AFL-CIO
California School Employees Association

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Adam Weinberger
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Keith Pace
Executive Director

Member of the AFL-CIO

The nation's largest independent classified employee association

AEU

September 8, 2026

Sent Via Electronic Mail
cseawillows119@gmail.com

Kathleen Morrison
Chapter President #119

RE: Memorandum of Understanding (MOU) – New Job Descriptions 2026-2027

Dear President, Morrison:

I have received the Memorandum of Understanding (MOU) regarding New Job Descriptions 2026-2027 between the Willows Unified School District and California School Employees Association and its Willows Chapter #119.

It has been reviewed in accordance with Policy 610. I have found no apparent violation of law, CSEA's Constitution and Bylaws, or Policy.

Ratification for this MOU **is** required. Please provide your Labor Relations Representative Kurt Benfield with the ratification date so that we may update our records.

Please ensure your chapter complies with the Ratification Meeting requirements as identified in your chapter constitution and Policy 610 Ratification Notice.

I would like to take this opportunity to acknowledge the time and effort spent by you and the Negotiating Committee in negotiations. Your involvement and dedications are truly appreciated.

Please feel free to contact my office if you have any questions or concerns.

Sincerely,

CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION

Mauricio Vides
Field Director

Cc: Jodie Miller, Regional Representative #6
Ron Walker, Area A Director
Kurt Benfield, Labor Relations Representative
Chapter File #119

Memorandum of Understanding

between the
California School Employees Association
and its
Willows Chapter No. 119 (CSEA)
and the
Willows Unified School District (District)

The California School Employees Association and its Willows Chapter No. 119 ("CSEA") and the Willows Unified School District ("District") have met and agreed to the below job descriptions.

CSEA and the District have negotiated and agreed to the new job descriptions titled

- Food Service Assistant/ Salary Range Placement 28
- Food Service Lead / Salary Range Placement 37
- Custodial Lead / Salary Range Placement 39
- Transportation Lead / Salary Range Placement 43

CSEA and the District have negotiated and agreed to an increase to salary range from a current range 29 to a range 35 for the following existing job description

- Health Records Aide II

Protection of seniority in previous classes: All employees previously in the Cafeteria Helper I, and Cafeteria Helper II classifications shall retain all seniority earned in those classifications when transitioning to the new classification of Food Service Assistant.

All employees previously in the Cafeteria Assistant Manager classification shall retain all seniority earned in those classifications when transitioning to the new classification of Food Service Lead.

By: Kathleen Morrison Date: 8/28/26
Kathleen Morrison/ Chapter No. 119
Chapter President

By: _____ Date: 8/28/26
Superintendent

By: _____ Date: 8/28/26
Kurt Benfield/ Labor Relations Representative
/ CSEA

Tentative Agreement
WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION 8-28-2026

Class Title: **Food Service Assistant**
Classification: **Range 28**

Job Summary

Under the direction of the Food Service Manager or designee, assists in the preparation, cooking, baking, serving, and transportation of meals for students and staff. Performs a variety of food service duties in support of the District's school nutrition program, including scratch cooking, food preparation, serving, cashiering, cleaning, inventory support, and maintaining a safe and sanitary kitchen environment.

Essential Duties and Responsibilities

- Assist with preparing, cooking, baking, and serving meals and menu items according to established recipes and production schedules.
- Prepare fresh ingredients for scratch-cooked meals, including washing, cutting, chopping, measuring, mixing, and portioning food items.
- Assist with preparing fruits, vegetables, salads, sandwiches, baked goods, entrees, and other menu items.
- Serve food to students and staff in accordance with established procedures and portion sizes.
- Operate a variety of commercial kitchen equipment, including ovens, mixers, food processors, slicers, steamers, dishwashers, and other food service equipment.
- Maintain proper food temperatures and follow food safety and sanitation procedures.
- Assist with receiving, storing, rotating, and stocking food and supplies using First-In, First-Out (FIFO) inventory practices.
- Help assemble and transport meals, supplies, and equipment to school sites and service areas as assigned.
- Perform cashiering and meal counting duties as assigned.
- Wash dishes, pots, pans, utensils, trays, and equipment.
- Clean and sanitize kitchen equipment, preparation areas, serving areas, storage areas, and dining spaces.
- Sweep, mop, and maintain floors and work areas in a clean and safe condition.
- Assist with inventory counts and record keeping as assigned.
- Support catering, special events, field trips, summer feeding programs, and other district food service activities.
- Assist other food service personnel as needed to ensure efficient kitchen operations.

