TENTATIVE OF AGREEMENT
between the
NEVADA JOINT UNION HIGH SCHOOL DISTRICT
and the
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
and its
NEVADA UNION #165

The Nevada Joint Union High School District ("District") and the California School Employees Association and its Nevada Union Chapter No. 165 ("CSEA") agree to the following terms and conditions:

1. The parties agree to the attached Campus Supervisor job description. (See Attachment A).

2. The parties agree to the attached Maintenance and Improvement Team Leader job description. (See attachment B).

3. The parties agree to change the start time for the Mid Day Custodian at Nevada Union High School from 1:00 p.m. to 3:00 p.m. Effective January 1, 2020.

By:  
Brett W. McFarren, Supt.  
Nevada Joint Union High School District

Date:  12/2/19

By:  
CSEA

Date:  12/2/19

ENTERED DEC 18 2019

[Signature]

[Signature]  
Ratified by CS6B 3/1/20
Position Title: Maintenance and Improvement Team Leader  
Contract Term: 12 months per year  
Salary Range: 29

GENERAL DEFINITION:
Is an active member of the team while overseeing, schedules, and assigns duties to the other team members. Coordinates all aspects of assigned projects and jobs, repair requests, schedules/oversees projects and necessary subcontractors and suppliers. Performs general maintenance duties as time permits.

UNDER SUPERVISION OF:
Director of Facilities and Construction/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Fully executed teams assigned work orders and projects with minimal supervision or direction.
2. Oversees assigned maintenance, custodial and grounds personnel. Assesses priorities of projects, determines budgetary constraints and assigns tasks on a daily basis.
3. Utilizes automated work order systems to manage jobs inputting of costs and hours worked.
4. Facilitates and processes work orders; checks completeness of work.
5. Oversees the ordering of supplies necessary to complete assigned jobs on time. Investigates products to order supplies/equipment.
6. Communicates with District Director, principal/designee, teachers and other staff as needed.
7. Operates automated HVAC central climate control system including thermostat programs, boilers, heat pumps, circulation pumps and fans etc. Makes minor repairs.
8. Is highly knowledgeable and can perform well in all construction trades: Carpentry, Plumbing, Electrical, Concrete, Painting .... Etc.
9. Assists in general custodial, grounds, and maintenance functions as needed.
10. Coordinates repairs and facility usage with activities, athletic programs, and outside events.
11. Researches and orders parts and supplies as necessary.
12. Is available for emergencies.
13. Monitors building safety equipment, such as automatic fire sprinklers, fire extinguishers, emergency lighting equipment, emergency showers and eyewash, etc.
15. Snow removal as needed including when called in after hours and on weekends to get the site ready for students
16. Assists Director in preparing for major maintenance and repair of facilities.
17. Monitors contactors work and assists with prints and technical data information as required to maintain all facilities.
18. Other related duties as assigned.

QUALIFICATION REQUIREMENTS:
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 equivalent. Journey level technician in facility construction and maintenance. Knowledge of the principles of management and maintenance construction management. Basic knowledge of custodial and maintenance operations. Advanced knowledge of construction, electrical plumbing and roofing. Experience in general building equipment, building materials and building machines.

LANGUAGE SKILLS:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and blue prints. Ability to write routine reports and correspondence. Ability to speak effectively before small groups of employees of organization.

MATHEMATICAL SKILLS:
Performs arithmetic calculations at the level necessary for satisfactory job performance. Ability to calculate figures and amounts, proportions, percentages, area, circumference, and volume.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

CERTIFICATES, LICENSES:
Valid California driver’s license with good driving record. Certification in, but not limited to: general construction maintenance, water boilers, DDC & pneumatic controls and air states, programmable time clocks and thermostats, lift equipment, pool, and programming HVAC systems.

OTHER SKILLS AND ABILITIES:
General knowledge of first aid and CPR. Journeyman technician or equivalent in water boilers, DDC & pneumatic controls, time clock and thermostats, and HVAC systems. Management experience. Ability to work as a maintenance team leader. Ability to establish and maintain effective working relationships with students, staff and community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies. Ability to operate a computer and related software. Demonstrate quality work and exceptional work habits.

