

MEMORANDUM OF UNDERSTANDING
BETWEEN
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS RIVERSIDE
CHAPTER #506
AND THE
RIVERSIDE UNIFIED SCHOOL DISTRICT

July 6, 2017

This Memorandum of Understanding (MOU) is entered by the California School Employees Association and its Chapter #506 (CSEA) and the Riverside Unified School District (District).

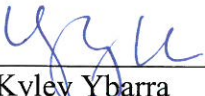
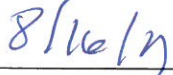
On July 6, 2017, the District and CSEA met and agreed to the following:

1. The Instructional Program Assistant position in the Deaf and Hard of Hearing (DHH) program will be reclassified into new classification of Instructional Program Technician - DHH.
2. In accordance with Article I – Recognition, of the collective bargaining agreement the attached reclassified job classification of Instructional Program Technician - DHH will be included in the classified bargaining unit.
3. Appendix A will be revised to include the reclassified job classification of Instructional Program Technician - DHH.
4. The reclassified job classification of Instructional Program Technician - DHH will be paid at Range 23 on the classified bargaining unit salary schedule.

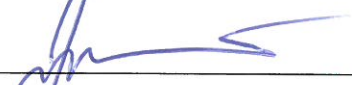
This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.



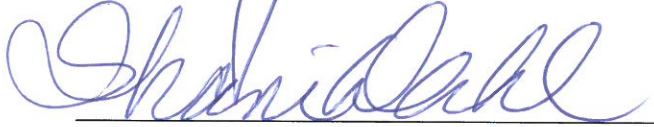
For the District:

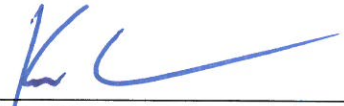
Kyle Ybarra Date
Assistant Superintendent, Personnel and
Leadership
Riverside Unified School District



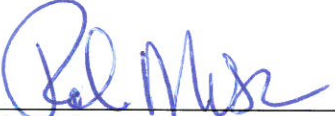
Joe Nieto



Shani Dahl


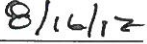


Kenneth Mueller




Robin Mesa

For the CSEA:


Daniel S. Rudd Date
President, CSEA Chapter #506
Riverside Unified School District



Raquel Ruiz
Labor Relations Representative
CSEA



Caralyn Alldis



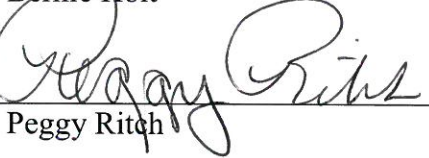
Ana Mendez



Mike Green



Bernie Holt



Peggy Ritch



RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL PROGRAM TECHNICIAN – DEAF AND HARD OF HEARING (DHH) (Range 23)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of independent instructional and clerical work in support of an assigned instructional program; assist special education students with a variety of American Sign Language (ASL) and amplification needs.

REPRESENTATIVE DUTIES:

Perform a variety of independent instructional and clerical work in support of an assigned instructional program; communicate with instructors, administrators and students related to individual education plan (IEP) objectives. *E*

Assist aurally handicapped students in special projects according to established procedures; assist students in meeting their communication needs. *E*

Communicate with a variety of personnel, including teachers, administrators and outside organizations and provide information related to program objectives; answer telephones, take messages and respond to questions; contact employers and receive payroll and employment information for program students as assigned. *E*

Coordinate and maintain hearing aid devices, Frequency Modulated (FM) equipment and amplification systems for Special Education students district-wide; consult with teachers and administrators regarding individualized student needs to assist in meeting the goals of the IEP. *E*

Initiate and maintain inventory of all hearing aid devices, FM equipment, amplification systems and materials; ensure that equipment at school sites are in proper working order and staff understand and follow maintenance requirements; maintain equipment supplies at school sites; troubleshoot problems with equipment; repair equipment and/or arrange for repairs. *E*

Maintain current information regarding equipment availability and cost. *E*

Receive referrals from Special Education Services for students needing evaluation for hearing aid devices, FM equipment, amplification systems and/or materials. *E*

Deliver materials, services and equipment to school sites; set-up, take down and provide routine maintenance and technical support on amplification systems and related software. *E*

Attend in-services, monthly meetings, conferences and training regarding the communication needs of aurally handicapped students. *E*

Train students and staff on the use of hearing aid devices, FM equipment, amplification systems and related software. *E*

E=Essential functions

Draft 6-27-17



Prepare requisitions for purchase orders and submit to appropriate personnel for signature and approval; maintain related records. *E*

Coordinate, process and monitor requests for signing aides and interpreter coverage for the DHH program. *E*

Prepare and maintain a variety of records and reports related to program. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

State and federal laws, district rules and regulations regarding students with disabilities.