- Attend required meetings, trainings, and professional development activities.
- Perform related duties as assigned.

Knowledge of

- Basic food preparation, cooking, baking, and serving methods.
- Scratch-cooking techniques and food preparation procedures.
- Safe food handling, storage, and sanitation practices.
- Commercial kitchen equipment and utensils.
- Basic mathematics, measurements, and kitchen conversions.
- Health and safety regulations related to food service operations.
- Proper lifting and material handling techniques.
- Basic computer and point-of-sale system operation.

Ability to

- Prepare, cook, bake, and serve food in large quantities.
- Follow recipes, menus, production records, and oral and written instructions.
- Safely operate commercial kitchen equipment.
- Perform basic kitchen math, measurements, and recipe conversions.
- Learn and apply USDA, California Department of Education, and District nutrition program requirements.
- Maintain a clean, organized, and sanitary work environment.
- Work efficiently in a fast-paced food service setting.
- Meet schedules and timelines.
- Work cooperatively as part of a team.
- Communicate effectively and maintain positive relationships with students, staff, and the public.
- Adapt to changing priorities and work assignments.

Education and Experience

- High school diploma or equivalent preferred.
- Experience in food service, food preparation, baking, or commercial kitchens preferred.
- Experience preparing food in large quantities is preferred.

Licenses, Certifications, and Requirements

- Food Handler Card or certification as required by state regulations.
- Valid California Driver's License preferred.

Working Conditions

Environment

- School cafeteria and food service environment.
- Exposure to hot foods, kitchen equipment, and cleaning chemicals.
- May be required to assist during emergencies or special district operations.

Physical Demands

- Stand and walk for extended periods of time.
- Lift, carry, push, and pull food, supplies, equipment, carts, and materials.
- Frequently bend, stoop, kneel, reach, and twist.
- Lift and move objects weighing up to 50 pounds.
- Use hands and fingers to operate kitchen equipment and utensils.

Hazards

- Exposure to sharp knives, slicers, and kitchen equipment.
- Exposure to hot surfaces, steam, and liquids.
- Exposure to cleaning and sanitizing chemicals.

Willows Unified School District is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, age, religion, marital status, disability, sex, sexual orientation, gender identity, gender expression, veteran status, or any other protected status under applicable law.

Tentative Agreement	
CSEA Chapter 119	**WUSD**
Signature Kathleen Morrison Date 8/28/26	Signature Date
CSEA Labor Representative	8/29/26
Signature Date 8/28/26	

Tentative Agreement

WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION 8-28-2026

Class Title: **Food Service Lead**
Classification: **Range 37**

Job Summary

Under the direction of the Food Service Director, assists in the planning, organization, coordination, and daily operation of a school cafeteria and nutrition services program. Participates in the preparation, cooking, baking, serving, and storage of food; assists with inventory, ordering, recordkeeping, and compliance requirements; and provides guidance and support to assigned food service staff. The Food Service ~~Assistant Manager~~ Lead helps ensure efficient operations, high-quality meal service, and compliance with all applicable health, safety, sanitation, and nutrition standards.

