MEMORANDUM OF UNDERSTANDING
BETWEEN THE
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS ESCONDIDO CHAPTER 219 (CSEA)
AND
ESCONDIDO UNION HIGH SCHOOL DISTRICT (EUHSD)
RE: RESOLUTION of CAL-SAFE GRIEVANCE
September 4, 2020

This Memorandum of Understanding (hereinafter, “MOU”) is entered by and between the Escondido Union High School District (hereinafter, “District”) and the California School Employees Association and its Escondido Chapter #219 (hereinafter, “CSEA”). The purpose of this MOU is to resolve a formal Level 1 grievance filed by CSEA on October 21, 2019.

1. Within the grievance, CSEA asked that Employee #538464, Cal-SAFE Child Care Attendant, be compensated for the dates, August 14, 2019 through August 28, 2019, that the employee was placed on unpaid leave. CSEA and the District agree that this employee was not able to report to Cal-SAFE on August 14, 2019, the first day of their work year due to having an expired Child Development Permit thus preventing the employee from being able to report to work and be around children resulting in Employee #538464 being placed on unpaid leave. Employee #538464 was able to return to work on August 29, 2019 after receiving a temporary Child Development Permit from the San Diego County Office of Education.

2. CSEA and the District agree to reclassify the positions of Cal-SAFE Child Care Attendant, Cal-SAFE Child Care Assistant, and Cal-SAFE Childcare Coordinator. New job descriptions for each position are attached to this MOU.

3. CSEA and the District agree to providing out-of-class pay to the Cal-SAFE Child Care Attendants, Cal-SAFE Child Care Assistants, and Cal-SAFE Childcare Coordinator for out-of-class duties completed during the 2019-2020 school year only. This out-of-class pay will be retroactive to the first day of each position’s scheduled work year and be paid at the newly agreed upon ranges: Cal-SAFE Child Care Attendant – Range 18; Cal-SAFE Child Care Assistant – Range 16; Cal-SAFE Childcare Coordinator – Range 27.

Based on the above agreements, CSEA and the District consider the filed grievance to be resolved.

For the District:

Charan Kirpalani
Director of Human Resources

Amanda Phillips
Assistant Superintendent, Business Services

For CSEA:

Rachel Macias
Escondido #219 Chapter President
Escondido Union High School District
Job Description

Job Title: Cal-SAFE Child Care Assistant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: Range-1216
Approved By: Board of Education
Approved Date: 4/2/2010

NATURE OF WORK
Provide infant/toddler services for pregnant and parenting students. Support and assist Child Care Attendant in the implementation of activities, supervision for and care of infant/toddler students enrolled in the district facility by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Assists Child Care Attendants in maintaining appropriate records and documents for Cal-SAFE and its affiliate programs, including any documents and records required for licensing, state and federal regulations and guidelines.

Assists Child Care Attendants in the implementation of curriculum and daily activities to ensure that physical and developmental needs of children infants/toddlers are met.

Assists Child Care Attendants in the monitoring, caring, and supervision of Monitor daily activities of children infants/toddlers. In the course of assisting Child Care Attendants, duties may include, but are not limited to, the preparation and serving of meals and refreshments, bottles, changing diapers, playground, toileting, and regulating rest periods.

Assists Child Care Attendants in maintaining positive and effective discipline.

Exchanges information with childcare staff and parents to for the benefit of the children infants/toddlers.

Maintains a safe and clean learning environment including, but not limited to, the organizing and cleaning of toys, cleaning and clearing of dishes, creation of labels, inventory of supplies, preparation of classroom for daily use.

Updates logs and records as required.

Attends meetings, in-services, training, and conferences, as directed.

Performs housekeeping duties, as required, including, but not limited to, the changing of bed linens and laundering, as required, to maintain a healthy, and clean environment for infants and toddlers, including changing bed linens and laundering.

Maintains the confidentiality of students and children, including any records and files.
QUALIFICATIONS
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
High school diploma or general education degree (GED); six (6) units of Early Childhood Education/Child Development (including three (3) units of Infant/Toddler coursework)
Some experience working with infants and toddlers requested.

LICENSES AND CERTIFICATES:
Infant/Toddler CPR and First Aid
Valid Child Development Permit (Assistant or higher) issued by State of California
Valid Food Handler Card

KNOWLEDGE OF:
Principles and practice of early childhood development; child development regulations; child guidance principles and practices; health and safety regulations;
Licensing, State and Federal guidelines pertaining to child care (Title V and Title 22);
Computer programs; i.e. Microsoft Word, Outlook and Groupwise.

ABILITY TO:
Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents and staff; ensure infants/toddlers are not harmed during daily practices; perform clerical duties; read standard instruction manuals; understand and carry out written and oral directions; communicate orally and in writing; operate standard office and cleaning equipment (washer and dryer, etc.); perform record keeping; meet multiple concurrent demands; model positive interactions, skills and behavior among students and their children.

