

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS COACHELLA UNIFIED CHAPTER 109 (CSEA)
AND THE
COACHELLA UNIFIED SCHOOL DISTRICT (DISTRICT)

Reclassification: Curriculum Resource Technician

October 7, 2022

This Memorandum of Understanding (MOU) is entered into by the California School Employees Association and its Coachella Unified Chapter 109 (CSEA) and the Coachella Unified School District (District).

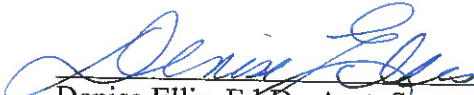
Per Article 15.9.5 (j), the District and CSEA have negotiated changes to the Curriculum Resource Technician position as illustrated in Exhibit A (Mark Up). The current Curriculum Resource Technician job description is attached for archive purposes as Exhibit B, and shall be deemed replaced by Exhibit A.


The current incumbent in the Curriculum Resource Technician position shall be reclassified into the new job description effective July 1, 2022.


This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process and the approval of the Governing Board.

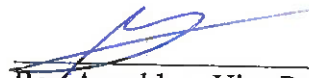
FOR COACHELLA VALLEY USD


FOR CSEA and CHAPTER # 109



Denise Ellis, Ed.D., Asst. Supt. of HR
CVUSD Human Resources

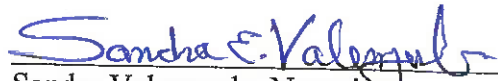

Isadora Jimenez, President
CSEA Chapter 109


Cindy Maldonado, Director
CVUSD Human Resources

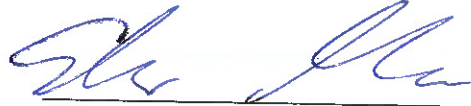

Ray Anzaldua, Vice President
CSEA Chapter 109


Mayela Salcedo, Asst. Supt.
CVUSD Business Services


Veronica Duenas, Negotiator
CSEA Chapter 109



Sandra Valenzuela, Negotiator
CSEA Chapter 109



Eliseo Mendez, Negotiator
CSEA Chapter 109



Alejandra Garcia, Negotiator
CSEA Chapter 109



Beth Caskie, Labor Relations Rep
CSEA

EXHIBIT A

A

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT CURRICULUM RESOURCE TECHNICIAN

JOB DESCRIPTION Tentative Agreement 9.19.22

CLASSIFICATION:	CLASSIFIED	GROUP:	7000
LOCATION:	EDUCATIONAL SERVICES	SERIES:	7800
HOURS:	12 MONTHS/8 HOURS	CLASS:	7801
		STEP:	33-35

SUPERVISION RECEIVED: DIRECTOR/EDUCATIONAL SERVICES

SUPERVISION EXERCISED: ~~As Assigned~~

A. General Description of Position Goals

Under direction, plans, coordinates and provides library media services relating to the acquisition, circulation, distribution and recovery of materials, audio-visual equipment and other instructional materials. Processes library/media center materials; performs a wide variety of responsible technical and clerical work providing media services to teachers, administrators and staff.

B. Essential Job Functions

1. Maintain order of books on the shelves
2. Enter and/or download library data in a computer
3. ~~May assist with~~ Ordering/buying applications and other resource and/or supplemental materials
4. Create, maintain and update extensive bibliographies of all materials in the Resource Center
5. Act as technical support to all Instructional Media Assistants
6. Maintain and circulate extensive video collection
7. Repair books and videos
8. Create and make certificates and charts for District
9. Assist district personnel with use of equipment and materials available in Resource Center
10. Research & provide requested information for district personnel
11. Expedite requisition orders for all textbooks and other curriculum & instructional resources used by District office staff or classroom teachers
12. Carry out word processing tasks of benefit to the Division of Curriculum & Instruction as directed
13. Establish filing system and maintains files for all curriculum & instruction resources housed in the Resource Center
14. Provide guidance and direction to staff, students, volunteers, for the purpose of providing orientation to their job assignments for special events
15. Respond to staff for the purpose of providing information, direction and technical support, as needed
16. Train Instructional Media Assistants (IMA) and cover for IMAs as needed.
17. Travel as needed to various sites throughout the District
18. Collaborate with site IMAs to conduct yearly inventories of textbooks/workbooks and technology equipment at sites to determine what material needs to be ordered for the following school year
19. Participate in the pilot/adoption curriculum process
20. Oversee the disposal of obsolete equipment and curriculum based materials.

