

TENTATIVE AGREEMENT
BETWEEN
RAVENSWOOD CITY SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS CHAPTER 303
2020-2021 & 2021-2022 Reopener Contract Negotiations

This Tentative Agreement settles and completes reopener contract negotiations for the 2020-2021 school year and the 2021-2022 school year. The following articles and MOUs are included in this agreement and attached to this document:

- Article 6 – Wages and Benefits
- 2021-2022 CSEA salary schedule
- Job Descriptions
 - Maintenance I
 - Maintenance II
 - Technology Specialist
 - Lead Technology Support Specialist

Date: May 13, 2022

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 Randy Jackson, President, CSEA Chapter 303

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 Gina Sudaria, Superintendent, District

CSEA Ratification Date:
 Governing Board Approval Date:

TENTATIVE AGREEMENT

2020-2021 and 2021-2022 CBA Reopener Negotiations

ARTICLE 6: WAGES AND BENEFITS

I. Salary

A. 2020-2021 and 2021-2022 salary increase.

2020-2021 school year - Status-quo

2021-2022 school year - Effective July 1st, 2021, the 2019-2020 salary schedule for all CSEA bargaining unit members shall be increased by seven point five (7.5%).

- There will be an additional one-time cash payment of two point five percent (2.5%) for all current active CSEA bargaining unit members, which shall be based on a unit member's 2021-2022 rate of pay.
- Former unit members who were employed as of July 1, 2021 but had left the District prior to the date of this agreement shall be entitled to receive the 7.5% salary schedule increase.

B. New CSEA Salary Schedule.

The parties agree that, effective July 1, 2021, the current CSEA salary schedule will be replaced by a new salary schedule.

- The new salary schedule will have 18 steps ("rungs")
- The first rung is 5% higher than the 2019-2020 salary schedule's first step for all job classifications and will be 15.5% higher for the final rung.
- The growth rate between those rungs will be 4.5% between rungs 1-5, and a set amount (approximately 1%) between 6-18, as outlined in the attached spreadsheet.
- Existing members will be placed on the nearest rung of the new salary schedule which guarantees at least a 7.5% increase over their 2019-2020 rate of pay. Unit members shall automatically advance by one Rung upon completion of the previous year.

C. Salary Comparison.

CSEA and the District share a collective interest to raise all job classifications to the top 1/3 of salaries in San Mateo County. Based on research conducted by the District, the following job classifications are below the top 1/3 of salaries: *Grounds Specialist, Laborer, Glazier, Maintenance Mechanic, Carpenter/General-Maintenance/Locksmith, Maintenance Electrician, Sprinkler/Irrigation-Mechanic, AV Technician, Lead Technology/Network Specialist*. Additionally, due to the changes in District needs and in effort to help meet the collective goal of the parties to raise all job classifications to the top 1/3 of salaries in San Mateo County, effective July 1, 2021 they shall be adjusted as follows:

- **Maintenance I - *The Laborer*** (Range 24) and *Grounds Specialist* (Range 25) shall be consolidated into one single job classification titled *Maintenance I*. This new job classification shall be placed at **Range 29** of the 2019-2020 salary schedule; then moved to the 2021-2022 new salary schedule in accordance with the above Section I(B). Unit members in this job classification shall receive their salary increase in accordance with the above Section I(A) above.
 - The two impacted unit members shall retain their existing seniority dates from their respective job classifications.
 - A Maintenance I job description is attached.
- **Maintenance II – *The Glazier*** (Range 33), *Maintenance Mechanic* (Range 33), *Carpenter/General Maintenance/Locksmith* (Range 36), *Maintenance Electrician* (Range 36), and *Sprinkler/Irrigation Mechanic* (Range 36), shall be consolidated into one single job classification titled *Maintenance II*. This new job classification shall be placed at **Range 38** of the 2019-2020 salary schedule; then moved to the 2021-2022 new salary schedule in accordance with the above Section I(B). Unit members in this job classification shall receive their salary increase in accordance with the above Section I(A) above.
 - The three impacted unit members shall retain their existing seniority dates from their respective job classifications.
 - A Maintenance II job description is attached.
- **AV Technician** – This existing job classification shall be renamed “*Technology Specialist*” and shall be moved from Range 32 to **Range 39** of the 2019-2020 salary schedule; then moved to the 2021-2022 new salary schedule in accordance with the above Section I(B). Unit members in this job classification shall receive their salary increase in accordance with the above Section I(A) above.
 - The two impacted unit members shall retain their existing seniority dates from their respective job classifications.
 - A Technology Specialist job description is attached.

