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SAN BERNARDINO COUNTY

Contract Number _____

SAP Number _____

Preschool Services Department

Department Contract Representative	John Trepp
Telephone Number	(909) 383-2004
Contractor	
Contractor Representative	
Telephone Number	
Contract Term	
Original Contract Amount	
Amendment Amount	
Total Contract Amount	
Cost Center	

IT IS HEREBY AGREED AS FOLLOWS*:*

WHEREAS, San Bernardino County, hereinafter called the County, desires to obtain the services of Contractor under the terms and conditions set forth in this Contract, and

WHEREAS, Contractor has the skills and knowledge necessary to provide **Preschool Site Supervisor I (9.25 month)** services for the County's Human Services Preschool Services Department (PSD); and

NOW, THEREFORE, in consideration of mutual covenants and conditions, the parties agree as follows:

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I. DUTIES AND RESPONSIBILITIES OF CONTRACTOR

Under the direction of the Director of Preschool Services Department or his/her designee Contractor shall be employed as a Site Supervisor I with the Preschool Services Department (PSD). Contractor shall perform a broad range of duties, including, but not limited to, the following:

A. Provide supervision, training, and direction for instructional, family engagement staff, food service, clerical, and custodial employees to ensure compliance with program guidelines and to guarantee the safety and security of program participants and employees at a medium-sized site as defined by the department.

B. Inspect facilities, equipment, and grounds on a daily basis to ensure that all are maintained in a safe and secure manner; order repairs and modifications.

C. Observe staff while providing instruction; evaluate performance; review weekly lesson plans for adherence to curriculum guidelines.

D. Assign staff hours; provide counseling to employees with work related problems; give verbal and written warnings when there are performance issues.

E. Review requests for supplies from staff; prepare requisitions.

F. Conduct periodic meetings with parents and staff; secure speakers to address specific topics of interest and importance to parents; assist in answering parent questions and making referrals as needed; investigate and recommend appropriate action when conflicts exist between parents and staff.

G. Attend regularly scheduled meetings held for Site Supervisors for the purpose of discussing program issues, training on new procedures, and receiving instruction on new or revised program standards.

H. Assist in the preparation of goals and objectives for the site and program. Assist in preparation of the budget for the assigned site.

I. Prepare periodic newsletters and distribute other informational flyers containing program information of importance for parents.

J. Confer with specialized program specialist on meeting the needs of children with special needs. Arrange for medical attention for ill or injured children.

K. Perform classroom instruction in the place of regular Teachers when required due to absences.

L. Provide services to children in non-instructional activities such as dressing and toileting.

M. Provide vacation, temporary relief, and perform other duties as assigned.

N. Review case files and data entered into various databases to evaluate the accuracy and completeness of case files and data in compliance with State and Federal regulations.

O. Ensure the safety, supervision and well-being of children at PSD sites, complying with all provisions of Federal and State regulations as outlined in the Head Start Act, Head Start Program Performance Standards, California Code of Regulations Title 5, Title 22, and all other applicable regulations.

P. Maintain confidentiality of all records. Adhere to employer policies regarding conduct and confidential information.

Q. Maintain a valid Site Supervisor Permit or higher level permit issued by the California Commission on Teacher Credentialing. Maintain a valid background clearance.

R. Travel throughout the County is required.

S. Maintain valid Food Handler and CPR/First Aid cards.

T. Ability to perform all duties in accordance to the Physical Characteristics Inventory (PCI).

II. TERM

This Contract shall be effective_____ and shall remain in effect through _____ subject to the termination provisions below. Notwithstanding the foregoing, either party may terminate this Contract at any time without cause with a fourteen (14) day prior written notice to the other party. This Contract may be terminated for just cause immediately by the County. Contractor shall serve at the pleasure of the appointing authority.

The Director of Preschool Services shall be the appointing authority and shall have the full authority and discretion to exercise County rights under this paragraph.

Upon the effective date of this Contract, Contractor shall be considered a Contract employee in the County's Unclassified Service. Contractor shall receive only the benefits and compensation specifically outlined in the PSD Supervisory Unit Memorandum of Understanding. This Contract provides for the full compensation to Contractor for services required hereunder. If Contractor is a current Contract employee, this Contract replaces and continues Contractor's employment.

III. GENERAL PROVISIONS

A. If the services to be performed under this Agreement require Contractor to drive a vehicle, Contractor must possess a valid California driver's license at all times during the performance of this Agreement. Contractor agrees to allow County to obtain a Department of Motor Vehicles report of Contractor's driving record.