C. Other Job Duties and Responsibilities

1. Assist in the instruction of staff on the use of audio visual equipment, mobile electronic devices and computers for the purpose of providing proper methods of equipment operation
2. Attend meetings and additional training as required for the purpose of updating and maintaining skills and for gathering or conveying required information
3. Monitor Audio Visual and computer equipment for the purpose of ensuring library equipment is available in a safe operating condition

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
CURRICULUM RESOURCE TECHNICIAN

4. Enhance the educational learning environment through bulletin board displays/posters
5. Keep circulation statistics
6. Repair books, and other library materials
7. Provide support to staff, as needed
8. Perform other related duties as required, assigned or directed

D. Job Requirements/Qualifications

1. Education: High School graduation or the equivalent.
2. Experience: Two (2) years in a school library, public library or media center; OR three (3) years of clerical experience in a school setting.
3. Licenses, Certifications, Bonding, and/or Testing:
 - Successfully pass District Test
 - Valid California Driver's License
4. Knowledge of:
 - Standard Office equipment and computer
 - Record keeping techniques
 - Interpersonal skills using tact, patience and courtesy
 - Current technology as it pertains to the computerization of the school library
5. Ability to:
 - Work effectively in a multi-ethnic setting
 - Communicate effectively with individuals from varied educational and cultural backgrounds
 - Establish and maintain cooperative working relationships with others
 - Relate positively to children, parents and staff
 - Motivate students to read
 - Work under minimal supervision accurately and with attention to detail
 - Be flexible, tactful, use mature judgment, exhibit integrity and resourcefulness
 - Maintain accurate records
 - Meet schedules and deadlines
 - Prioritize and utilize effective organizational skills
 - Be courteous, neat and clean at all times
 - Maintain a neat and clean work environment
 - Understand and follow oral and written directions

F. Physical Requirements: Employees in this classification stand, walk, sit use fingers repetitively, use wrists or hands repetitively in a twisting motion or while applying pressure, use both hands simultaneously, have rapid mental/muscular coordination, lift moderately heavy objects; good speaking and hearing abilities; bending at the waist, kneeling and crouching; reaching overhead, above the shoulders and horizontally; stooping; ascending and descending stairs; sitting for long periods at a desk and in front of a computer; have the ability to occasionally lift up to 25 pounds, frequently lift up to 10 plus pounds and constantly lift a minimum of 5 pounds; have the capability to push 25 pounds maximum force and possess the capability to pull 25 pounds maximum force. Persons with certain disabilities may be capable of performing the duties of the classification. Such determination must be made on an individual basis by the District's medical examiner, taking into consideration the nature of the disability, prosthetic aid and the duties of this position.

Work Environment: Employees in this classification work inside with exposure to minor contagious illnesses (colds, flu, etc.) in direct contact with the public and other District staff, without direct guidance from supervisor, with a high volume of work and tight deadlines, continuous changing priorities and interruptions. May require exposure to extreme weather conditions for moderate periods of time. Other Atmospheric Conditions include Fumes and Odors (Copier supplies); Dust (Dust and paper dust). The noise level in the work environment is usually moderate.

EFFECTIVE: _____

BOT Approved: _____

EXHIBIT B

COACHELLA VALLEY UNIFIED SCHOOL DISTRICT
CURRICULUM RESOURCE TECHNICIAN

JOB DESCRIPTION

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EFFECTIVE: 07/01/2018

BOT Approved: 06/21/2018