- **Lead Technology/Network Specialist** – This existing job classification shall be moved from Range 36 to a newly created **Range 45** of the 2019-2020 salary schedule; then moved to the 2021-2022 new salary schedule in accordance with the above Section I(B):

- Range 45 of the 2019-2020 salary schedule shall be, as follows:

Step A	Step B	Step C	Step D	Step E
\$36.18	\$37.91	\$39.72	\$41.68	\$43.69

- This job classification is currently vacant.
- The job description shall remain unchanged (attached).

D. Health and Welfare Benefits.

Effective the signing of this agreement, the District shall offer bargaining unit members with the same vision insurance option that is offered to the District's administrators. The District shall pay the full cost of any single employee premium for such benefits.

TENTATIVE AGREEMENT

2020-2021 and 2021-2022 CBA Reopener Negotiations

May 12, 2022

ARTICLE 6: WAGES AND BENEFITS

II. Stipends

A new section of Article 6 shall be created and titled "Leadership Pay Opportunities". The purpose of this section is to provide additional pay opportunities for bargaining unit members. Pay opportunities will be reviewed by a joint CSEA/District "Leadership Committee" pursuant to this section.

A. Leadership Committee

A Leadership Committee shall be formed consisting of four (4) members with equal representation by CSEA and the District. This committee shall be responsible for reviewing opportunities for CSEA unit members to earn additional pay. This may include reviewing requests from the District and/or requests from CSEA bargaining unit members which are related to the criteria described in this section. The committee shall meet monthly at a time and date designated by the District, which shall occur during the regular work day of CSEA appointed participants.

B. Authority of the Committee

- The four (4) member committee shall consist of two (2) committee members appointed by the CSEA Chapter President or CSEA Labor Relations Representative and two (2) committee members appointed by the District Superintendent. Decisions will be made through a simple majority.
- All decisions of the committee shall be reduced to writing. The District shall be responsible for sharing all committee decisions to CSEA, via its Chapter President with copy to the Labor Relations Representative.
- The committee shall make no decision which conflicts with any contractual or statutory right of CSEA or its bargaining unit members. If CSEA believes that a decision conflicts with a contractual right, it may pursue the matter as a grievance pursuant to the grievance procedure described in this Agreement. Grievances shall commence at Level II.
- The committee shall not function as a forum for CSEA and the District to collectively bargain over the terms and conditions of employment.

C. Criteria for Additional Pay Opportunities.

Criteria for additional pay opportunities considered by the committee may include any of the following:

- Mentor roles, where unit members are responsible for mentoring, orienting, and training new employees within their job classification.
- Service on District committees.
- Unit member submission of job-related classes, seminars, conferences, workshops or other coursework outside of work.
- Other opportunities beyond or outside of the traditional scope of work as agreed to by CSEA and the District. This may include opportunities for unit members to earn additional experience or training.

D. Job related coursework and Trainings.

Unit members may submit evidence of completed job-related classes, seminars, conferences, workshops or other coursework to the Human Resources office. Coursework may relate to a unit member's current job or to a prospective job at the District. Unit members may also submit proposals for this coursework to the HR office for pre-approval through the leadership committee. Once completed, evidence shall include written transcripts, certificate or other evidence of completion. The HR Office shall forward all requests to the committee for review. The committee will consider all requests but will take into consideration the relevance of the coursework to their current job or prospective job at the District. If approved by the leadership committee, unit members shall be eligible for additional pay based on a "point system", as follows:

- 1 point for each semester unit of college credit.
- 1 point for each 15 hours of adult education, trade course, workshops, conferences or seminars.
- Other work-related educational opportunities not listed above may be submitted by a unit member to the committee for consideration.

Pay Increments:

- For each six (6) points, a unit member shall be eligible to receive a \$200 increase to their annual salary.
- The total number of increments earnable shall not exceed a maximum amount of \$2,000 annually. Annual professional growth increments will be paid out tenthly (e.g. 1/10 of the annual entitlement shall be paid out each month for ten months).

E. Leadership Opportunities.

- **Mentor Roles:** Unit members who are approved to serve in Mentor Roles shall be eligible to receive a ten percent (10%) differential for the time that they spend mentoring. The time spent mentoring shall be during the regular workday. The leadership committee shall decide how many weekly hours are to be assigned based on anticipated District need.
- **Participation on District Committees:** Unit members who are approved to serve on District committees shall be eligible to receive a ten percent (10%) differential for the time that they spend serving on District committees. The leadership committee shall decide how many weekly hours are to be assigned based on anticipated District need.
- **Other Leadership and Educational Opportunities**
The District may propose additional leadership and educational opportunities for the committee to consider.