Essential Duties and Responsibilities

- Assist in the daily operation of assigned school nutrition service programs and cafeteria activities.
- Prepare, cook, bake, assemble, and serve meals and menu items in accordance with established recipes, menus, and production requirements.
- Assist with menu planning, recipe development, and implementation of district nutrition programs.
- Coordinate and participate in food preparation, serving, storage, and transportation activities as needed.
- Maintain appropriate inventory levels of food, supplies, and equipment; assist with ordering and receiving deliveries.
- Verify and store food and supplies according to established procedures and food safety requirements.
- Maintain accurate production records, meal counts, inventory records, cash accountability records, and other required documentation.
- Ensure compliance with federal, state, and local regulations related to school nutrition programs, food safety, sanitation, and workplace safety.
- Assist in training, ~~directing,~~ guiding and supporting food service staff and student workers as assigned.
- Organize and prioritize work assignments to ensure timely meal preparation and service.
- Operate point-of-sale systems, computers, and food service management software.
- Safely operate commercial kitchen equipment, including ovens, mixers, slicers, dishwashers, warmers, and related equipment.
- Maintain clean, sanitary, and safe kitchen, storage, preparation, and serving areas.
- Assist with catering, special events, field trips, extracurricular activities, and other district food service needs.
- Attend meetings, trainings, and professional development activities as required.
- Transport food, supplies, or equipment as assigned.

- Perform related duties as assigned.

Knowledge of

- School nutrition program operations and procedures.
- State and federal school nutrition program requirements.
- HACCP (Hazard Analysis and Critical Control Points) principles.
- Food preparation, cooking, baking, serving, storage, and sanitation practices.
- Inventory control and recordkeeping procedures.
- Health, safety, and sanitation regulations.
- Commercial kitchen equipment and safe operating procedures.
- Basic mathematics, weights, measures, and food quantity calculations.
- Basic computer applications and food service management software.

Ability to

- Assist in coordinating and operating a school cafeteria efficiently and effectively.
- Prepare and serve food in large quantities.
- Maintain accurate records and reports.
- Train, guide, and work cooperatively with staff.
- Follow and enforce health, safety, and sanitation standards.
- Communicate effectively both orally and in writing.
- Establish and maintain positive working relationships with students, staff, families, vendors, and the public.
- Operate commercial kitchen equipment safely and efficiently.
- Adapt to changing program requirements and work assignments.
- Meet schedules, timelines, and deadlines.
- Work independently and as part of a team.

Education and Experience

- High school diploma or equivalent.
- Experience in food service operations preferred.
- Experience in large quantity food preparation and serving preferred.
- Experience leading or coordinating staff preferred.

Licenses, Certifications, and Requirements

- Food Manager Certification or Food Handler Certification as required by state regulations.
- Valid California Driver's License preferred.

Working Conditions

Environment

- School cafeteria and food service environment.
- Exposure to hot foods, kitchen equipment, and cleaning chemicals.
- May be required to respond to emergency situations or district operational needs.

Physical Demands

- Stand and walk for extended periods.
- Lift, carry, push, and pull food, supplies, equipment, and materials.
- Frequent bending, reaching, kneeling, twisting, and stooping.
- Lift and move objects weighing up to 50 pounds.
- Use hands and fingers to operate kitchen equipment and computers.

Hazards

- Exposure to sharp kitchen equipment and utensils.
- Exposure to hot surfaces, steam, and liquids.
- Exposure to cleaning agents and sanitizing chemicals.

Willows Unified School District is an equal opportunity employer and does not discriminate on the basis of race, color, ancestry, national origin, immigration status, ethnic group identification, age, religion, marital status, pregnancy, parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, genetic information, veteran status, or any other protected status under applicable law.

Tentative Agreement	
CSEA Chapter 119	**WUSD**
Signature Kathleen Morrison Date 8/28/26	Signature Date
CSEA Labor Representative	8/28/26
Signature Date 8/28/26	

7/23/26 CSEA KB

CSEA Copy
WUSD Proposal 7-16-2026
CSEA Counter 7/23/2026

Tentative Agreement 7/23/26

7/23/26

WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

CLASS TITLE: CUSTODIAN LEAD (District-wide)
Classification: Range 39

~~**BASIC FUNCTION**~~

Under the direction of the Superintendent or designee, the District Custodial Lead plans, organizes and coordinates, ~~supervises, and evaluates~~ districtwide custodial operations to ensure clean, safe, healthy, secure, and welcoming learning environments for students, staff, and visitors.