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 talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 45 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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.

Possible exposure to childhood communicable diseases.

The noise level in the work environment is usually moderate.
COMMENTS
As a representative of the Escondido Union High School District, the individual assigned to this position must maintain a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and must demonstrate a willingness and ability to work with families, parents, young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for the children of our students our clients.
Escondido Union High School District
Job Description

Job Title: Cal-SAFE Child Care Attendant
Employee Unit: Classified Bargaining Unit
Job Family: Instructional Support
FLSA Status: Nonexempt
Salary Level: 46-18
Approved By: Board of Education
Approved Date: 12/07/2010

NATURE OF WORK
Provides infant/toddler services for pregnant and parenting students. Organizes and leads activities for infants and toddlers of students enrolled in the facility by pre-kindergarten children in nursery schools or in playrooms operated for children of students enrolled in the district programs or Adult Basic Education Classes, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provides quality care for infants and toddlers enrolled in Cal-SAFE and its affiliate programs according to licensing, state, and federal regulations, guidelines, and requirements.

Maintains appropriate records and documents for Cal-SAFE, and its affiliate programs according to licensing, state, and federal regulations, guidelines, and requirements; compiles necessary records and documents for reports as required.

Prepares and collects necessary infant/toddler assessment data to comply with licensing, state, and federal regulations, guidelines, and requirements.

Helps children remove outer garments.

Organizes, creates, and develops lesson plans and activities, and participates in games, reads to infants/toddlers children, and teaches them simple painting, drawing, handwork, songs, and similar age-appropriate activities as required.

Supervises infants/toddlers at play, both indoors and outdoors.

Directs infants/toddlers children in proper behaviors of eating, resting, and toileting.

Helps children develop cleanliness habits of such as picking up and putting away toys, and caring for one's own clothing, caring for own clothing, and picking up and putting away toys and books.
Maintains effective and positive discipline.

Maintains the confidentiality of students and children, including any records and files.

Prepares and serves meals and refreshments, including bottles, for infants and toddlers. Regulates rest periods.

Monitors, feeds, regulates rest periods, and changes diapers for infants and toddlers. Cares for infants by changing diapers, feeding, and monitoring.

Prepares food for infants and toddlers.

Utilizes district vehicle to conduct home visits, as needed.

Shops for groceries for children's lunches and snacks, as needed.

Assists teen-age school-age parents in learning to care for their children.

Keeps records of children's immunizations, enrollment, and developmental process for review by certificated director Cal-SAFE Program Coordinator and/or Childcare Coordinator for program.

Assists teen-age school-age parents in completing and monitoring children's development.

Performs housekeeping duties, as required, including, but not limited to, the changing of bed linens and laundering, inventory of supplies, cleaning toys, as required, to maintain a healthy, and clean environment for infants and toddlers, including changing bed linens and laundering.

QUALIFICATIONS
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
High school diploma or general education degree (GED); twelve units of Early Childhood Education/Child Development post-secondary child development (six (6) may be earned concurrent with employment, prior to permanent status being achieved); one year practical experience dealing with the care of infants and toddlers.

LICENSES LICENCES AND/OR CERTIFICATION
Valid Child Development Permit (Associate Teacher or higher) issued by the State of California
Infant/Toddler CPR and First Aid
Valid California Driver's License
Valid Food Handler Card

KNOWLEDGE OF:
Child development; care of infants and toddlers;
Licensing, State and Federal guidelines pertaining to child care (Title V and Title 22);
Computer programs; i.e. Microsoft Word, Outlook and Groupwise.

ABILITY TO:
Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents and staff; ensure infants/toddlers are not harmed during daily practices.

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 and to draw and interpret bar graphs.

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; operate standard office and cleaning equipment (washer and dryer, etc.); write routine reports and correspondence; communicate orally and in writing; apply common sense understanding to carry out instructions furnished in written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; perform record keeping; meet multiple concurrent demands; model positive interactions, skills and behavior among students and their children.

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 talk or hear. The employee frequently is required to stand; walk; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

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.

Possible exposure to childhood communicable diseases.
The noise level in the work environment is usually moderate.

**COMMENTS**

As a representative of the Escondido Union High School District, the individual assigned to this position must maintain a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and must demonstrate a willingness and ability to work with families, parents, young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for children of students for our clients.
Escondido Union High School District
Job Description

Job Title: Cal-SAFE Childcare Coordinator
Employee Unit: Classified
FLSA Status: Non-Exempt
Salary Level: Range 25 27
Approved By: Board of Education
Approved Date: February 17, 2009

NATURE OF WORK:
Collaborates with Cal-SAFE Program Coordinator to implement
infant/toddler services for expectant and parenting students; provides support services to
expectant and parenting students. Oversees the organization of activities for
infant/toddlers enrolled in the district Cal-SAFE/ECEC (Early Childhood Education
Center) program and its affiliate programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties
may be assigned.

