

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS WILLOWS #119 ("CSEA")
AND
THE WILLOWS UNIFIED SCHOOL DISTRICT ("District")

AUGUST 11, 2025

The California School Employees Association and its Willows Chapter #119 ("CSEA") and the Willows Unified School District ("District") together the "Parties" have agreed to this Memorandum of Understanding ("MOU") regarding a new job classification in the CSEA bargaining unit, the Bilingual Community Outreach Liaison.

The Bilingual Community Outreach Liaison shall be placed at Range 37 on the Classified Salary Schedule. The job description for the Bilingual Community Outreach Liaison classification is attached.

The MOU shall be in effect upon ratification by the Parties.

By: Kathleen Morrison
Kathleen Morrison
President, CSEA Chapter 119

Date: 8/12/25

By: Emmett Koerperich
Emmett Koerperich
Superintendent

Date: 8/12/25

By: Elena Bessette
Elena Bessette
CSEA Labor Relations Representative

Date: 8/12/2025

Willows Unified School District

Job Description

Class Title: Temporary Grant-Funded Bilingual Community Outreach Liaison

Classification: Range 37

Basic Function

Under the general supervision of the Director of Community Schools, the Bilingual Community Outreach Liaison fosters authentic family and community engagement consistent with the California Community Schools Partnership Program (CCSPP) framework. This position prioritizes building trusting, racially-just, relationship-centered connections between schools, families, and community partners to remove barriers to learning, enhance student wellness and academic achievement, and sustain collaborative leadership structures outlined in the WUSD Implementation Plan.

Representative Duties

Community Outreach & Engagement

- Conduct home visits, electronic outreach, and in-person meetings to connect with historically marginalized families and encourage participation in school and district events, including ELAC, DELAC, SSC, and Community School Advisory Committees.
- Facilitate community events, service-learning projects, and culturally relevant family programs to foster belonging and strengthen classroom-community connections.
- Build partnerships with local organizations (e.g., Northern Valley Indian Health, Glenn County Behavioral Health, food banks, recreation programs) to address student and family needs for wellness, mental health, and social services.
- Support the district's communication strategy by developing bilingual newsletters, social media updates, and outreach materials that align with CCSPP goals.

Integrated Student and Family Supports

- Provide direct referrals and warm handoffs to community resources for health, dental, vision, food, clothing, and mental health services.
- Collaborate with school staff (counselors, wellness coaches, administrators) to track and respond to barriers to attendance, wellness, and academic success.
- Assist in data collection for needs assessments, surveys, and focus groups to ensure programs are responsive and equity-centered.

Leadership & Continuous Improvement

- Serve as a liaison between families and governance structures (SSC, LCAP Advisory, Community School Advisory), ensuring shared decision-making and transparent communication.
- Assist in coordinating workshops and parent training on culturally relevant topics, mental health awareness, academic support, and civic engagement.
- Participate in continuous improvement cycles by collecting and analyzing family engagement and program participation data; report findings to site and district leadership.

Translation & Communication

- Provide translation and interpretation as needed to support communication between families and school staff.
- Ensure accessibility of outreach materials and events for both English- and Spanish-speaking families.

Knowledge and Abilities

- Deep understanding of CCSPP framework pillars: Integrated Student Supports, Family & Community Engagement, Collaborative Leadership, and Expanded Learning Opportunities.
- Knowledge of culturally responsive engagement practices and ability to work empathetically with diverse families, including Spanish-speaking communities.
- Skills in community organizing, outreach, and relationship-building with educational partners and local organizations.
- Ability to use technology platforms (ParentSquare, Google Workspace) for communication and data tracking.

Education & Experience

- High school diploma or equivalent, plus either:
 - 2 years of college (48 units), and/or;
 - Associate's degree (AA) or higher, and/or;
 - Passing score on district-administered assessment demonstrating equivalent knowledge.
- Demonstrated bilingual/biliterate skills in English and Spanish.
- Experience in family engagement, community outreach, or social services preferred.
- Familiarity with rural community resources and barriers faced by socioeconomically disadvantaged families is desirable.

Licenses & Other Requirements

- Valid California Driver's License.
- Willingness to travel to multiple school sites and community locations.

Work Environment

Primarily school and district office settings, with frequent fieldwork including community events, home visits, and partner site meetings. Direct contact with students, families, staff, and community partners is expected.