The District Custodial Lead provides leadership and work direction to custodial staff; develops standardized custodial practices; ensures compliance with federal, state, and local laws and regulations; oversees custodial equipment, supplies, inventories, and budgets; supports district emergency preparedness and response; promotes environmentally responsible cleaning practices; and ensures continuous improvement aligned with the District's educational mission and operational goals.

REPRESENTATIVE DUTIES

The following duties are representative and not intended to be an all inclusive list.

Leadership

- Provide leadership, work direction, training, mentoring, and technical guidance to custodial personnel throughout the District.
- Develop daily, weekly, seasonal, and annual custodial work schedules and assignments.
- Monitor work quality through regular inspections and establish consistent districtwide custodial standards.
- ~~Evaluate access~~ **Assess** custodial operations and recommend improvements to increase efficiency, safety, and service quality.
- Assist in recruiting, interviewing, selecting, onboarding, coaching and developing custodial personnel in accordance with District policies and applicable collective bargaining agreements.
- ~~Assist Superintendent with progressive discipline and performance improvement as directed.~~
- Develop and conduct orientation and ongoing professional development for custodial staff.

Operations

- Plan, coordinate, and oversee custodial operations at all District facilities.
- Collaborate with site administrators to ensure custodial services support instructional programs, student activities, community use, athletic events and special events.
- Develop annual custodial work plans, including summer deep cleaning, floor refinishing, classroom readiness, preventive maintenance support, and special projects.
- Conduct facility inspections and recommend corrective actions to improve cleanliness, safety, and appearance.
- Coordinate custodial support during construction, modernization projects, and emergency situations.

Regulatory Compliance

Ensure custodial operations comply with all applicable federal, state, and local requirements, including but not limited to:

- California Education Code
- Cal/OSHA regulations
- Injury and Illness Prevention Program (IIPP)
- Hazard Communication Program
- Bloodborne Pathogens Standard
- Healthy Schools Act
- Integrated Pest Management (IPM)
- Asbestos Hazard Emergency Response Act (AHERA)
- Safety Data Sheet (SDS) requirements
- Indoor Air Quality standards
- Applicable environmental and hazardous waste disposal regulations

Maintain required records, reports, inspections, and documentation.

Emergency Preparedness

- Coordinate custodial response during emergencies including fire, flood, earthquake, severe weather, utility failures, hazardous material incidents, and other emergency situations.
- Participate in District emergency preparedness planning and training.
- Assist in restoring facilities following emergency events.
- Respond to after hours emergency callbacks as required.

Custodial Services

Coordinate and participate as necessary in custodial duties including:

- Cleaning classrooms, offices, libraries, cafeterias, gyms, multipurpose rooms, restrooms, locker rooms, kitchens, auditoriums, hallways, and other District facilities.
- Sweeping, mopping, scrubbing, waxing, burnishing, refinishing, and maintaining floors.
- Vacuuming carpets and maintaining floor coverings.

- Cleaning instructional surfaces, furniture, fixtures, windows, walls, partitions, and equipment.
- Sanitizing high touch surfaces using approved cleaning and disinfecting protocols.
- Emptying trash and recycling containers.
- Removing graffiti.
- Maintaining exterior walkways and entrances.
- Setting up and removing tables, chairs, stages, and equipment for school and community events.
- Locking and unlocking facilities.
- Operating alarms, lighting systems, and flag displays.
- Performing minor authorized facility repairs.
- ~~Replacing light bulbs as authorized.~~
- Reporting maintenance needs through the District work order system.

Equipment and Inventory Management

- Research, ~~evaluate~~, **assess,** recommend, purchase, inventory, and distribute custodial equipment, supplies, and materials.
- Work with the Business Department to develop specifications for custodial equipment and annual bid purchases.
- Coordinate with the Purchasing Department on procurement activities.
- Maintain preventive maintenance schedules for custodial equipment.
- Ensure equipment is maintained in safe operating condition.
- Monitor inventories and recommend cost effective purchasing practices.

