



Moraga School District

1540 School Street

Moraga, CA 94556

Dr. Julie C. Parks Ed. D., Superintendent

MEMORANDUM OF UNDERSTANDING BETWEEN THE MORAGA SCHOOL DISTRICT AND CALIFORNIA SCHOOL EMPLOYEES' ASSOCIATION

The Moraga School District has an interest to create a new CSEA position:

Educational Services Assistant

Classified Range 6, \$21.97 - \$26.70, 27.5 hours weekly, 10.5 months

Job Description:

Under the direction of the Director of Educational Services and in collaboration and consultation with the site Principal, provide support and assistance directly to students through support services and indirectly through organization and oversight of curricular materials.

Duties

- Provide direct support in organization skills and executive functioning to students individually and in groups, including maintaining records and data on student progress and communicating with staff
- Support ordering of adopted and pilot curriculum textbooks and consumables
- Process and sort consumable and non-consumable curricular materials at each school site
- Maintain an updated inventory of materials in the textbook supply room
- Catalog and barcode new non-consumable curricular materials
- Prepare billing for lost or damaged materials
- Process textbook supply room curricular material requests from teachers and principals
- Check in and check out educational materials to teachers and students at Joaquin Moraga
- Assist with testing students in the testing center

Education and Experience

- Preferred but not required: Experience working with students individually and in small groups targeting specific skills, Bachelor's degree, Experience with using a spreadsheet for inventory control.

Qualifications

- Knowledge of positive behavior support
- Ability to maintain confidentiality when necessary



Moraga School District

1540 School Street

Moraga, CA 94556

Dr. Julie C. Parks Ed. D., Superintendent

- Record keeping
- Excellent interpersonal skills including patience and empathy
- Solid understanding and appreciation of diversity, equity, inclusion and belonging values

Date: 5/9/2023

DocuSigned by:

Patrick Bill

B28897023657468...

CSEA President

DocuSigned by:

Daniela Parasidis

186D79323474413...

MSD Chief Business Official

DocuSigned by:

Penilla

68FEE34102944D5...

CSEA Representative

DocuSigned by:

Susan Bishop

459BE003E9824FF...

MSD Assistant Superintendent
Administrative Services