F. Posting and Filling Leadership Opportunities.

1. As mentor roles, committee vacancies and/or other leadership/educational opportunities arise, the District shall inform all unit members of the leadership opportunity via an email announcement sent to all CSEA members. Unit members will have at least seven (7) working days to submit their interest. The informational posting shall contain sufficient detail for unit members to understand the opportunity and the length of time of the opportunity, which shall not exceed one year.
2. Any bargaining unit member who applies for a leadership opportunity and meets the designated requirements for the position shall be interviewed. The unit member must request an interview through email during the seven (7) working day posting period.
3. Leadership opportunities shall be filled on the basis of merit and best qualifications; however, if two or more applicants are judged by the District to be equal, the decision will be made by seniority, unless one of the applicants had served in the role in the last year, in which case, the next most senior employee will be selected.
 - If a unit member is denied an opportunity and believes that they are qualified, they may appeal, in writing, to the Superintendent within seven (7) working days from the date that they were notified that they were not selected. The decision of the Superintendent will be final and binding.

4. After selection by the District, all interested unit members shall be notified as to the disposition.

G. Terms of Unit Member Participation in Leadership Opportunities

1. During the duration of the leadership opportunity, the District, CSEA, or the unit member may unilaterally elect to end the opportunity for any or no reason.

2. Leadership opportunities ended prematurely shall be paid proportionate to the anticipated duration of the stipend and time already spent (i.e. if it is a 10 month stipend and it was in effect for 5 months, the district would pay half of the stipend).

III. Additional Salary Rung Advancement

At the end of the school year, unit members may be eligible to advance one additional salary rung beyond their regular one-rung annual advancement based on the demonstration that the unit member has acquired a new job-related skill or knowledge which directly benefits the District. This may include, but is not limited to, a special certification or accreditation which directly relates to the unit member's work.

Unit members who request an additional salary rung advancement shall make their request in writing by the last work day in May, along with any supporting documentation and a short summary which provides a basis for their request, directly to the Superintendent who shall forward a copy of the request to the CSEA Chapter President and Labor Relations Representative. The request shall then be forwarded to the Leadership Committee to approve or deny such requests.

Riverswood City School District
Classified Salary Schedule
Effective July 1, 2021

Table with columns: Postion/Title, Work/Days, Range, Percent Change Between Range, Hourly, Monthly (7.5 Hours), 4.5K, 4.5K Range 1, 4.5K Range 2, 4.5K Range 3, 4.5K Range 4, 4.5K Range 5, 1.0K, 1.0K Range 6, 1.0K Range 7, 1.0K Range 8, 1.0K Range 9, 1.0K Range 10, 1.0K Range 11, 1.0K Range 12, 1.0K Range 13, 1.0K Range 14, 1.0K Range 15, 1.0K Range 16, 1.0K Range 17, 0.9K, 0.9K Range 18, 0.9K Range 19, 0.9K Range 20.

Lead Technology Support Specialist	246	45	Hourly: \$ 37.89 \$ 39.70 \$ 41.48 \$ 43.35 \$ 45.30 \$ 46.17 \$ 47.04 \$ 47.91 \$ 48.78 \$ 49.22 \$ 49.65 \$ 50.09 \$ 50.52 \$ 50.96
			Monthly: \$ 5,726.71 \$ 5,964.41 \$ 6,233.71 \$ 6,535.13 \$ 6,829.21 \$ 6,960.38 \$ 7,025.96 \$ 7,157.13 \$ 7,222.72 \$ 7,288.30 \$ 7,353.89 \$ 7,419.47 \$ 7,485.06 \$ 7,550.64 \$ 7,616.23 \$ 7,681.81
Tuner	201		Hourly: \$ 19.98 \$ 20.88 \$ 21.82 \$ 22.80 \$ 23.83 \$ 24.29 \$ 24.74 \$ 24.97 \$ 25.20 \$ 25.80 \$ 26.66 \$ 26.35 \$ 26.57 \$ 26.80
Occupational Therapist			Hourly: \$ 48.36 \$ 50.54 \$ 52.81 \$ 55.19 \$ 57.67 \$ 59.78 \$ 59.89 \$ 60.44 \$ 61.00 \$ 62.66 \$ 63.21 \$ 63.77 \$ 64.32 \$ 64.87
			Annually: \$ 7,290.55 \$ 7,608.63 \$ 7,961.47 \$ 8,300.73 \$ 8,694.02 \$ 8,961.11 \$ 9,028.10 \$ 9,111.60 \$ 9,195.09 \$ 9,278.59 \$ 9,445.88 \$ 9,612.57 \$ 9,696.06 \$ 9,779.56
Speech Language Pathologist	201		Hourly: \$ 61.55 \$ 64.37 \$ 67.22 \$ 70.24 \$ 73.40 \$ 74.81 \$ 76.22 \$ 76.93 \$ 77.63 \$ 78.74 \$ 79.04 \$ 81.15 \$ 81.86 \$ 82.56
			Annually: \$ 9,278.60 \$ 9,696.14 \$ 10,132.66 \$ 10,588.41 \$ 11,064.90 \$ 11,171.16 \$ 11,277.48 \$ 11,383.69 \$ 11,489.85 \$ 11,596.12 \$ 11,702.48 \$ 11,808.80 \$ 11,915.01 \$ 12,021.27 \$ 12,127.53 \$ 12,233.80 \$ 12,340.06 \$ 12,446.32

