial aid processes. Knowledge of work-based learning programs including internships and Career Technical Education (CTE) pathways highly desirable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

TECHNOLOGY ABILITY:

Ability to use Google Suite technology applications required. Familiarity with school-based learning programs is highly preferred. Any knowledge of college/career online platforms (Naviance, et. al.) highly desirable.

PHYSICAL DEMANDS:

The physical demands 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. While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is frequently required to stand and walk.

WORK ENVIRONMENT:

The work environment characteristics described here 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.

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Wellness Coach**
Department: Education Services
Reports to: Site Administrator

SUMMARY:

The role of a Wellness Coach is to offer tier 1 prevention and early intervention services that support the behavioral health and well-being of children and youth; tier 2 support may also be provided for students. Core skills include: psychoeducation, system navigation, crisis de-escalation, safety planning, coping skills, and motivational interviewing. Wellness Coaches will engage and support children and youth in cultural, linguistic, and age-appropriate services, with the ability to refer and link to higher levels of care, as needed. The Wellness Coach will operate as part of a care team and under the direction of a Pupil Personnel Services (PPS) credentialed professional or licensed clinician.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Deliver structured curriculum to small groups or classrooms focused on: Wellness promotion and education (e.g., building positive relationships, bullying prevention, nutrition and exercise in relation to behavioral health, Check-In/Check-Out); Mental health literacy (e.g., symptom recognition, help-seeking strategies, how to provide support); Life skills (e.g., stress management, time management, problem-solving)
- Screening, such as: Coordinating and supporting universal screening programs in schools per SAMHSA guidelines under the direction of qualified professionals; Identifying and referring behavioral health needs of youth to behavioral health providers in school or broader organization setting
- Care coordination and extension, such as: Connecting individuals to internal and external behavioral health resources as needed; Facilitating communication with other professionals providing support and care to children and youth;
- Providing brief check-ins and scheduled meetings to individuals that provide emotional support and/or follow manualized curriculum that enhances wellness, such as: Wellness education (e.g., basics of behavioral health symptoms, nutrition, and exercise in relation to behavioral health); Goal setting/planning (e.g., increasing movement, sleep hygiene); Life skills (e.g., stress management, time management, problem-solving)
- Delivering structured curriculum to small groups and classes to enhance wellness and life skills, such as: Social-emotional skills, stress management, time management, organization, problem-solving
- Crisis referral, which includes: Using a standardized protocol, respond to signs of crisis in the school or broader organization setting; Identifying potential risks and referring to

the on-site behavioral health provider; Providing emotional support and engaging in warm handoffs with school psychologist

- Support implementation of data-driven, outcomes-based tier 1 intervention support
- Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

Certified Wellness Coach I or II certification or Registered-Certified Wellness Coach I or II certification

EDUCATION and/or EXPERIENCE:

Associate's Degree or Higher; Prior experience working with children or youth, ideally in a public school setting.

OTHER SKILLS and ABILITIES:

Compile and maintain accurate records and files; understand and carry out oral and written directions; establish and maintain cooperative relationships with those contacted in the course of work. Knowledge of Certified Wellness Coach Code of Ethics and ability to abide by said code.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of people.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

PHYSICAL DEMANDS:

The physical demands 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. While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is frequently required to stand and walk.

WORK ENVIRONMENT:

The work environment characteristics described here 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.