

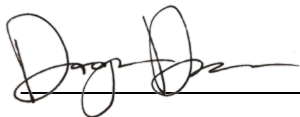
Memorandum of Understanding
Between
Los Gatos-Saratoga Union High School District (District) And
California School Employees Association and its Los Gatos-Saratoga Chapter #875 (CSEA)

The purpose of this Memorandum of Understanding (MOU) is to memorialize the mutually agreed upon terms and conditions between the District and CSEA (hereinafter “Parties”), for the new job description for the job classification “**WorkAbility TPP Specialist**” .

The Parties agreed upon the job description for the **WorkAbility TPP Specialist** job classification as attached hereto in **Attachment A**. The salary range shall be Range 30 on the CSEA salary schedule. The work year shall be eleven (11) months (239 days).

Dated: April 22, 2026

For District:

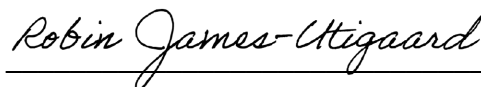


4/23/2026

For CSEA:



04/23/2026



04/23/26

ATTACHMENT A



LOS GATOS-SARATOGA HIGH SCHOOL DISTRICT

JOB DESCRIPTION

Class Title: WorkAbility TPP ~~Specialist~~ **Coordinator**
Reports to: Director of Special Education
Work Calendar: 11 month (239 days) ~~260 Days~~
Range: 30
Class: Classified ~~Certificated Unrepresented~~
Board Approved:

Purpose Statement

The job of Workability/TPP Coordinator is done for the purpose/s of providing support to the instructional program with specific responsibilities for developing work experience opportunities and school to work transitional programs for special education students by maintaining liaisons with community businesses and organizations; recruiting presenters; developing students' pre employment skills; providing information and/or direction to students; and promoting programs with staff and parents. This job reports to the Director of ~~Special Education~~ **Student Services**.

Essential Functions

- Assists teachers and related instructional staff for the purpose of supporting lesson plans and/or developing students' vocational skills.
- Collects proper documentation for the purpose of meeting the required items for program participation and/or parent/guardian approval.
- Coordinates employer and school partners for the purpose of meeting the work education objectives of students.
- Counsels students in job search skills for the purpose of informing them of employment and career options.
- Maintains a variety of confidential and non-confidential manual and electronic lists and records for the purpose of documenting activities and/or providing reliable information.
- Monitors student's job locations for the purpose of ensuring compliance with pertinent child labor laws, insurance guidelines, and safety.
- Monitors students performance in a variety of work sites according to program guidelines (e.g. visits job sites, obtain employer evaluations, serves as a liaison between employer & student, etc.) for the purpose of identifying areas requiring additional training on techniques and methods for maintaining solid work habits.
- Organizes guest speakers and field trips to job sites for the purpose of exposing students to a variety of work environments, educational and/or training programs.
- Participates in a variety of meetings, workshops and committees (e.g. community

sponsored events, on behalf of students, trains staff, award ceremonies, career events, etc.) for the purpose of conveying and/or gathering information required to perform functions and remaining knowledgeable with program guidelines.

- Prepares a variety of documents, reports and written materials (e.g. budgets, grant renewal, invoicing, reports, instructions, memos, etc.) for the purpose of communicating information to parents, staff; providing written support, developing recommendations and/or conveying information.
- Promotes the program to the business community, students, teachers, parents, etc. for the purpose of defining the program objectives and opportunities for participation.
- Responds to inquiries from a variety of internal and external sources for the purpose of providing information and/or direction as may be required.
- Trains representatives of participating employers for the purpose of complying with program guidelines.
- Transports students to job sites for the purpose of assisting them in preparing for testing, interviews, and obtaining proper documentation to meet program objectives.
- Tutors students in vocational skills (e.g. work requirements, interviewing skills, etc.) for the purpose of enhancing their readiness for employment.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: applying assessment instruments; operating standard office equipment including using pertinent software applications; and preparing and maintaining accurate records; planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; review and interpret highly technical information, write technical materials, and/or speak persuasively to implement desired actions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: safe practices in work sites and other activities; correct English usage, grammar, spelling, punctuation and vocabulary; record keeping techniques; modern office practices and procedures; and pertinent federal/state labor laws and/or program requirements; age appropriate activities/behaviors; assessment instruments and techniques; knowledge of community resources. ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the

job include: communicating with diverse groups; maintaining confidentiality; working as part of a team; and meeting deadlines and schedules; adapting to changing work priorities; setting priorities; working with detailed information/data.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; operating within a defined budget. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience

- Job related experience within a specialized field with increasing levels of responsibility is required.

Education

- Bachelor's degree in job-related area.

Equivalency

Required Testing Certificates

- Driver's License & Evidence of Insurability

Continuing Educ./Training Clearances

- Criminal Justice Fingerprint/Background Clearance
- Tuberculosis Clearance

FLSA Status Salary Range Exempt WAI/TPP Coord