Job Descriptions

- **Maintenance I**
- **Maintenance II**
- **Technology Specialist**
- **Lead Technology Network Specialist**

Maintenance I Job Description



RAVENSWOOD

CITY SCHOOL DISTRICT

Maintenance I Job Description

Who We Are

Be a part of an innovative and dynamic district operations team in the heart of Silicon Valley that is dedicated to excellence and equity in education. Ravenswood is a TK-8th grade public school district located in East Palo Alto and East Menlo Park, California. We serve 1,530 students across three elementary schools and one middle school. Ravenswood is proud of its diversity, with 99% of district students identifying as Latinx, African American, Pacific Islander, and/or multiple races with over half who are multilingual learners. We aim to empower every student to fully engage critically and creatively in their education with the skills and mindset necessary to successfully fulfill their unique potential. Every day, in our quest to achieve this mission, we root our work in and centered around the rich cultures of our students, families, and community.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission, who are ready to examine and combat systemic inequities, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, and problem solvers who are comfortable in a community of continuous learning.

Overview of the Role

Reporting directly to the Director of Operations, perform a variety of skilled and semi-skilled tasks and operations. This could include:

- The ability to solve a variety of operational needs with a smile - moving curriculum materials, installing furniture, opening and closing campuses, and other miscellaneous jobs.
- The interest and ability to support simple maintenance, repair, alteration and/or basic electrical work of district buildings and facilities.

- The interest and ability to maintain district greenspace including operating a mower, using and managing irrigation systems, and other related gardening work.

Our Maintenance Technicians are thorough professionals with a practical mind and attention to detail. The ideal candidate will be able to work on a team or alone and observe all health and safety guidelines. The goal is to maintain all of our spaces in the best possible condition.

Essential Responsibilities

Overall, this position is responsible for the general maintenance and upkeep of our site. This position is often the first point for smaller maintenance issues and will regularly be called upon to fix problems across sites.

General Maintenance

- Performs general and specialized construction and remodeling and skilled maintenance of district buildings and other related structures.
- Alters, repairs, inspects and constructs articles and structures of wood, including partitions, counters, door window frames, form, shelving, fences, etc.
- Prepare surfaces for painting and apply finish or coverings using brushes, rollers, spray equipment and cutters as necessary.
- Repair or replace broken pipe, cut and thread pipe, clean clogged drains and sewer lines. Dig ditches and provide labor for the installation or removal of drainage pipes.
- Repair, install, assemble and assist in construction of doors, partitions, furniture, counters, bulletin boards, chalk boards, shelving, pictures and other items.
- Remove and replace broken glass and/or board up windows.
- work safe and effectively on ladders, scaffolds, riggings and roofs of varying heights.
- May operate a motor vehicle to transport materials and equipment, as needed.
- Performs miscellaneous job-related duties as assigned.

Gardening

- Maintain grounds by maintaining, watering, and monitoring flowers, bushes, trees, and shrubs. Mowing lawns, edges, trims, weeds, hoes and prunes landscaped areas.
- Plants, transplants, fertilizes, applies chemicals, waters, prunes, and weeds flower beds and plant areas.
- Operates hand and power tools and equipment, including power mowers edgers, sweepers riding mowers and other grounds maintenance equipment tools.
- Water landscape areas by hand or by operating sprinkling and irrigation systems.
- Uses hands tools to work soil and to remove weeds, undergrowth and debris from school ground and landscape areas.
- Cleans sprinkler systems assists in the installation and repair of sprinkler systems.
- Cleans and maintains drainage areas, maintains hoses, supplies, tools and equipment in proper condition and repair.
- Implements detailed landscape plans. Assists in the work direction and on-the-job training of other personnel.
- Ensures proper care in the use and maintenance of equipment and supplies; promotes continuous improvement of workplace safety and environmental practices.

