

## **MEMORANDUM OF UNDERSTANDING**

Between the

**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION**

**AND ITS ACTON-AGUA DULCE CHAPTER #473**

And the

**ACTON-AGUA DULCE UNION SCHOOL DISTRICT**

July 14, 2020

The following Memorandum of Understanding (herein after "MOU") reflects the full and complete agreement of the California School Employees Association and its Acton-Agua Dulce Chapter #473 (hereinafter "Association") and the Acton-Agua Dulce Unified School District (hereinafter "District") regarding the effects of the reduction of hours of a classified position.

The positions that have been reduced as a result due to a lack of work are as follows:

<u>Site</u>	<u>Classification</u>	<u>Hours</u>
Meadowlark	Instructional Aide	3.5 to 3.0
Meadowlark	Instructional Aide	3.75 to 3.0
Meadowlark	Instructional Aide	3.5 to 3.0
Meadowlark	Instructional Aide	3.25 to 3.0
Meadowlark	Instructional Aide	3.75 to 3.0
Meadowlark	Instructional Aide	3.75 to 3.0
Vasquez High	Library Aide	8 to 5.75
High Desert	Attendance Clerk	8.0 to 5.75

### **IMPACTS AND EFFECTS OF REDUCTIONS**

Positions being reduced shall solely be in accordance with the Collective Bargaining Agreement, Board Policy and the Education Code.

#### **Work Protection:**

- A. The District shall not reassign work previously performed by laid off employees, including employees who were reduced in hours, to non-bargaining unit members such as confidential, supervisory, administrative, management, certificated, substitute and/or short-term employees as well as volunteers, except as allowed and permitted by law.
- B. Both parties agree to renegotiate the reduction of hours in the 2020/2021 school year if the District recognizes that there has been an increased workload.

**Health and Welfare Benefits Protection:**

All bargaining unit members who suffer a loss of health and welfare benefits as a result of hours reduction will be entitled to the following:

Unit members who had a benefited position and whose hours have been reduced, shall continue to receive health and welfare benefits, including District contributions, at the same level as immediately prior to the reduction in hours for an additional month after the month in which the reduction in hours is implemented.

**Unemployment**

If a bargaining unit member applies to the State of California for unemployment benefits, due to the fact that they are now only partially employed, the District shall not actively contest their application on the basis of their reduction in hours.

Dated:

FOR THE ASSOCIATION:

*Jessica Morrow* 8/13/20  
*[Signature]* 8/13/20

FOR THE DISTRICT:

*[Signature]* 8/13/2020



# ACTON-AGUA DULCE

UNIFIED SCHOOL DISTRICT

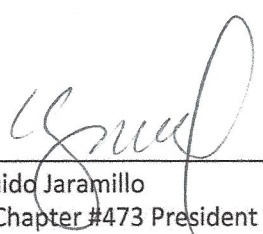
"EMPOWERING TODAY'S LEARNERS TO THRIVE IN TOMORROW'S WORLD"

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
ACTON AGUA DULCE UNIFIED SCHOOL DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION (CSEA) CHAPTER #473  
REGARDING MUSIC LEAD JOB DESCRIPTION

This Memorandum of Understanding "(MOU)" is made between the Acton Agua Dulce Unified School District and the California School Employees Association regarding the Music Lead job description.

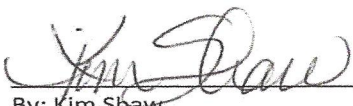
Both parties agree to Exhibit A (see attached), Music Lead job description as presented.

CSEA

  
By: Guido Jaramillo  
Title: Chapter #473 President

8/13/20  
Date

Acton Agua Dulce Unified School District

  
By: Kim Shaw  
Title: Assistant Superintendent Human Resources  
Pupil Services, Education

8/13/2020  
Date

  
Labor Relations Representative  
CSEA

8/13/20

## **Music Lead**

### **Class Definition: Classified**

#### **General Purpose:**

Under the supervision of the site principal, provides instruction for groups of students in the area of music with prescribed learning objectives in performing assigned tasks, which make learning more effective.

#### **Distinguished Characteristics:**

Music Lead is responsible for providing instruction and assistance for groups of students under the guidance and direction of a classroom teacher.

Music Lead and Aides are distinguished from Instructional Assistants in that incumbents in the former class are assigned to work with groups of students in the area of music. As such, their duties may include working with various groups of students in an organized music setting. Music Lead will support and supervise Music Aides in an organized music setting.

#### **Essential Job Functions:**

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines.
- Establish and maintains standards of pupil behavior needed to achieve a functional learning atmosphere in the classroom.
- Provide an effective environment of learning.
- Introducing children to the world of music using songs, simple Instruments, and a variety of.
- Instruct music courses to students including voice, tone, tempo and rhythm skills.
- Develop and maintain an effective music educational program for students.
- Maintain student behavioral standards to ensure productive and disciplined environment during group rehearsals, practices and performances. Building relationships with students.
- Collaborate with school administration to organize music programs for civic functions and school productions, allowing two opportunities for each student to perform for an audience.
- Able to conduct verbal conversations
- Able to hear normal range of conversation (Approximately 60 decibels)
- Able to sit stand, stoop, kneel bend, and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stair, steps, ramps and ladders.
- Able to lift and carry up to 25 pounds
- Able to exhibit full range of motion for shoulder external and internal rotation, shoulder abduction and adduction, Shoulder flexion and extension, Elbow flexion and extension, Back lateral flexion, Hip flexion and extension, knee flexion.



**Qualifications**

- Completion of associates degree or higher in Fine Arts / Music or comparable field or completion of at least 24 units of community college coursework or equivalent designed to develop skills in the area of music.
- Knowledge of music history, theory and performance.
- Must be proficient in musical literacy and performing vocally / instrumentally.
- Must feel comfortable working with groups of children.
- Must possess strong vocal skills; playing an instrument.
- Ability to demonstrate good English, grammar, spelling, punctuation and arithmetic.
- Able to assist with supervising the learning activities in a school setting.
- Able to work independently and with initiative.
- Able to understand and carry out oral and written instructions.
- Able to establish and maintain cooperative relationships with children, teachers and support staff.
- Must be comfortable with learning / using technology to benefit student learning.

**Work Year:**

- 10 Months

**Salary Range:**

- 41