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 frequently required to stand, walk; use hands to finger, handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses
hand strength to grasp tools and climbs on to ladders. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as a toolbox. Occasionally the employee will lift and/or move up to 90 pounds such as piping and pool valves. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Physical involved in heavy physical exertion. Physical ability to lift and carry objects weighting up to 150 pounds with assistance. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, 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.

While performing the duties of this job, the employee regularly works outdoors and will occasionally work indoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional related duties and additional related duties may be assigned.*
Position Title: CAMPUS SUPERVISOR  
Contract Term: 9 months  
Salary Range: 20

GENERAL DEFINITION:  
Under the direction of the site administrator provides supervision in matters pertaining to the enforcement of school rules and policies on and around the school campus.

UNDER SUPERVISION OF:  
Principal/Designee

ESSENTIAL DUTIES AND RESPONSIBILITIES:
1. Patrols buildings and grounds to prevent theft, vandalism, and illegal entry.
2. Patrols grounds to detect unauthorized persons or vehicles.
3. Supervises students before, during and after school to assure good order, discipline and adherence to school rules.
4. Makes necessary referrals to appropriate administrators for students exhibiting inappropriate behavior.
5. Oversees regulations concerned with the driving and parking of vehicles on campus and liaison with agencies (if any) responsible for writing parking citations.
6. Supervise bus loading area.
7. Liaison with law enforcement agencies as needed.
8. Escorts students to various locations on campus as requested by administration.
9. Assist with communication to school neighbors, private and commercial, to ensure a free-flow of information.
10. Assist in Nurse's Office as necessary.
11. Identification of currently used drugs, and paraphernalia for referral to administration and law enforcement as needed.
12. Defuse volatile situations and refer to administration and/or law enforcement as directed.
13. Prevents the presence of unauthorized persons on the campus and prevents the unauthorized leaving of the campus by students.
14. Ensures students receive first aid and prepares accident reports when students are injured.
15. Assists administration with general student supervision as required.
16. Assigned security of extra curricular activities as deemed necessary.
17. Must be able to meet and interact with employees and parents/guardians in routine situations, which require tact, discretion, and courtesy.
18. Process low level referrals including to but not limited to meeting with students, taking statements and supporting discipline policies other than suspensions from school.
19. Uses the school's Student Information System (SIS) to log interventions with students.
20. Facilitates after school detention, keeps track of detention attendance and communicates with Assistant Principals' Secretary and parents regarding who attended and who did not.
21. Distributes parking permits and keeps accurate records of permit information.
22. Assigns detentions to students when necessary.
23. May be required to drive district vehicles.
24. Other related duties as assigned.
QUALIFICATION REQUIREMENTS:
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 equivalent. Previous experience in the security industry preferred.

CERTIFICATES AND LICENSES:
Must possess a valid First Aid card and CPR certificate. Valid California drivers' license and evidence of insurance, access to an automobile, TB, and criminal justice fingerprint clearance. Must complete a course satisfying the requirements of SB 1626 [completion of a training course developed by BSIS in consultation with the Commission on Peace Officers Standards and Training (POST)].

MATHEMATICAL SKILLS:
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, draw and interpret graphs. Performs arithmetic calculations at the level necessary for satisfactory job performance.

LANGUAGE SKILLS:
Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to communicate clearly and concisely, both orally and in writing. Ability to effectively present information in one-on-one and small group situations to staff, parents, students, administrators and the public.

REASONING ABILITY:
Ability to independently problem solve unique student and employer situations. Ability to understand and carry out detailed written and oral instructions.

OTHER SKILLS AND ABILITIES:
Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Ability to handle stressful and potentially volatile situations. Ability to identify currently used drugs and drug paraphernalia. Knowledge of confidentiality laws. Meets the public tactfully and courteously and answer questions correctly. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

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 and talk or hear. The employee is required to stand, walk, stoop, kneel, or crouch.

The employee will occasionally lift and/or push up to 50 lbs. The employee must be able to push items of 75 pounds such as moving/rearranging furniture. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

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. The noise level in the work environment is usually moderate to loud.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.