1. In order for Contractor to be able to use a private vehicle during the performance of this Agreement, Contractor shall be covered by vehicle liability insurance at least equal to the minimum requirements of the California Vehicle Code. Such requirements currently are:

   a. Fifteen thousand dollars ($15,000) for single injury or death;

   b. Thirty thousand dollars ($30,000) for multiple injury or death; and

   c. Five thousand dollars ($5,000) for property damage.

B. Unless currently employed by the County, Contractor shall submit evidence of eligibility to work in the United States and verification of identity within three (3) working days of the effective date of this Contract. Unless currently employed by the County, Contractor shall submit to and successfully complete a pre-employment medical examination through the County's Center for Employee Health and Wellness, which includes screening for tuberculosis and drugs before employment commences. Contractor shall obtain a fingerprint clearance or exemption and a background check performed in accordance to Preschool Services policies and regulations as a contingency of employment.

C. Contractor must maintain and show proof of current license and/or certificate required for this position.

D. If Contractor was a County Contractor immediately prior to entering into this Contract (without separation from County employment) then execution of this Contract shall not result in separation in County employment. Contractor shall carry forward Holiday, Vacation, Sick Leave and Compensating Time balances.

E. In the event this Contract is terminated for the purpose of making Contractor a regular County employee, the employee shall be provided a new date of hire. Eligibility for benefits including but not limited to retirement system contributions, health benefits, leave accrual rates, and step advancements shall be based upon the provisions of the applicable Memorandum of Understanding (MOU) and/or Ordinance in effect at the time Contractor is made a regular County employee. Seniority shall be determined by the effective date of the most recent date of hire in a regular position or as otherwise provided in the MOU. Prior to Contractor attaining regular status, County shall automatically cash out for Contractor any unused leave accrual balances (of those types of

leave that are eligible for cash out) in accordance with Section III of this Contract, unless the balances are maintained and carried over with the consent and at the sole discretion of the receiving County department.

F. If Contractor is currently a regular County Employee, Contractor shall be provided a new date of hire upon execution of this Contract. Contractor shall not maintain nor carry forward any leave balances accrued during prior County employment.

G. As provided in the PSD Supervisory Unit Memorandum of Understanding, Contractor will not attain regular status in this position, and as an unclassified employee, will not be afforded certain rights under the San Bernardino County Personnel Rules. Contractor shall adhere to the County's and department's standards of employee conduct, including all applicable rules, policies, and regulations. Violation of applicable standards may result in Contract termination or lesser penalties.

H. Government code section 53243.2 requires the following provision to be included in this Contract: If this Contract is terminated, any cash settlement related to the termination that Contractor may receive from the County shall be fully reimbursed to the County if Contractor is convicted of a crime involving an abuse of his or her office or position, as defined in Section 43243.4.

IV. CONFLICT OF INTEREST

As a condition of employment, the Contractor does hereby agree to follow and uphold the Conflict of Interest policy of the County's Personnel Rules as follows:

"No official or employee shall engage in any business or transaction or shall have a financial or other personal interest or association, which is in conflict with the proper discharge of official duties or would tend to impair independence of judgment or action in the performance of official duties. Personal as distinguished from financial interest includes an interest arising from blood or marriage relationships, or close business, personal or political associations. This section shall not serve to prohibit independent acts or other forms of enterprise during those hours not covered by active County employment providing such acts do not constitute a conflict of interest as defined herein. Contractor is also subject to applicable provisions of the California Government Code, including but not limited to Sections 1090, 1126, 87100, and/or any other conflict of interest code, policy or rule applicable to County employment."

V. CONCLUSION

This Contract, consisting of six (6) pages, and the provisions of the PSD Supervisory Unit MOU, is the full and complete document describing services regarding the Contractor's rights and obligations of the parties, including all covenants, conditions, and benefits.

This Contract may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same Contract. The parties shall be entitled to sign and transmit an electronic signature of this Contract (whether by facsimile, PDF or other email transmission), which signature shall be binding on the party whose name is contained therein. Each party providing an electronic signature agrees to promptly execute and deliver to the other party an original signed Contract upon request.

COUNTY OF SAN BERNARDINO

► _____
Director of Preschool Services Department

Dated: _____

By ► _____
(Authorized signature - sign in blue ink)

Name _____
(Print or type name of person signing contract)

Title _____
(Print or Type)

Dated: _____

Address_____