Facilitates the organization of Cal-SAFE program and its affiliate programs
organization, including compliance with any local, state and federal governing
agencies.

Supports and guides childcare staff and volunteers on how to maintain an effective
and compliant program for infants and toddlers.

Assists in the preparation of grant and funding requests as needed.

Maintains appropriate records and documents for Cal-SAFE and its affiliate programs
program according to licensing, state, and federal regulations, guidelines, and
requirements; and compiles necessary records for required reports, including federal
and state regulations.

Facilitates childcare case management including, but not limited to, monitoring the
developmental profiles for each student, lesson plans, daily activities, and daily care
plans.

Organizes and facilitate trainings for Cal-SAFE childcare staff such as new staff
orientation, curriculum planning, as needed; organize and facilitate trainings for
volunteers and parents as needed.
Promotes positive communication in all aspects of center facility operation including, but not limited to, providing facility tours.

Provides program information to their parents, families, staff, students and community agencies.

Develops plans for children's learning experiences to coincide with teen parent education curriculum.

Develops and implements conflict management and problem-solving strategies with both children and staff, parents.

Advocates for pregnant expectant and parenting students, their children and families.

Uses district vehicle to transport students and children to appointments, pick up supplies, and conduct home visits, as needed.

Coordinates meetings between local agencies and parents, as needed.

Assists Child Care Attendants and Child Care Assistants, as needed, to maintain compliant adult to infant/toddler ratio.

Assists in clerical duties, as needed, including, but not limited to the preparation of time cards, greeting visitors, and answering telephones.

Shops for Purchases groceries for child meals.

Coordinates Home Hospital, instruction scheduling

Provides coverage in childcare center as necessary

Participates in directing the work of Cal-SAFE childcare staff

Maintains confidentiality

Maintains the confidentiality of students and children, including any records and files.

Attends meetings, trainings, in-services, or conferences, as needed.

Participate in professional growth activities

QUALIFICATIONS:

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 EXPERIENCE:
High school diploma or general education degree (GED)
AA degree in Child Development (or 60 units) with 24 ECE/CD units including core courses:
   - Child/human growth and development
   - Child/family/community or child and family relations
   - Programs/curriculum
3 units Infant/Toddler coursework
6 units administration
2 units adult supervision
350 days (3+ hours per day within 4 years) of experience
At least 100 days of supervising adults

CERTIFICATES, LICENSES, REGISTRATIONS
Valid Child Development Site Supervisor Permit
Infant, Child, and Adult CPR/First Aid
Valid California Driver’s License
Valid Food Handler Card

KNOWLEDGE OF:
Child growth and development of infants and toddlers;
Classroom environment; health, safety and nutrition;
Principles of working with expectant and parenting students, their families, and the local community communities; and appropriate referral agencies;
Personnel policies of child development center and district; professional educational code of ethics;
principles of working with pregnant expectant and parenting students, their families and the community.
Computer programs; i.e., Outlook, Microsoft Word, Microsoft Excel, and Google Docs;
Licensing, State and Federal guidelines pertaining to child care (Title V and Title 22).

ABILITY TO:
Establish and maintain patient, gentle, supportive and cooperative working relationships with infants, toddlers, parents and staff; ensure infants/toddlers are not harmed during daily practices.

Train and provide work direction guidance to staff; demonstrate oral and written communication skills; display interpersonal skills using tact, patience, and courtesy with staff, students, children, and volunteers; plan, coordinate, collaborate, and participate in the daily operations; meet multiple concurrent demands; write routine reports and correspondence; apply common sense understanding to carry out instructions furnished in
written, oral, or diagram form; deal with problems involving several concrete variables in standardized situations; implement basic childcare techniques; perform clerical duties; work confidentially with discretion; maintain supplies; model positive interactions, skills and behavior among students and their children.

**OTHER SKILLS AND ABILITIES**
Working knowledge of Microsoft computer applications, including Microsoft Word, Excel, GroupWise. Knowledge of regulations and requirements pertaining to childcare programs.

**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 walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl; and talk or hear. The employee is occasionally required to stand, sit, climb or balance, and taste or smell. The employee must regularly lift and/or move up to 45 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee may be exposed to childhood communicable diseases.

**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.

Possible exposure to childhood communicable diseases.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles. The noise level in the work environment is usually moderate.

**COMMENTS**
As the Childcare Coordinator, this individual must demonstrate an ability to get along well with a variety of personalities and maintain confidentiality. Must be able to direct guide the work of others and exhibit organizational skills that enable him/her to carry out full responsibilities. As a representative of the Escondido Union High School District, the individual assigned to this position must maintain personal hygiene and appearance, and a professional, caring, helpful attitude at all times. In addition, the employee must maintain personal hygiene and appearance, and must demonstrate a willingness and ability to work with families, parents, young children and infants. Must be committed to providing a clean, healthy, happy, and caring environment for our clients. Must be committed to providing a clean, healthy, happy, and caring
environment for children of students.