Work as a Team Player

- Actively seek to understand each of our sites. Uses that knowledge to propose improvements and other ways to improve our campuses to make the sites more welcoming for students, families, and staff.
- Coordinates with assigned supervisor(s) for the purpose of completing projects and work orders efficiently.
- Participate in training, where necessary, to increase relevant knowledge. Work with other Maintenance team members to increase the overall knowledgebase of the department.
- Manage time well; keep records on work order completion status; plan and lay out assigned tasks; prepare accurate time/material estimate for assigned project.
- May be offered the opportunity to work shifts, weekends and/or holidays.
- Perform other specialized and related duties as required.

Overall, perform all of this above in accordance with relevant safety and building codes.

What You Bring

The ideal candidate should have a set of experiences or qualifications that demonstrates their ability to meet the responsibilities outlined above.

These are some of the experiences and characteristics that the strongest candidates will possess:

- Exemplar team work. Our maintenance team works closely together. This position needs to work closely with a wide range of individuals - other maintenance team members, principals, teachers, students, parents, etc.
- Experience working as a gardner, general contractor, maintenance worker, various roles in construction, laborer, or other projects.
- The ability to speak multiple languages beyond English, ideally Spanish, fluently.

Other

Physical Abilities

This is a physical job. The candidate needs to be able to frequently stand and walks for extended periods; stoops, kneels, and crouches to pick-up or move objects; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications.

License, Certification, Bonding, and/or Testing Requirements

- Valid California Driver's License
- Criminal Justice Fingerprint Clearance

- Tuberculosis Clearance

Working Conditions

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to

- Director of Operations

Work Year

- 12 months

Salary Placement

- CSEA Salary Schedule Range 29

Evaluation

- Performance of this job will be evaluated by the Director of Operations.

Maintenance II Job Description



RAVENSWOOD

CITY SCHOOL DISTRICT

Maintenance II Job Description

Who We Are

Be a part of an innovative and dynamic operations leadership team in the heart of Silicon Valley that is dedicated to excellence and equity in education. Ravenswood is a TK-8th grade public school district located in East Palo Alto and East Menlo Park, California. We serve 1,530 students across three elementary schools and one middle school. Ravenswood is proud of its diversity, with 99% of district students identifying as Latinx, African American, Pacific Islander, and/or multiple races with over half who are multilingual learners. We aim to empower every student to fully engage critically and creatively in their education with the skills and mindset necessary to successfully fulfill their unique potential. Every day, in our quest to achieve this mission, we root our work in and centered around the rich cultures of our students, families, and community.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission, who are ready to examine and combat systemic inequities, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, and problem solvers who are comfortable in a community of continuous learning.

Overview of the Role

Reporting directly to the Director of Operations, perform a variety of skilled maintenance work and operations. This could include serving, at various points within the day, as a mechanic, electrician, plumber, irrigation mechanic, locksmith, carpenter, glazier, or simply as a skilled laborer. This position is expected to be able to work with limited supervision or direction and should be able to supervise others including fellow maintenance staff members, general contractors, or others doing site-level work. Our Maintenance team members are thorough professionals with a practical mind and attention to detail. The ideal candidate will be able to work on a team or alone and observe all health and safety guidelines. The goal is to maintain all of our spaces in the best possible condition.

Essential Responsibilities

Overall, this position is responsible for the general maintenance and upkeep of our site. The tasks listed in this section are representative of duties assigned to the positions in this class. The list is not intended to be an exhaustive list of all of the tasks assigned to positions in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

Specific Skills

We are a very small district. Positions assigned to this class are distinguished from the Maintenance I position by the requirement to perform advanced journey-level work and serve as primary resource person in a highly technical trade, including those listed below.

While specialized expertise in at least two of these areas is expected, the ideal candidate will also have broad expertise across a number of these areas or is interested in learning more across the areas listed below.

We do not expect the successful candidate to know how to do all of these trades.

