

MEMORANDUM OF UNDERSTANDING
BETWEEN PERRIS UNION HIGH SCHOOL DISTRICT AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) AND ITS PERRIS VALLEY CHAPTER #469

WORK-BASED LEARNING SPECIALIST

August 10, 2023

This Memorandum of Understanding (“MOU”) is entered into by and between the Perris Union High School District (“DISTRICT”) and the California School Employees Association and its Perris Valley Chapter #469 (“ASSOCIATION”) (collectively, the “PARTIES”).

RECITALS

As the DISTRICT has increased the Work-Based Learning program, the DISTRICT has identified a need to create a specialist position that will help with a wide variety of tasks, including serving as the direct liaison between businesses, community-based organizations, students, staff, teachers, administrators. There is also a need to both establish and leverage partnerships and resources with school/business/community partners.

AGREEMENT

The PARTIES agree as follows:

1. A new Work-Based Learning Specialist classification shall be added to the classified bargaining unit (job description attached).
2. The Work-Based Learning Specialist shall be 8 hr./day, 12-month position (Work Year A). The position shall be compensated at Row 35 on the Classified Salary Schedule, comparable to similar positions in other school districts.

This Agreement constitutes the entire agreement and understanding of the PARTIES. There are no oral understandings, terms, or conditions, and neither party has relied upon any representation, express or implied, not contained herein. All prior understandings, terms, or conditions, written, oral, expressed, or implied, are superseded by this Agreement.

This Agreement cannot be changed or supplemented orally and may be modified or superseded only by a written instrument executed by both PARTIES.

The language of all parts of this Agreement shall, in all cases, be construed as a whole, according to its fair meaning, and not strictly for or against either party.

Violations of this Memorandum of Understanding are subject to Article 22 - Grievance Procedure of the collective bargaining agreement between the PARTIES.

It is agreed and understood this agreement is subject to all approvals required under the CSEA Policy 610, as well as the Perris Union High School District Governing Board approvals.

Dated this 10th day of August 2023

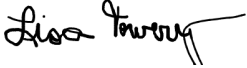
Association:



Nathanael Nash
CSEA President



Luis Robles
CSEA Chief Union Steward



Lisa Towery
CSEA Labor Relations Representative

District:



Kirk Skorpanich
Assistant Superintendent, Human Resources

PERRIS UNION HIGH SCHOOL DISTRICT

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LK
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Board Approved: TBD
Salary Schedule: Row 35
Work Year: A

The Governing Board desires to provide a positive work environment where employees and job applicants are assured of equal access and opportunities and are free from harassment in accordance with law. The Board prohibits district employees from discriminating against or harassing any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation. BP 4030 The Governing Board prohibits sexual harassment of district employees and job applicants. The Board also prohibits retaliatory behavior or action against district employees or other persons who complain, testify or otherwise participate in the complaint process established pursuant to this policy and administrative regulation. BP 4119.11, 4219.11, 4319.11

JOB TITLE: WORK-BASED LEARNING SPECIALIST

JOB PURPOSE STATEMENT: Under the general supervision of the Assistant Superintendent of Educational Services or designee is responsible for working with district staff, school site staff, students, businesses, and community organizations to plan, develop, and implement Work-Based Learning relationships and systems; coordinate work-based learning opportunities in both community and school locations; and provide an ongoing link between business, labor industry and K-12 public education.

JOB FUNCTIONS:

- Contact business leaders, industry organizations, professional organizations and other agencies to obtain opportunities for students in career-related learning including internships, mentoring opportunities, portfolio exhibitions, labor market panels, non-paid and paid work experiences, workplace tours/field trips and other career/work related activities.
- Develop strategic partnerships that involve business and community-based organizations to leverage resources and opportunities for all students including special populations for academic enrichment and school-to-career opportunities.
- Work with business/school partnerships for outreach activities.
- Develop Internship opportunities in targeted industries.
- Assist employers with program development; act as a resource to schools interested in providing employer outreach services to students.
- Work with counseling staff and site administrators to implement a comprehensive Work-Based Learning System that enhances the existing guidance programs to ensure students are prepared for college and future careers.
- Assist school administrators and staff with program implementation.
- Assist school administrators and staff to prepare students for Work-Based Learning

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activities.

- Attend workshops, conferences and meetings with business and educational leaders to provide information on programs available.
- Research and develop application for appropriate grant opportunities for future funding of site-based school to career programs.
- Identify new sources of career/work-related opportunities for program participants.
- Maintain an employer/labor database to provide reports on program participants.
- Act as primary contact for employers with project issues or concerns.
- Develop guides, brochures and newsletters promoting school to career/vocational education.

ABILITY TO:

- Operate standard office equipment including computers and related software applications including all Google Applications and use of the internet.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Communication skills sufficient to convey information effectively orally and in writing.
- Communicate effectively and maintain cooperative relationships with all persons.
- Interpersonal skills sufficient to establish and maintain effective working relationships with employers, business community, professional organizations, school district administrators and staff, the public and all others contacted in the course of performance of duties.
- Ability to demonstrate leadership and organizational skills in the implementation of current district programs and activities.
- Ability to plan and organize work.
- Ability to meet deadlines, schedules and timelines.
- Ability to maintain records and prepare reports.
- Ability to analyze situations accurately and adopt an effective course of action.
- Ability to interpret, apply and explain rules, regulations, policies and procedures.
- Ability to present program information to various business and community groups in a professional manner to elicit support for on-going district, school-to-career goals and objectives.

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- Ability to work independently with little direction.
- Performs other job related duties as assigned.

KNOWLEDGE OF:

- Databases, spreadsheet applications, District Student Information System, District.
- Budgetary principles, procedures and control techniques.
- Special Education Information System, District Assessment System, and other technology programs.
- State reporting regulations for assessment and accountability related data requirements used in accountability reporting.
- Accessibility and accommodation options and procedures for the assessment of English Learners and Students with Disabilities.

PHYSICAL ABILITIES:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Able to communicate and obtain information in English.
- Able to sit (for a sustained period of time), stand, stoop, kneel, bend, lift (25 pounds), carry (25 pounds), and walk.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Exhibit a full range of motion for shoulders, elbow, back, hip, and knee.
- Able to operate office machines and equipment in a safe and effective manner.

JOB QUALIFICATIONS:

Education:

An Associate's degree in related areas is required. Bachelor's degree is preferred.

Experience Required:

- Minimum of three years experience working with business/industry in the areas of business and economic development and/or connecting business to education.
- Minimum of 5 years in education with youth.

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- Work experience in strategic planning, project, program management, and budget management.

Credential and Licenses:

- TB Clearance
- Drug/Alcohol Clearance
- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

EMPLOYMENT STATUS:

- Classified Position