Inventory methods and practices.

Operation of various hearing aid devices, FM equipment, amplification systems and equipment.

Interpersonal skills using tact, patience and courtesy.

Terminology used in Special Education Programs.

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

Working knowledge of district technology support devices.

Record-keeping techniques.

Telephone techniques and etiquette.

American Sign Language (ASL)

ABILITY TO:

Perform a variety of independent instructional and clerical work in support of an assigned instructional program.

Assist special education students with a variety of amplification systems.

Schedule and coordinate signing aides, ASL interpreters and substitutes.

Understand and relate to children with special needs.

Maintain records and files.

Establish and maintain cooperative and effective working relationships with others.

Work independently with little direction.

Provide technical assistance in obtaining and using equipment.

Read, interpret, apply and explain rules, regulations, policies and procedures

Travel to district sites to conduct work

Communicate via cell phone to provide coverage for DHH program.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience working with a DHH program.



LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

Must maintain a cell phone for communication (will receive district cell phone stipend).

Satisfactory completion of the Basic Skills Assessment Test.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle from school site to school site to deliver materials and equipment.

Classroom environment.

PHYSICAL ABILITIES:

Seeing to set-up, program and maintain equipment.

Dexterity of hands, wrists and fingers to operate equipment.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting equipment, reaching overhead, above shoulders and horizontally to store and retrieve materials and equipment.



RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: INSTRUCTIONAL PROGRAM ASSISTANT (Range 14)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of independent instructional and clerical work in support of an assigned instructional program; assist special education students with a variety of learning, physical and job training needs.

REPRESENTATIVE DUTIES:

Perform a variety of independent instructional and clerical work in support of an assigned instructional program; communicate with instructors, administrators and students related to individual education plan objectives. *E*

Assist physically handicapped students in special projects according to established procedures; assist students in mobility exercises, walking, sitting and others. *E*

Communicate with a variety of personnel, including teachers, administrators and outside organizations and provide information related to program objectives; answer telephones, take messages and respond to questions; contact employers and receive payroll and employment information for program students as assigned. *E*

Paste, cut, color, paint and enlarge instructional materials such as tests, study sheets, maps, textbooks, library books, charts and graphs for visually handicapped students. *E*

Maintain and assist physically handicapped students during play periods and lunch time; feed children and assist with utensil usage and handling; assure safe and proper feeding practices; brush teeth and launder bibs; clean dishes and tables. *E*

Assist employers with student job performance evaluations; prepare copy for teacher review and file in students file. *E*

Maintain inventory of books, supplies and materials; type requisitions for purchase orders and submit to appropriate personnel for signature and approval; maintain related records. *E*

Assist students with various toileting procedures; remove, change and dispose of diapers; lift and carry students from changing tables as necessary. *E*

Attend a variety of monthly meetings, conferences, and other gatherings; travel to District sites to conduct work. *E*

Participate in student group activities as assigned; read stories and sing songs; assist in art activities, including gluing, painting and others; assure safe activity.
Prepare and maintain a variety of records and reports.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Child guidance principles and practices related to children with special education needs.
Safe practices in classroom activities.
Problems and concerns of students with special needs.
Record-keeping techniques.
Telephone techniques and etiquette.
Interpersonal skills using tact, patience and courtesy.
Proper lifting techniques.

ABILITY TO:

Perform a variety of independent instructional and clerical work in support of an assigned instructional program.
Assist special education students with a variety of learning, physical and job training needs.
Reinforce instruction to individual or small groups of students as directed by the teacher.
Perform clerical duties related to classroom activities.
Understand and relate to children with special needs.
Maintain records and files.
Establish and maintain cooperative and effective working relationships with others.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience working with school age children in an organized setting.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.
Satisfactory completion of the California High School Proficiency Examination (Basic Skills Assessment Test).

WORKING CONDITIONS:**ENVIRONMENT:**

Specialized classroom environment.

PHYSICAL ABILITIES:

Seeing to monitor students.
Hearing and speaking to communicate with students and instructors.
Lifting heavy equipment and students.
Dexterity of hands and fingers to manipulate specialized apparatus and to operate audio-visual and educational training equipment.
Bending at the waist, kneeling or crouching.
Standing and walking for extended periods of time.
Pushing or pulling wheelchairs.

HAZARDS:

Exposure to anti-social behavior.
Exposure to bodily fluids and infectious diseases.