- ***Mechanic***
 - Perform routine maintenance of vehicles (i.e. the district's buses, vans, tractor, etc.). This may include, for example, oil changes, tire changes, and other simple repairs. Manage the process of more intensive repairs including work that needs to be done by a specialized auto repair shop for the district.
 - During routine inspections, provide assistance with relevant parties (CHP, bus mechanics) to take care to ensure that the buses and other vehicles are in compliance.
- ***Electrician***
 - Design, install, repair and/or maintain all electrical receptacles, switches, controls and systems. This may include smaller tasks such as changing light bulbs or bigger responsibilities such as addressing issues with HVAC units or working with gas lines.
 - Install, repair and maintain a variety of electrical systems and equipment, and then take care to inspect, test and supervise all electrical systems and equipment.
- ***Plumber***
 - Install, repair, and maintain pipes, valves, fittings, drainage systems, and fixtures including but not limited to sinks, bathrooms, sewage, water and gas lines. Respond to, diagnose, and resolve plumbing emergencies.
 - Where necessary, work with or manage general contractors, electricians, and other construction professionals.
- ***Irrigation Mechanic***
 - Install, test, and maintain irrigation equipment including sprinklers, pumps, water lines, and suction valves. On occasion, operate heavy machinery for trenching and install wiring systems for water timers.
- ***Locksmith***
 - installs, adjusts, repair, and open locks of all types and makes including the Primus system. This includes making keys, adjusting or changing lock combinations, cutting or duplicating keys using key-cutting machines.

- **Manage and track the master keying guide for a school district, including understanding of how to preserve the integrity of the master key system.**
- **Carpenter**
 - **Alters, repairs, inspects and constructs articles and structures of wood, including window frames, doors, partitions, furniture, counters, interior and exterior trim, bulletin boards, chalk boards, shelving, pictures and other items.**
 - **Conduct minor roof work, or supervisor contractors in the repair of smaller roof needs.**
- **Glazier**
 - **Perform skilled glazing work; remove and install glass in windows, light fixtures, mirrors, etc. Perform re-glazing as necessary; and do related work as required.**
 - **Requisitions glass needed for the repair of school buildings and related physical facilities.**

Work as a Team Player

- **Where necessary, coordinate and lead other team members or contractors. This may include leading a small two person team or helping a contractor replace a small system.**
- **Actively seek to understand each of our sites. Uses that knowledge to propose improvements and other ways to improve our campuses to make the sites more welcoming for students, families, and staff.**
- **Coordinates with skilled tradesmen and/or assigned supervisor(s) for the purpose of completing projects and work orders efficiently.**
- **Participate in training, where necessary, to increase relevant knowledge. Work with other Maintenance team members to increase the overall knowledgebase of the department.**
- **Manage time well; keep records on work order completion status; plan and lay out assigned tasks; prepare accurate time/material estimate for assigned project.**
- **May be offered the opportunity to work shifts, weekends and/or holidays.**
- **Perform other specialized and related duties as required.**

Overall, perform all of this above in accordance with relevant safety and building codes.

What You Bring

The ideal candidate should have a set of experiences or qualifications that demonstrates their ability to meet the responsibilities outlined above. As mentioned above, the ideal candidate should have experience in at least two of the specific skills mentioned above (mechanical work, electrical work, plumbing, irrigation mechanic, locksmith, carpenter, glazier) although it is not expected that the individual will have years of experience in each of those areas.

Beyond relevant experience and training, characteristics that the strongest candidates will possess include:

- **Exemplar team work. Our maintenance team works closely together. This position needs to work closely with a wide range of individuals - other maintenance team members, principals, teachers, students, parents, etc.**
- **The ability to speak multiple languages beyond English, ideally Spanish, fluently.**

Other

Physical Abilities

This is a physical job. The candidate needs to be able to frequently stand and walks for extended periods; stoops, kneels, and crouches to pick-up or move objects; ability to perform heavy physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds without assistance; physical ability to lift and carry objects weighing up to 150 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communications.

License, Certification, Bonding, and/or Testing Requirements

- Valid California Driver's License
- Criminal Justice Fingerprint Clearance
- Tuberculosis Clearance

Working Conditions

- **ENVIRONMENT:** Office environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle.
- **HAZARDS:** Driving a vehicle during adverse weather conditions.

Reports to

- Director of Operations

Work Year

- 12 months

Salary Placement

- CSEA Salary Schedule Range 38.

Evaluation

- Performance of this job will be evaluated by the Director of Operations.

Technology Specialist Job Description



RAVENSWOOD

CITY SCHOOL DISTRICT

Technology Specialist

Who We Are

Be a part of an innovative and dynamic district leadership team in the heart of Silicon Valley that is dedicated to excellence and equity in education. Ravenswood is a TK-8th grade public school district located in East Palo Alto and East Menlo Park, California. We serve 1,530 students across three elementary schools and one middle school. Ravenswood is proud of its diversity, with 99% of district students identifying as Latinx, African American, Pacific Islander, and/or multiple races with over half who are multilingual learners. We aim to empower every student to fully engage critically and creatively in their education with the skills and mindset necessary to successfully fulfill their unique potential. Every day, in our quest to achieve this mission, we root our work in and centered around the rich cultures of our students, families, and community.