Budget Responsibilities

- Work with the Business Department in developing and monitoring custodial budgets.
- Review expenditures and maintain inventory controls.
- Recommend cost saving measures while maintaining service quality.

Technology

- Utilize computerized work order software, inventory systems, spreadsheets, email, and other District technology systems.
- Prepare reports, correspondence, inspections, schedules, budgets, and other operational documents.

Health, Safety, and Security

- Promote safe work practices.
- Ensure proper handling, storage, labeling, and disposal of cleaning chemicals.
- Conduct routine safety inspections.
- Report unsafe conditions immediately.
- Monitor facilities for vandalism, theft, and security concerns.
- Participate in District safety committees and safety training activities.

Sustainability

- Promote environmentally responsible custodial practices.
- Support recycling, waste reduction, water conservation, and energy efficiency initiatives.
- Recommend environmentally preferable cleaning products when appropriate.

Customer Service

- Foster positive working relationships with administrators, teachers, students, staff, contractors, parents, and community members.
- Respond professionally and promptly to requests for custodial services.

Other Duties

Perform related duties as assigned consistent with the scope and responsibilities of the classification.

KNOWLEDGE OF

- Modern custodial methods, equipment, materials, and supplies.
- Cleaning and preservation of floors, carpets, instructional surfaces, furnishings, fixtures, and building interiors.
- Principles of leadership, coaching, and staff development.
- Work planning, scheduling, and quality assurance.
- Budget development and inventory control.
- Computerized work order and inventory systems.
- Microsoft Office and Google Workspace applications.
- Applicable California Education Code.
- Cal/OSHA regulations.
- Hazard Communication requirements.
- Bloodborne Pathogens Standard.
- Integrated Pest Management.
- Indoor Air Quality standards.
- Safety Data Sheets (SDS).
- Environmental regulations governing hazardous waste disposal.
- Public health cleaning and disinfecting practices.
- Customer service principles.
- Recordkeeping and report preparation.

ABILITY TO

- Plan and organize districtwide custodial operations.
- Lead and motivate employees in a collaborative environment.
- Train custodial personnel.
- Develop work schedules and staffing plans.

- Analyze operational needs and implement effective solutions.
- ~~Interpret and~~ apply District policies, collective bargaining agreements, and applicable laws.
- Conduct facility inspections.
- Maintain accurate records and prepare reports.
- Utilize technology effectively.
- Communicate effectively orally and in writing.
- Establish positive working relationships with diverse groups.
- Work independently with minimal supervision.
- Respond appropriately during emergencies.
- Safely operate custodial equipment.
- Safely lift, carry, push, and pull objects weighing up to 50 pounds.

EDUCATION AND EXPERIENCE

- Any combination equivalent to: high school diploma or equivalent and responsible experience in custodial and general maintenance work.

LICENSES AND CERTIFICATES

- Valid California Driver License preferred.
- Maintain insurability under District vehicle insurance requirements.
- Obtain and maintain District-required safety certifications, including Bloodborne Pathogens and Hazard Communication training.
- CPR/First Aid certification desirable.

WORKING CONDITIONS

Environment

- Indoor and outdoor work environments.
- Exposure to varying weather conditions.
- Travel between District facilities.
- Evening, weekend, holiday, and emergency call-back work may be required.
- Frequent interruptions and changing priorities.

Physical Demands

- Stand and walk for extended periods.
- Bend, stoop, kneel, crouch, crawl, and climb.
- Reach overhead and horizontally.
- Lift, carry, push, and pull equipment, supplies, and furniture weighing up to 50 pounds.
- Operate custodial equipment and motor vehicles.
- Work on ladders and elevated surfaces.

Hazards

- Exposure to cleaning chemicals and disinfectants.
- Exposure to bloodborne pathogens and other biological hazards.
- Exposure to fumes, dust, and odors.
- Working around moving machinery.
- Working at heights.
- Slippery or uneven surfaces.
- Electrical hazards associated with authorized minor maintenance.
- Exposure to varying weather conditions.

CSEA

S- Lih
7/23/26

K Harrison
7/23/26
5:14pm

K. Reynolds 7/23/2026

Tentative Agreement
8-282-26

TRANSPORTATION LEAD JOB DESCRIPTION

Transportation Lead - District Wide
Classification: Range 43

BASIC FUNCTION:

Under the direction of the Superintendent or designee, the District Lead of Transportation provides leadership, planning, coordination, and oversight of all transportation operations.

The position ensures safe, efficient, and student-centered transportation services, compliance with all federal, state, and local regulations, as well as continuous improvement aligned with district goals.

REPRESENTATIVE DUTIES:

- Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this classification.
- Develop, plan, implement, and coordinate a comprehensive student transportation program in accordance with California Education Code, California Vehicle Code, CHP regulations, district policies, and applicable laws and regulations.
- Drive a school bus over designated routes.
- Plan, schedule, conduct, and evaluate a bus driver training program in compliance with California State laws including classroom instruction, behind-the-wheel training, in-service meetings, emergency evacuation procedures, safety refreshers, and related training activities.
- Train and instruct staff in district-wide transportation protocols, procedures, safety requirements, and regulatory compliance standards.
- Develop, maintain, and oversee school bus safety, accident prevention, emergency preparedness, prepare reports and maintain related records and files.
- Assist in developing and maintaining school bus safety, accident prevention, and investigation programs; prepare reports and maintain related records and files.
- Train others in district wide transportation protocol and procedures.
- Assist staff and families with transportation concerns related to stops, routes, walking distances, special education transportation, safety issues and other transportation-related matters.
- Plan, develop, evaluate, and modify bus routes and stops; determine the safest, most

efficient, and equitable transportation routes and pickup locations; utilize routing software and transportation best practices as appropriate.

- Participate in the routine cleaning, fueling, servicing, and inspection of school buses and transportation vehicles; check oil and fluid levels; clean windshields and lights; and maintain vehicles in a clean, safe, and operational condition.
- Maintain, coordinate, and oversee mandatory inspections of school buses and district vehicles; coordinate fleet maintenance schedules, repairs, safety checks, CHP terminal inspections, and preventive maintenance programs; ensure vehicles remain safe, operational, and in compliance with applicable regulations.
- Maintain accurate transportation records including mileage logs, inspections, maintenance records, training certifications, accident reports, time records, routing information, and operational metrics.
- Provide information and assistance to bus driver applicants regarding requirements and procedures for obtaining and maintaining school bus driver certificates and related credentials.
- Schedule drivers for extra duties and special assignments in accordance with contract provisions and operational requirements; modify schedules as necessary.
- Assist in planning, coordinating, and implementing emergency response procedures, including emergency transportation services, evacuations, shelter-in-place operations, disaster response activities, and continuity of operations planning.
- Respond to after hours emergencies, weather-related needs, transportation incidents, or urgent district requests.
- Monitor transportation facilities, vehicles, and operational areas for safety hazards, vandalism, maintenance concerns, and regulatory compliance issues; report and follow up with appropriate personnel as necessary.
- Promote efficient and responsible operational practices, including vehicle utilization, fuel conservation, fleet sustainability efforts, and resource management strategies.
- Participate in the interviewing of new employees;
- Coordinate the assignment of substitute, probationary, and assigned regular drivers.
- Perform dispatching duties as necessary.
- Perform related duties as assigned, consistent with the scope and responsibilities of the classification

KNOWLEDGE AND ABILITIES:

- Safe driving practices and defensive driving practices.
- Proper operation of school buses and other district transportation vehicles.
- State and local traffic laws and regulations.
- Special needs of disabled passengers and requirements related to special education

transportation.

- Provisions of the California Vehicle Code, Education Code, CHP Bus Driver's Handbook, and applicable federal and state regulations governing student transportation.
- Scheduling and coordination of the bus driver training and transportation program.
- Transportation scheduling and routing methods and techniques.
- First aid procedures, CPR, and emergency response practices.
- Emergency preparedness, crisis management, evacuation procedures, and district emergency response protocols.
- Record-keeping techniques, data management, reporting, scheduling, and compliance monitoring techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Organization and scheduling methods.
- Accident investigation, accident prevention, safety inspection, and risk management procedures.
- Operation of computer equipment.
- Operation of computer equipment and software including routing software, maintenance management systems, spreadsheets, email, and district communication tools.

ABILITY TO:

- Plan, schedule, and coordinate a School Bus Driver training program and related transportation operations.
- Prepare and maintain accurate records related to vehicles and drivers. Prepare and maintain accurate records, reports, certifications, compliance documents, and operational data related to vehicles, drivers, routes, inspections, and transportation activities.
- Drive a school bus safely and efficiently.
- Observe legal and defensive driving practices.
- Read and interpret maps.
- Apply and interpret District policies and procedures related to student discipline, transportation operations, and safety requirements.
- Communicate effectively with others.
- Maintain passenger safety.
- Administer first aid to ill or injured children and respond appropriately during emergency situations.
- Maintain transportation vehicles in a clean, safe and proper working condition.
- Recognize malfunctions in equipment and vehicles and take appropriate action.
- Follow oral and written directions.
- Work cooperatively with others and establish and maintain effective working

relationships.

- Conduct or assist in safety inspections, emergency drills, and preventive maintenance activities.
- Work independently with little direction to plan, organize, prioritize, and coordinate transportation operations in a dynamic environment with frequent interruptions.
- Communicate effectively both orally and in writing.
- Interpret and implement District policy.
- Analyze situations accurately and adopt an effective course of action.
- Maintain confidentiality, integrity, professionalism, and compliance with applicable regulations.
- Lift, carry, push, and pull heavy objects up to 50 pounds and perform the physical requirements associated with transportation operations.

EDUCATION AND EXPERIENCE: Any combination equivalent to:

High school diploma or equivalent and increasingly responsible experience in bus driving, transportation or fleet operations work with no chargeable accidents in the last three years (Title 13 California Administrative Code)

LICENSES AND OTHER REQUIREMENTS:

- Valid California driver's license.
- Valid California Class B Driver's License with Passenger (P) and School Bus (S) endorsements.
- Valid California School Bus Driver Certificate.
- Presentation and continuance of a satisfactory driving record that meets District standards and maintains eligibility for District liability insurance coverage.
- Medical Card. Valid Medical Examiner's Certificate (Medical Card) and maintenance of all required medical qualifications.
- Maintenance of compliance with all required drug and alcohol testing programs and possession of a negative drug and alcohol testing certification as required by law.
- CPR and First Aid Certification, which must be maintained throughout employment and throughout the validity of any applicable waiver.
- Willingness and ability to respond to emergency calls and transportation needs, including evenings, weekends, adverse weather conditions, and disaster response situations.

WORKING CONDITIONS

ENVIRONMENT: School bus and indoor environment. Driving a vehicle to conduct work. Constant interruptions. Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events. Adverse weather conditions. Exposure to pollen,

noise, dust and fumes. Emergency call-out.

PHYSICAL DEMANDS: Sitting for extended periods of time when operating a transportation vehicle. Bending at the waist, kneeling, or crouching. Reaching, pulling and pushing to open bus doors. Reaching overhead, above the shoulders and horizontally. Sitting or standing for extended periods of time. Lifting objects up to 50 lbs. Walking over rough and uneven surfaces.

HAZARDS: Traffic hazards. Driving a vehicle during adverse weather conditions. Working around or with equipment having moving parts. Occasional exposure to hazardous waste.

By: _____ Date: 8/28/26
Emmett Koerperich, WUSD Superintendent

By: Kathleen Morrison Date: 8/28/26
Kathleen Morrison/ Chapter No. 119
Chapter President

By: _____ Date: 8/28/26
CSEA Labor Representative

CSEA 8/28/26 Kathleen Morrison 8/28/26 TA 8/29/26

WILLOWS UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION

CLASS TITLE: HEALTH RECORDS AIDE II
Classification: RANGE ~~29~~ 35

BASIC FUNCTION:

Under general supervision, performs specialized health care procedures as needed for designated students in the classroom and other school areas; assists teacher(s), school nurse, other certificated employee(s) in providing curriculum instruction to students (children/adults); performs related duties as required.

The duties of this classification include classroom instruction and health care. When not attending to the specialized health care needs of assigned student/students, assists the certificated employee in providing curriculum instruction and with other duties to assist the School Nurse. Provide first aid and life saving techniques to students without direct nursing supervision.

REPRESENTATIVE DUTIES:

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Provide specialized health care procedures as the needs of students dictate.

Provide first aid, cardiopulmonary resuscitation and other physical health care procedures including, but not limited to: limitation care, seizures, cardiac problems, menstrual cycle needs and safe handling of students with chronic infectious diseases.

Move students to/from floor, changing tables and wheelchairs.

Assist in lifting students from wheelchairs and/or adaptive equipment.

Place and position/reposition students in therapeutic equipment; push wheelchairs and assist with walkers.

Assist students with clothing, possessions or personal care such as feeding, washing and toileting and changing diapers.

Sanitize and clean portable toilets and supplies.

Complete accident and follow up reports.

Dispense prescribed medication and record medication and treatment given.

May provide medical supervision to student being transported on school bus.

Provide services and related duties of the health program; i.e., clerical, ordering materials,

maintain medical records and informing parents of health status of students.

Provide health related instruction to individual or small groups of students and/or staff.

Use a variety of study aids and techniques to reinforce skills.

Design and prepare bulletin boards, displays of student work, charts, forms or other teaching aids.

Participate in behavior management plans.

Prepare a variety of instructional materials.

Assist with or operate a variety of audio-visual equipment such as VCR's, tape recorders, or other learning machines.

Organize work areas and assemble learning materials, study aids, supplies, or assignment folders.

May order supplies, forms, instructional and audiovisual materials; may participate in field trips; may supervise students in cafeteria, playground or bus loading.

Provide transportation of students, as needed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Basic principles and practices of first aid, CPR, Universal Precautions, blood borne pathogens and communicable diseases.
Modern office practices, methods and computer equipment.
Principles and procedures of record keeping and reporting.
Alphabetical, numerical and subject matter filing systems.
English usage, spelling, vocabulary, grammar and punctuation.
Safe driving principles and practices.

ABILITY TO:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.
Communicate clearly and accurately, both orally and in writing.
Respond appropriately in emergency situations.
Read and comprehend medical terms.
Remain calm in stressful situations.
Understand, manage and relate to students who have behavioral problems, learning and physical disabilities.
Adapt to individual needs of teachers and students and work with interruptions.
Work harmoniously with students, staff, parents and guardians.
Be dependable and punctual.
Recognize the first aid and health needs of students and make decisions as to appropriate solutions.
Respond to emergency situations.
Lift, carry, push and pull heavy objects up to 50 lbs.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- One year experience with students or groups of children or work experience in a medically related field.
- Equivalent to the completion of the twelfth grade with the ability to obtain specialized training in health, first aid, CPR, emergency medical services, or a related field.

LICENSE AND OTHER REQUIREMENTS;

Possession of current certification in first aid and CPR
Possession of a valid California driver's license preferred

Special Requirements:

Willingness and ability to be trained and receive updated training in the use of special physical health care procedures and behavior intervention techniques for the developmentally delayed (as identified by the California Department of Education).

WORKING CONDITIONS:

ENVIRONMENT AND PHYSICAL DEMANDS:

Sufficient strength to lift non-ambulatory students, lift and move adaptive equipment, and physically restrain and control a student up to 150 pounds with assistance.
Sufficient body movement and mobility to demonstrate gross motor activities, climb in and out of vehicles.
Sufficient vision to read printed materials.
Sufficient hearing to hear normal and telephone conversations.
Manual dexterity to write and use telephone and other business/office machines.
Exposure to chemicals, medications and communicable diseases and viruses.
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.