

MEMORANDUM OF UNDERSTANDING  
BETWEEN TEMECULA VALLEY UNIFIED SCHOOL DISTRICT  
AND TEMECULA VALLEY EDUCATORS ASSOCIATION

**Supplemental Instruction Specialist Assignments  
January 23, 2025**

This Memorandum of Understanding (“MOU”) is entered into by and between the Temecula Valley Unified School District (“District”) and the Temecula Valley Educators Association (“Association”).

WHEREAS, the number of Schools whose socioeconomic disadvantaged (SED) average met or exceeded the district’s SED average, resulting in the need of six additional Title I schools.

WHEREAS, the District’s Title I funding is not projected to increase commensurate with the increase of eligible students. As such, the District has a need to adjust the type and levels of instructional support provided at its Title I school sites effective at the start of the 2025-26 school year.

WHEREAS, the District and Association have agreed to update the current Supplemental Instruction Specialists position to ensure the District’s Title I schools have access to targeted Specialist support.

WHEREAS, the District and Association intend to provide current Supplemental Instruction Specialists the option to either transition to the updated Supplemental Instruction Specialist positions or return to teaching positions for the 2025-26 school year.

NOW, THEREFORE, the District and Association agree as set forth below:

- 1. Assignment:** All unit members currently assigned to Supplemental Instruction Specialists positions will transition to the updated Supplemental Instruction Specialist job description, attached as Exhibit 1, at the commencement of the 2025-26 school year unless they provide notice of their intent to return to non-specialist teaching positions (based on valid credentials), as described in this paragraph.

No later than February 15, 2025, each Supplemental Instruction Specialist who does not wish to remain in a specialist position and prefers to return to a teaching position for the 2025-26 school year must notify Human Resources Development, in writing, of their intent to return to a teaching position. The District will schedule an informational meeting for all Supplemental Instruction Specialists to explain the updated Supplemental Instruction Specialist job description no later than February 3, 2025. The District shall not be required to satisfy any collective bargaining agreement posting requirements related to the updated Supplemental Instruction Specialists positions pursuant to this paragraph.

- 2. Potential Involuntary Transfer(s):** The District anticipates the need for six (6) Supplemental Instruction Specialist positions to provide support to Title I School Sites. If there is a need for fewer than six positions, the District will adhere to Article 12 and/or any applicable MOU’s to facilitate involuntary transfers.


- 3. Return Rights:** Unit members who elect to transition to the updated Supplemental Instruction Specialist positions may be returned to their former school site within one (1) calendar year of assuming the updated Supplemental Instruction Specialist position without an interview provided all of the following requirements have been met:
1. The unit member submits a transfer request during the annual transfer window;
  2. The unit member notifies the Assistant Superintendent of Human Resources in writing (email or hard copy) of their desire to vacate the updated Supplemental Instruction Specialist position; and
  3. A position for which they are qualified and credentialed to teach is available between March 4th and September 1st.

In the event all three above-noted requirements have not been met, the unit member shall remain in the Supplemental Instruction Specialist position, but remain eligible to participate in the voluntary transfer process.

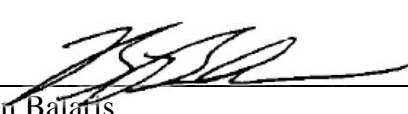
- 4. Voluntary and Involuntary Designation:** The updated Supplemental Instruction Specialist assignment shall fall under the “Support Personnel” designation for the purposes of Nontraditional Assignment Transfers.
- 5. Collective Bargaining Agreement:** With the exception of the terms described in this MOU, all other terms of the Collective Bargaining Agreement and any other effective memoranda of understanding remain in full force and effect.
- 6. Past Practice:** Sections 1 and 3 of this MOU do not establish a past practice and are non-precedent setting. Sections 1 and 3 of this MOU may not be cited to support any particular interpretation of the CBA.
- 7. Governing Board Approval:** This MOU is subject to District Governing Board approval.

For the District:

For the Association:

  
\_\_\_\_\_  
Francisco Arce  
Assistant Superintendent  
Human Resources Development

1/24/2025  
Date

  
\_\_\_\_\_  
Brian Balanis  
Bargaining Chair  
Temecula Valley Educators Association

1/24/2025  
Date

# Exhibit 1

## SUPPLEMENTAL INSTRUCTION SPECIALIST

### THE POSITION

Under the direction of ~~the~~ an Educational Services Director ~~of Special Programs~~ and the general supervision of an assigned Principal, provide a supplemental instructional program to assist eligible students in attaining proficiency in Common Core Standards (English Language Arts and Mathematics). Additionally, Supplemental Instruction Specialist will provide classroom teachers with staff development (strategies and modeling) and coaching to address the incorporation of Title I in the regular classroom. Supplemental Instruction Specialists shall be assigned to the District Office and may support multiple school sites based on student/program need. ~~may be assigned more than one site. Evaluations to be conducted by Site Principal.~~

### RESPONSIBLE TO

- Educational Services Director, Director of Special Programs
- Assigned Site Principals

### EXAMPLES OF DUTIES

The duties listed are typical, but not exclusive:

#### Coaching

- Delivery of uniform staff development specific to at-risk students.
- Model effective instructional strategies for students and staff.
- Provide in classroom coaching, modeling/demonstrations, elbow coaching, consulting, observation/non-evaluative feedback and other assistance to site staff.
- Planning and collaborative support.
- Maintain supplemental observation log, coaching notes and coaching schedule.

#### Instructional Expertise

- Strong ECI understanding and demonstration of District focused components in lessons.
- Knowledge of Common Core Standards and instructional shifts of instruction.
- Develop Supplemental Program Scope and Sequence.
- Create lessons to implement in Title I classrooms. Strategic and targeted direct instruction delivered to students.

#### Assessment & Data Analysis Assistance

- Assist with data analysis and the resulting instructional planning.
- Facilitate frequent progress monitoring of students at all sites.
- Facilitate site and District program evaluation. Prepare state and local plans and reports.
- Provide support and training in creation, administration, scoring, and on-line reporting of assessments.

## QUALIFICATION GUIDE

- Five or more years of classroom teaching.
- Valid California State Teaching Credential.
- Valid California Driver's License.
- Significant education and experience in the instruction of reading and mathematics.
- Comprehensive knowledge of current research in effective reading and math practices.

**WORK YEAR:** **184** days

**SALARY:** **Certificated Salary Schedule "A"**

**BOARD APPROVAL:** **Pending May 21, 2013**