Who We Want

We want talented people from diverse backgrounds and experiences, who are inspired by our mission, who are ready to examine and combat systemic inequities, and who are motivated to unleash our children's potential. We want people who are strong collaborators, skilled communicators, and problem solvers who are comfortable in a community of continuous learning.

Overview of the Role

Under the direct supervision of the Director of Technology, the **Technology Specialist**, using a moderate level of skills, installs, configures, repairs, and maintains District and school computers, operating systems, peripherals, audio/visual equipment, and related office and instructional software and equipment. Routine duties may be performed independently or may assist a journey level employee.

Essential Responsibilities

- Provide tier one technical support for all users at assigned site(s). Troubleshoot problems encountered by staff and students, and provide a timely resolution via email, telephone, video conference, and/or in person.
- Escalate unresolved issues as needed until issues are resolved. Track all unresolved issues to closure via the District's IT HelpDesk.
- Install and support computer software, hardware, and peripherals.
- Install and support audio/visual equipment including TV's, projectors, speakers, document cameras, microphones, and A/V system controls.
- Imaging and deployment of computers.
- Collaborate with other members of the IT team to complete daily tasks and long-term projects.
- Maintain an accurate equipment inventory for assigned site(s) in the District's IT inventory management system.
- Provide tier 1 security camera operation and support.
- Provide tier 1 telephony support.
- Maintain security of confidential information.
- Travel to school locations as assigned.
- Perform other related duties as assigned.

What You Bring

The ideal candidate should have a set of experiences or qualifications that demonstrates their ability to meet the responsibilities outlined above. We are a small school district. While specialized expertise in one of the areas below is helpful, this role is best suited for an individual who has broad expertise across a number of technical tasks.

These are some of the experiences and characteristics that the strongest candidates will possess:

KNOWLEDGE OF: Computer and audio/visual: hardware and software repair and maintenance; safe driving practices and traffic laws.

ABILITY TO:

- Install and configure new hardware and software for all types of devices at assigned site(s).
- Troubleshoot and resolve hardware and software related issues for all deployed devices.
- Troubleshoot and resolve basic wired and wireless networking issues.
- Troubleshoot and resolve basic audio/visual connectivity issues.
- Use imaging tools for mass deployment of new hardware and upgrades.
- Understand and follow technical documentation and directions.
- Dynamically prioritize work throughout the day as needs change.
- Read, interpret, and follow rules, regulations, policies and procedures.
- Maintain an organized and inventoried work space.
- Work without close supervision.
- Follow oral and written directions.
- Solve technical problems in a constantly changing educational environment.
- Perform duties with awareness of all District requirements and Board of Education policies.
- Establish and maintain effective working relationships with others of diverse backgrounds,

experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.

- Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
- Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
- Meet District standards of professional conduct as outlined in Board Policy.

Other

Education and/or Experience

High school diploma or equivalent. One year of experience performing diagnostic testing, repair and preventive maintenance on computers and related hardware and software, and/or audio/visual equipment and related hardware.

Physical Abilities

Frequently stands and walks for extended periods; stoops, kneels, and crouches to pick-up or move boxes and technology equipment; ability to perform physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds without assistance; climb stairs; climb ladders; normal manual dexterity sufficient to manipulate hand tools and to operate, adjust, clean, troubleshoot, and repair computer and telecommunications equipment; vision, which can be corrected to all level sufficient to successfully, read hand-written, typed and computer-generated information and data, as well as computer terminal display; hearing and speech ability sufficient to enable communication by telephone and in person.

License, Certification, Bonding, and/or Testing Requirements

- Criminal Justice Fingerprint Clearance
- Valid California Driver's License
- Tuberculosis Clearance

Working Conditions

- **ENVIRONMENT:** Indoors and outdoors work environment with some travel between District sites. Drive a vehicle to conduct work. May be required to use a personal vehicle. May require willingness and ability to work occasional evening and/or weekend hours..
- **HAZARDS:** Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids. Driving a vehicle during adverse weather conditions. Driving a vehicle during adverse weather conditions.