CLASSIFIED JOB CLASSIFICATIONS BY JOB TITLE

JOB TITLE	RANGE
Account Clerk	34
After School Program Activity Assistant ⁷	29
After School Program Coordinator ⁷	35
Behavior Intervention Aide	29
Bilingual Community Outreach Liaison	37
Bilingual Parent Liaison ⁷	35
Bus Driver	34
Bus Driver / Custodian ¹⁰	34
Bus Driver Lead (District-wide) ^{3&4}	39
Bus Driver/Grounds/Utility	34
Bus Driver/Trainer/Lead	43
Bus Driver/Utility/Mechanic II	37
Cafeteria Assistant Manager ⁹	35
Cafeteria Cook	31
Cafeteria Helper I	26
Cafeteria Helper II	28
Cafeteria Manager Lead (District-wide) ⁵	37
Campus Supervisor (WHS only) ¹⁰	35
Career Education Technician I (K-8) ⁸	31
Career Education Technician II (High School) ⁸	33
Clerical Aide II	29
Custodian - Lead (site)	33
Custodian (site)	30
Custodian Lead (District-wide) ^{3&4}	35
Custodian Lead (District-wide)/Bus Driver ¹¹	41
Custodian/Substitute Bus Driver	31
Data Management and Attendance Technician ⁷	37
Groundskeeper - Head	36
Groundskeeper I	30
Groundskeeper II	32
Groundskeeper III/Utility ²	34
Health Records Aide I	24
Health Records Aide II	29
Instructional Aide I ⁹	26
Instructional Aide II	29
Library/Media Specialist ¹	31
Maintenance I	35
Maintenance I/Sub Bus Driver	35
Maintenance I/Utility	34
Maintenance II	38
Maintenance III Lead (District-wide) ^{4, 11}	48
Mechanic I	35
Mechanic II	40
Passenger Van Driver	30
School Secretary I	33
School Secretary II	35
Technology Support Technician ¹⁰	42
Warehouse/Utility	34
Wellness Coach II ¹²	40
Yard Duty Supervisor/Crossing Guard	22

Note #	Action / Description:
1	Library/Media Specialist replaces Library Clerk effective 8/7/08.
2	Groundskeeper III/Utility replaces Groundskeeper III effective 2010-11
3	Added Bus Driver Lead position with board approval 8/9/2012. Salary augmentation of 2.5% paid to Bus Driver Lead for transportation lead duties and responsibilities. Added Lead Custodian (District-wide) position with board approval 8/9/2012. Salary augmentation of 2.5% paid to Lead Custodian (District-wide) for custodian lead duties and responsibilities.
4	As of 5/14/2013, as negotiated, the position was increased in the Job Classification Range by one level. This was done in lieu of the 2.5% salary augmentation as noted in No. 3 above.
5	As of 7/1/16 Cafeteria Manager Lead moved from Range 36 to Range 37
6	As of 7/1/2020 add After School Program Activity Assistant and After School Program Coordinator, Increase Yard Duty from Range 20 to 22
7	As of 7/1/2021 move After School Program Activity Assistant from Range 24 to 29, move After School Program Coordinator from Range 29 to 35, add Bilingual Parent Liaison, Range 35 (board approved 8/5/2021), Add Data Management & Attendance Technician at Range 37.
8	As of 1/31/2022, add Career Education Technician I, Range 31 and Career Education Technician II, Range 33 (board approved 6/17/2021).
9	As of 7/1/2022, move Instructional Aide I from Range 24 to Range 26, move Cafeteria Assistant Manager from Range 33 to Range 35 (board approved 8/4/2022).
10	As of 10/13/22, add Bus Driver / Custodian at Range 34, Campus Supervisor at Range 35, reclass Technology Assistant to Technology Support Technician at Range 42 and abolish Computer Lab Technician (board approved 12/15/22).
11	As of 7/1/2023, Lead Custodian (District-wide)/Bus Driver increased from Range 36 to Range 41, Maintenance III Lead (District-wide) increased from Range 44 to Range 48. (Board approved 9/5/24)
12	As of 12/19/24, add Wellness Coach II Range 40. (Board approved 2/6/25)
13	As of 9/11/25, add Bilingual Community Outreach Liaison. (Board approved)

Board Approved: