



**Jefferson County
School District 509J**
UNITE. ENGAGE. SOAR.

Jay Mathisen
Superintendent

Stacie Holmstrom
Chief Financial Officer

Melinda Boyle
Director of Curriculum & Instruction

Kira Fee
Student Services Director

Debi Brazelton
Director of Human Resources

Simon White
Director of Operations

**Memorandum of Agreement
Between
Jefferson County School District 509-J
And
Oregon School Employees Association Madras Chapter 54**

This Memorandum of Agreement (MoA) is entered into by and between the Jefferson County School District 509-J (hereinafter referred to as “District”) and the Oregon School Employee Association Madras Chapter 54 (hereinafter referred to as “OSEA” or “Association”).

RECITALS

1. Whereas, the District and Association are parties to a collective bargaining agreement (CBA) with effective dates of July 1, 2022 – June 30, 2025.
2. Whereas, the District has identified the desire to create a position called “Lead Childcare Provider” which will be placed at Salary Range K.
3. Whereas, the Association agrees that in order to remain competitive within the employment marketplace, an updated job description and suitable pay is beneficial to OSEA represented employees.

TERMS OF MEMORANDUM OF AGREEMENT

Therefore, the parties agree to the following:

1. Pay Schedule Change

Agree the following position will be created and paid at the identified Appendix A Classified Wage Schedule effective upon posting and hiring into the position.

Lead Childcare Provider – Classification Range K

These changes will be referenced in the Appendix B wage scale of the CBA.

2. Separability


Any provisions of the parties’ CBA not expressly modified by this MoA shall remain in full force and effect.

3. Dispute Resolution

Any disputes regarding an alleged violation or the interpretation or application of this agreement shall be resolved pursuant to the grievance procedure in the CBA between the parties.

This MoA shall become effective upon signature of the parties and ratification by OSEA members (if required).

For OSEA Madras Chapter 54



Tonya Davis, Chapter 54 President


Date: 7/21/23



Jason Herring, OSEA Field Representative


Date: 7/21/23

For Jefferson County School District



Jay Mathisen, Superintendent

Date: 8/1/23



Debi Brazelton, Director of HR

Date: 7/23/2023

Job Title: Lead Childcare Provider
Work Days: 201
Wage Grade: K
FLSA Status: Non-Exempt

Work Site: School
Reports To: Principal or Designee
Effective Date: 06/27/2023
Pay Equity Group:

EMPLOYEE VALUE PROPOSITION

Jefferson County School District is committed to seeing every student realize their full potential while receiving a top-tier education. Our small Central Oregon community is rich in culture and beauty, providing some of the greatest assets Oregon has to offer. You'll find breathtaking views, an abundance of outdoor activities and plenty of unique and enriching community events. It's the perfect place to make an impact on the world, one student at a time.

POSITION SUMMARY

The lead childcare provider works with infants, toddlers, preschoolers, parents, high school student peer tutors, educational assistants, and teachers in the Madras High School Child Care Center. They provide a positive role model and demonstrate knowledge in the development of appropriate practices, lesson planning, policies, and child care.

JOB SCOPE

This position functions under the direction of licensed educators and operates within established systems of student support. The work is somewhat recurring and routine although the position may occasionally encounter some variations from the norm and are encouraged to suggest ways for handling these. The final action is approved by a supervisor. This position has little to no planning responsibility beyond the need to schedule own work and determine impediments to own work schedule.

ESSENTIAL FUNCTIONS / MAJOR ASSIGNMENTS

- Plan, implement and supervise the programs of activities for Early Head Start and Preschool Promise Programs
- Coordinate parent teacher conferences twice a year
- Organize and attend Early Learning Family nights 3 times a year
- Support teachers to maintain a clear and organized classroom
- Support teachers and educational assistants to help oversee the center when the Director is off site or teaching
- Enforce high school and child care rules with high school peer tutors
- Ensure appropriateness of program activities according to age, interests, and developmental level of the children while directing and teaching high school students how to do this
- Be authorized, able, and available to correct deficiencies that might be an immediate threat to children's health and safety
- Work with teen parents to improve their organization and child caring skills
- Assist in the supervision of children in both large and small group settings
- Communicate effectively with parents
- Monitor child safety at all times
- Demonstrate appropriate record keeping and documentation skills
- Work with the Child Care Center Director to support and enforce local, state, and federal guidelines and/or policies
- Regularly checks district email and responds appropriately as necessary.

- Due to (a) the nature and scope of the essential functions, (b) the importance of personal interactions between this position, employees, students, and other members of the public, and (c) the availability of job-related tools, equipment and resources at work, performance of the essential functions requires regular, consistent, on-site attendance while working independently and with others.
- Serve as an appropriate role model for students in every way possible.
- Obtain special training as directed to meet the unique needs of assigned student(s). Maintain appropriate certifications and training hours as required.
- Report safety, sanitary and fire hazards immediately to the supervisor.
- Follow and maintain knowledge of all District policies and procedures.
- Other duties may be assigned as needed. As student needs evolve the day to day essential functions may vary.

EDUCATION, EXPERIENCE AND CERTIFICATION/LICENSURE (Minimum Qualifications)

All childcare / preschool educational assistants or others employed or contracted in that capacity must:

- Have a high school diploma or the equivalent;
- Be at least 18 years of age
- Maintain a First Aid, Infant CPR, Food Handler’s card and be enrolled in the Central Background Registry
- Must be willing to complete training/certification in the following: Child Abuse and Neglect issues and Child Health and Safety (RRCAN & ICCHS), Safe Sleep, Prevention is Better than Treatment (PBT) and equity training
- Willingness to participate in at least 24 clock hours of training or education related to child care yearly as outlined in the SPARK requirements
- Must have a background and/or training in child care, knowledge of child development or early childhood education by meeting one of the education qualification requirements listed below:
 - Bachelor's degree from college or university with a major in Early Childhood education or child development
 - OR
 - AA/AS degree from a college with a major in Early Childhood Education or Child Development
 - OR
 - At least one year of qualifying teaching experience, with at least one year as a teacher, in a Certified Child Care Center or comparable group care program, in the care of infant and/or toddlers **and** at least one year of qualifying teaching experience, with at least one year as a teacher in a Certified Child Care Center or comparable group care program, in the care of preschool aged children.
 - OR
 - Completion of 10 credits (semester system) or 15 credits (quarter system) of training at a college or university in: Early Childhood Education and Child Development AND at least six months of qualifying teaching experience in a Certified Child Care Center or comparable group care program, in the care of infant and/or toddlers and at least six

months of qualifying teaching experience in a Certified Child Care Center or comparable group care program, in the care of preschoolers.

OR

- Documentation of attaining at least Step 8 in the Oregon Registry with this training: Teachers must have completed OCC approved health and safety training (before having unsupervised access to children).0120(9) Have completed a minimum of two hours of training on child abuse and neglect that is specific to Oregon law before they can have unsupervised access to children.
- Have standards of moral character as required of teachers (OAR 584-005-0005).

PREFERRED QUALIFICATIONS

- 1-2 years preschool / childcare experience working in a school environment.
- Completion of 20 credits (semester system) or 30 credits (quarter system) of training at a college or university in Early Childhood Education or Child Development, or documented 100 hours of childcare work.
- Child Development Associate (CDA) Credential.

SUPERVISORY RESPONSIBILITY

This position will be responsible for overseeing teenage students working in the center

INTERPERSONAL CONTACTS

This position has some interaction with those inside as well as outside the organization to exchange factual information. The interactions are primarily with students, peers, supervisors, and parents.

SPECIFIC JOB ABILITY

- Willingness to work under the direction of administration and to work with the Child Care Director, Preschool Teachers, and Educational Assistants
- Record keeping and housekeeping skills
- Willingness to learn new job related skills
- Have competence, sound judgment, and self-control when working with children, students, and adults
- Be mentally, physically and emotionally capable of performing assigned duties related to child care
- Must be willing to complete annual training required by the School District
- Ability to follow oral and written instructions
- Ability to locate materials for instruction
- Basic understanding of math and language skills
- Ability to communicate fluently verbally and in writing in English. Ability to effectively present information and respond effectively to questions. Ability to verbally respond to common inquiries. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals and governmental regulations

- Ability to apply common sense and understanding to carry out instructions furnished in written, oral, schedule, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations
- General knowledge of computer usage and ability to use email, internet software, and word processing software
- Ability to appropriately communicate with students, teachers, parents, and members of the community. Ability to exercise good judgment and work in an environment with constant interruptions. Must demonstrate professional judgment in interactions with students and others in the school community.
- Must work well with others from diverse backgrounds.

SPECIFIC JOB EFFORT (Mental & Physical Factor)

- While performing the duties of this position, the employee is regularly required to talk or hear.
- This position requires frequent walking, standing, sitting, use of hands for fine manipulation, handling or feeling and reaching with hands and arms.
- This position is required to stoop, kneel, crouch or crawl.
- This position must regularly lift and/or move up to 25 pounds..
- This position may occasionally climb stairs or ladders.
- This position requires specific vision abilities including; close vision, distance vision, ability to adjust focus and peripheral vision.

JOB CONDITIONS

- The work schedule is mostly stable and does not fluctuate without prior notice.
- The work environment is well protected, with virtually no hazards or obstacles. However, there may be occasional risk due to unpredictability of student behavior.
- The work environment is usually comfortable indoors, however there may be occasional temperature changes for short durations of outdoor supervision duties.

Prepared By: Human Resources Department

Approved: June 2023

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

Employee Signature: _____ Date: _____

Employee Printed Name: _____

Supervisor Signature: _____ Date: _____

Supervisor Printed Name: _____