Reports to

- Director of Technology

Work Year

- 12 months

Salary Placement

CSEA Salary Schedule Range **39**

Evaluation

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Lead Technology-Network Specialist Job Description

Ravenswood City School District Position Description

CLASS TITLE: Lead Technology/Network Specialist

Job Purpose Statement:

Under the direct supervision of the Director of Technology, the Lead Technology/Network Specialist plans, installs, configures, repairs, and maintains District and school WAN, LAN, telephone system, computers, operating systems, peripherals, audio/visual equipment, and related office and instructional software and equipment. Routine duties may be performed independently or with assistance. Lead the tracking and escalation of IT HelpDesk tickets.

Essential Job Functions

- Working with the Director of Technology, monitors, troubleshoots, and maintains the operation of district WAN, LAN, and telephone system for repair and replacement recommendations.
- In collaboration with other members of the IT team, review, evaluate, and recommend software and equipment to meet District and school site needs.
- Provide tiered technical support for all users at assigned site(s). Troubleshoot problems encountered by staff and students, and provide a timely resolution via email, telephone, video conference, and/or in person.
- Lead the tracking, escalation, and documentation of IT HelpDesk tickets.
- Provide reporting of IT HelpDesk tickets upon request.
- Install and support computer software, hardware, and peripherals.
- Install and support audio/visual equipment including TV's, projectors, speakers, document cameras, microphones, and A/V system controls.
- Imaging and deployment of computers.
- Collaborate with other members of the IT team to complete daily tasks and long-term projects.
- Maintain an accurate equipment inventory for assigned site(s) in the District's IT inventory management system.
- Provide tier 2 security camera operation and support.
- Provide tier 2 telephone system support.
- Maintain security of confidential information.
- Ensures the proper and safe use, transportation, and storage of equipment.
- Travel to school locations as assigned.
- Perform other related duties as assigned.

Knowledge, Abilities and/or Physical Requirements:

- **KNOWLEDGE OF:**
 - Planning for, installing, adjusting, and operating a wide variety of network, computer, and audio/visual system hardware and software.

- Relevant laws, rules, policies and other guidelines associated with assigned functional area(s).
- Safe driving practices and traffic laws.
- **ABILITY TO:**
 - Evaluate and recommend upgrading, replacement, and purchase of equipment and software.
 - Operate a variety of hand and power tools, testing and calibration equipment and District vehicles and equipment.
 - Arrange for specialized services, meet vendors/contractors, and communicate with outside service technicians.
 - Analyze and interpret equipment specifications.
 - Read and interpret technical documents such as installation, operation, and repair manuals.
 - Troubleshoot, configure, and install telephone equipment at District sites.
 - Troubleshoot, maintain, replace, install wiring related to District WAN, LAN, and telephone systems.
 - Install and configure new hardware and software for all types of devices at assigned site(s).
 - Troubleshoot and resolve hardware and software related issues for all deployed devices.
 - Troubleshoot and resolve intermediate-level wired and wireless networking issues.
 - Troubleshoot and resolve intermediate-level audio/visual connectivity issues.
 - Use imaging tools for mass deployment of new hardware and upgrades.
 - Dynamically prioritize work throughout the day as needs change.
 - Solve technical problems in a constantly changing educational environment.
 - Perform duties with awareness of all District requirements and Board of Education policies.
 - Work independently and use sound judgment within the framework of policies, procedures, and guidelines.
 - Schedule, perform and monitor a variety of tasks in accordance with priorities and timelines.
 - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
 - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
 - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
 - Meet District standards of professional conduct as outlined in Board Policy.

- **EDUCATION AND/OR EXPERIENCE:** High school diploma or equivalent. Certifications or coursework in computers preferred. Three years of experience performing diagnostic testing, repair and preventive maintenance on WAN, LAN, telephone systems, computers and related hardware and software, and/or audio/visual equipment and related hardware.
- **PHYSICAL ABILITIES:** Frequently stands and walks for extended periods; stoops, kneels, and crouches to pick-up or move boxes and technology equipment; ability to perform physical labor for sustained periods of time; physical ability to lift and move objects weighing up to 50 pounds without assistance; climb stairs; climb ladders; normal manual dexterity sufficient to manipulate hand tools and to operate, adjust, clean, troubleshoot, and repair computer and telecommunications equipment; vision, which can be corrected to all level sufficient to successfully, read hand-written, typed and computer-generated information and data, as well as computer terminal display; hearing and speech ability sufficient to enable communication by telephone and in person.

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- **HAZARDS:** Electrical power supply and high voltage. Working in a cramped or restrictive work chamber. Working on ladders or at heights. Occasional exposure to cleaning fluids. Driving a vehicle during adverse weather conditions.

Reports to:

- Director of Technology

Work Year:

- 12 months

Salary Placement:

- CSEA Salary Schedule Range 36

Evaluation:

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.