

1 **MEMORANDUM OF UNDERSTANDING**

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3 THIS MEMORANDUM OF UNDERSTANDING SETS FORTH THE FOLLOWING AGREEMENT  
4 BETWEEN THE PUBLIC SCHOOL EMPLOYEES OF WASHINGTON / SEIU LOCAL 1948, MEAD  
5 SUPPORT AND SERVICE PROFESSIONALS (SASP) CHAPTER AND THE MEAD SCHOOL  
6 DISTRICT #354 PURSUANT TO ARTICLE XIX, SECTION 19.3 OF THE CURRENT  
7 COLLECTIVE BARGAINING AGREEMENTS.  
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10 The parties agree to the following:

11 **Minimum Employment Requirements for Paraeducators**

12 Paraeducators will be defined as a classified public school or school district employee who works  
13 under the supervision of a certified or licensed staff member, from Kindergarten to 12th grade to  
14 support and assist in providing instructional and other services to students and their families, including  
15 library assistant, excluding bus monitors, lunchroom aides and community service aides. (WAC 179-  
16 01-020). Within Mead School District, Paraeducators are assigned positions based upon student need  
17 and therefore all paraeducators within the District are subject to the following:  
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19 All paraeducators must meet the following minimum requirements per RCW 28A.413.040:

- 20 a) Be at least eighteen (18) years of age and hold a high school diploma or its equivalent; **and**  
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22 b) Have received a passing grade on the education testing service paraeducator assessment; **or**  
23 c) Hold an associate of arts degree; **or**  
24 d) Have earned seventy-two (72) quarter credits or forty-eight (48) semester credits at an  
25 institution or higher education; **or**  
26 e) Have completed a registered apprenticeship program.  
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29 **Paraeducator Certificate Program**

30 The Paraeducator Standards Board (PESB) and the State of Washington have developed the following  
31 certification standards for Paraeducators in the State of Washington.

32 **A. Fundamental Course of Study (FCS)**

- 33 1. Twenty-eight (28) hours of Professional Development meeting the PESB learning  
34 objectives and standards developed from the paraeducator standards of practice.  
35 2. The District is only required to provide training on the FCS when funds are provided by  
36 the Legislature. If no funding is provided, then this training is not a requirement.

37 **B. General Paraeducator Certificate**

- 38 1. The General Paraeducator Certificate is earned by a paraeducator who completes ten (10)  
39 days, seventy (70) clock hours of professional development training in addition to the  
40 Fundamental Course of Study (FCS) within three (3) years of completing the FCS.  
41 2. It is the responsibility of the District to ensure all employed paraeducators meet the  
42 requirements of the certificate if funding is provided by the legislature.

43 **C. Subject Matter Certificates**

- 44 1. Subject matter certificates are for paraeducators who wish to further their skills in English  
45 Language Learner (ELL) or special education instruction. These certificates are optional  
46 and are not requirements.  
47 2. To earn a subject matter certificate, a paraeducator must complete twenty (20) hours of  
48 professional development in the subject area of the certificate.



3. Paraeducators may complete clock hours towards their General Paraeducator Certificate and the Subject Matter Certificates concurrently but must complete all required training prior to utilizing professional development hours for subject matter certificate courses.
4. The subject matter certificates have specific standards, learning objectives, and course outlines that must be met to receive the certificate.
5. This certificate expires after five (5) years, and it is not a prerequisite to work in any program.

**D. Advanced Paraeducator Certificate**

1. A paraeducator may attain the Advanced Paraeducator Certificate once they have completed the General Paraeducator Certificate and an additional seventy-five (75) clock hours of professional development. This is an optional certificate.
2. This certificate expires after five (5) years, and it is not a prerequisite for a paraeducator working in any program.

**Training Requirements**

- A. Paraeducators may be provided in-district training opportunities on non-student days and early release days.
- B. Time spent for required training which is held outside of a paraeducator’s regularly scheduled worktime will be paid utilizing the Professional Development Training hours per Section 13.1 and 13.4.1 of the CBA. These hours, currently at thirty (30) hours per employee, may be increased to accommodate the mandatory FCS hours if the employee has used the allotment for other mandatory training. For the 2021-22 school year, fourteen (14) FCS hours are required to be provided and funded by the legislature.
- C. Paraeducators who want to take courses towards the subject matter or advanced certificates may utilize the Professional Development Training hours per Section 13.1 and 13.4.1 of the CBA up to the thirty (30) hour allotment.

**District Responsibilities**

- A. Notify employees of required training hours mandated by PESB before September 1st of each year or within ten (10) days of hire.
- B. Provide multiple opportunities for all Paraeducators to obtain required training, including training during the summer.
- C. Notify paraeducators of the trainings available, and the requirements those trainings will satisfy, at least one (1) week before the training for trainings occurring on scheduled workdays and at least two (2) weeks’ notice for trainings occurring outside the regular workday.
- D. Provide information regarding the process for registration and maintenance of clock hour records.

**Paraeducator Responsibilities**

- A. Review all information provided by the District. The primary mode of communication is electronic and therefore paraeducators are expected to thoroughly read all email sent by the District in a timely manner.
- B. Register for courses provided or approved by the District.



- C. Attend courses when registered. Notify the district of any issues that prohibit attendance in a registered course.
- D. Maintain course completion documentation as directed by the District.
- E. Meet all training timelines to complete the Fundamental Course of Study and General Paraeducator certificate requirements
- F. Obtain the General Paraeducator Certificate through OSPI at paraeducator's expense.
- G. Note that failure to meet the requirements mandated by OSPI and PESB, may lead to disciplinary action up to and including termination.

**Annual Changes to PESB Requirements**

The parties agree to meet annually, before September 1 of each year, to review and discuss any changes to the PESB certification requirements/funding and to negotiate any modifications to this agreement due to legislative impact.

This Memorandum of Understanding shall be effective September 1, 2021, shall expire on August 31, 2025, and shall be attached to the current Collective Bargaining Agreement.

PUBLIC SCHOOL EMPLOYEE OF  
WASHINGTON/SEIU LOCAL 1948

MEAD SASP CHAPTER

BY: Jennifer Homb  
Jennifer Homb, Chapter President

MEAD SCHOOL DISTRICT #354

BY: Shawn Woodward  
Shawn Woodward, Superintendent

DATE: 01-11-2022

DATE: \_\_\_\_\_

