

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

October 14, 2022

This Memorandum of Understanding (MOU) is agreed to between the California School Employees Association and its Chapter #506 (hereinafter "CSEA") and the Riverside Unified School District (hereinafter "District"). The District and CSEA meet and negotiate wages, hours, health and welfare benefits, and/or working conditions.

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: Classified Support Mentor - Professional Growth Systems (PGS) (Range 28)

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide effective job coaching and training consistent with the goals and vision of RUSD, to mentor and assist Classified Bargaining Unit Members to be successful in their current roles within the District.

REPRESENTATIVE DUTIES:

Plan and provide effective job coaching strategies and professional development plans for classified employees. *E*

Work with newly hired classified employees to develop professional work habits and acclimate to the District culture. *E*

Assist participating classified employees by observing, modeling, coaching, conferencing and/or providing other assistance. *E*

Guide classified employees in identifying areas for growth to assist with being successful within their role. *E*

Maintain a variety of confidential records related to support provided to classified employees. *E*

Help plan and conduct training for participating classified employees. *E*

Provide professional assistance and guidance for classified employees across multiple classifications. *E*

Discover employee's motivation and strengths and help classified employees use those effectively within their current role. *E*

Assist to create, prepare and present materials to support in the development of successful classified employees. *E*

cb

Mentor classified employees to overcome barriers and enhance work habits to be an effective employee.
E

Participate in training to develop and refine job coaching skills and build effective strategies to coach and mentor classified employees. E

Operate a personal computer and related software applications. E

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

RUSD's organization, operations, policies, objectives, vision and goals.

Bargaining agreements and contract language.

Effective job coaching and mentoring techniques and strategies.

Proper networking skills.

Active listening techniques.

Positive motivation skills and techniques.

Record keeping systems.

Modern office practices, procedures and equipment.

Oral and written communication skills.

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

Interpersonal skills using tact, patience and courtesy.

Presentation skills.

Effective time management and organizational skills

ABILITY TO:

Read, interpret, apply and explain rules, regulations, policies and procedures, job descriptions and responsibilities.

Use current technology, computers and related software.

Adapt to a variety of circumstances and be flexible with change.

Identify factors of motivation and strengths in adult learners.

Work collaboratively with a variety of personnel.

Practice active listening without judgment.

Present materials to small or large groups.

Establish and maintain cooperative and effective working relationships with others.

Analyze situations and/or data accurately and adopt an effective course of action.

Manage multiple tasks effectively.

Meet schedules and timelines.

Plan and organize work.

Maintain confidentiality.

Attend professional development opportunities.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

A High School Diploma or equivalent and five (5) years of school district experience as a classified employee. Experience includes working knowledge of school district organizations and structures and/or responsibilities that demonstrate the knowledge, skills and abilities for the position.

WORKING CONDITIONS:

ENVIRONMENT:

Office and/or field environment

PHYSICAL ABILITIES:

Sitting or standing for extended periods of time.

Dexterity of hands, wrists and fingers to operate a computer keyboard and office machines.

Seeing to read various materials, information and data.

Bending at the waist to retrieve materials.

Travel to various locations with a personal vehicle.

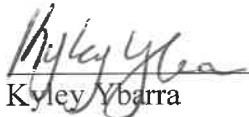
LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

Must have access to a vehicle with valid automobile insurance

This agreement is subject to CSEA Policy 610 and ratification from the CSEA membership and the approval of the Board of Education.

FOR THE DISTRICT:



Kyle Ybarra

Assistant Superintendent, Personnel
Riverside Unified School District

FOR CSEA;



Joy Hurst

President, CSEA #506



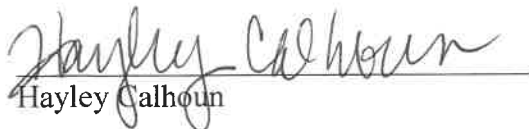
Robin Mesa

Director V, Classified Personnel
Riverside Unified School District



Ramona Hillis

Labor Relations Representative, CSEA



Hayley Calhoun



Anahi Chang



Shani Dahl



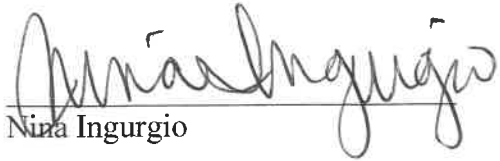
David Tovar



Ken Mueller



Elvia Romero



Nina Ingurgio