MEMORANDUM OF UNDERSTANDING ("MOU")
REGARDING EDUCATION SERVICES TECHNICIAN
BETWEEN
WESTERN PLACER UNIFIED SCHOOL DISTRICT ("DISTRICT")
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
WESTERN PLACER CHAPTER #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 ("MOU") regarding the salary placement and job description for the Educational Services Technician classification:

1. The Parties agree to a new range placement of range 40 from the previous range 35 for the Educational Services Technician classification in the CSEA bargaining unit.

2. The Parties agree to the edited job description for the Education Services Technician as attached.

3. The new range placements and job description will be effective July 1, 2026.

This MOU shall be in effect upon ratification by the Parties.

Michael Maul — Date 10/7/26
Assistant Superintendent of Personnel Services
Western Placer Unified School District

Jacob Easter — Date 10/7/26
Chapter President
Western Placer #741

Bebo Gonzalez — Date 10/7/26
Labor ~~Relations~~ Representative
California School Employees Association

Western Placer Unified School District

Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**Educational Services Technician**
Department:	Administrative Office
Reports to:	Site Administrator, Department Administrator, and/or Assistant Superintendent of Educational Services

SUMMARY:

Under the direction of the site administrator, **Director of Education Services**, College and Career Coordinator, and/or Assistant Superintendent of Educational Services, **the Educational Services Technician** performs a variety of technical duties in the use of student information systems for the district office and school sites. **This role serves as a critical bridge between Educational Services and the Technology department to ensure data integrity, system functionality, and compliance.**

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The role includes, but is not limited to, the following:

- ~~Collect High School data for GTEIC, AVID, Bi-literacy, CTE Grad Info, GSSMD programs. Data is pulled from a variety of sources including, PowerSchool, Illuminate, InfoSnap, CALPADS, California School Dashboard, CDE DataQuest among others.~~
- ~~Implement and monitor processes and procedures for identifying and testing students for CAASPP and ELPAC.~~
- ~~Set up testing windows, adding/updating user roles, uploading student rosters, identifying and updating accommodations for special ed students where required for the CAASPP and ELPAC.~~
- ~~Assist with the coordination of annual and initial State and GATE testing, including ordering/receiving/inventory/securing of testing materials. Collect/package and ship testing materials from schools, and organize using the guidelines provided by the scoring service center. Input testing results, generating a variety of reports for parents and school sites.~~
- ~~Maintain current 504 student plans and updating 504 student information in Powerschool.~~
- ~~Student Withdrawals Tracking of Lincoln resident students when student withdrawal notices are received from out of district schools.~~
- ~~Prepare and provide records and transcripts upon request from educational institutions.~~
- ~~Special Program Tagging Tag special program students in PowerSchool and~~

~~provide enrollment numbers upon request.~~
- ~~Fulfill new course requests from sites.~~
- ~~Assist in the setting up of summer school in PowerSchool.~~
- ~~Support secondary schools in their master scheduling upon request.~~
- ~~Provide Powerschool support/troubleshooting as needed within the district.~~
- ~~Assist the CALPADS Coordinator with CALPADS requirements and fixing CALPADS errors.~~
- ~~Develop statistical reports are requested.~~

System Support & Data Management

- **Support and maintain multiple student information systems, including PowerSchool, CALPADS, and Performance Matters.**
- **Facilitate data uploads into PowerSchool and Analytics and Insights platforms.**
- **Provide district-wide technical support and troubleshooting, specifically for PowerSchool.**
- **Manage student program tagging and data for CTE, AVID, 504 plans, and other special programs.**
- **Assist with data integrity, regular audits, and meeting strict compliance requirements.**
- **Support the management and preservation of historical student records.**

Testing & State Reporting

- **Coordinate and manage state reporting processes, including CALPADS, CAASPP, ELPAC and CRDC.**
- **Assist the CALPADS Coordinator with requirements and error resolution.**
- **Implement and monitor testing systems, including setting up testing windows, user roles, and student rosters.**
- **Manage student data validation and the uploading of accommodations into TOMS from SIRAS and other systems.**
- **Identify and tag students who will take the Initial ELPAC and notify parents via ParentSquare.**
- **Input testing results and generate reports for parents and school sites.**

Reporting & Analysis

- **Develop and generate complex reports for district and site use.**
- **Conduct data analysis and error analysis for specialized data, such as Free and Reduced Funding Forms,, CTEIG, AVID, Seal of Biliteracy, CTE Completers, and GSSMD.**
- **Uploading ASVAB and SSCE (State Seal of Civic Engagement) data to the EDCS system (Education Data Collection System).**
- **Assist high schools with annual CALGRANT processes and uploads, including overseeing user management.**

- **Assisting school sites with AVID Secondary Site Data Collection Form completions**

Site Support & Registrar Functions

- **Act as the District and Summer School Registrar.**
- **Support secondary schools with master scheduling and fulfillment of new course requests.**
- **Support compliance with Board Policy and CALPADS requirements, including course code auditing.**
  Prepare and provide records and transcripts for educational institutions.
- **Track student withdrawals for Lincoln resident students attending out-of-district schools.**

Training & Collaboration

- **Provide technical training and support for secretaries, registrars, site administrators, and district office staff by delivering workshops and one on one support, and promoting best practices for data entry, reporting and system use. Develop and manage procedural manuals to standardize district operations.**
- **Participate in data management meetings and support team growth, including via training within relevant PowerSchool and other technological platforms.**
- **Attend district course catalog meetings.**
- **Attend district registrar meetings and support collaborative decision making and action plan development.**

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Four-year college degree preferred, preferably in education or other college/career related field. Two years of increasingly responsible experience in supporting college and career readiness.

LANGUAGE SKILLS:

Ability to read and comprehend complex instructions, short correspondence, and memos. Ability to write correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent, draw and interpret bar graphs. Ability to solve one- and two-step algebraic equations

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

OTHER SKILLS and ABILITIES:

Ability to develop effective working relationships with students, staff and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

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 the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand; walk, climb or balance; and stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. The employee must be able to push items of 50 lbs such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and peripheral vision.

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.

The noise level in the work environment is usually loud at a standard acceptable level for this environment. The employee is continuously responsible for the safety, well-being and work output of students.

Updated 8/4/26