


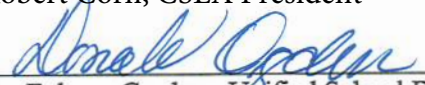
**MEMORANDUM OF UNDERSTANDING**  
**between the**  
**FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT (“DISTRICT”)**  
**and the**  
**CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER**  
**CHAPTER #528 (TOGETHER “CSEA”)**  
**COMPREHENSIVE UNIT**  
**New and Updated Bargaining Unit Job Descriptions**  
**February 28, 2023**

The Folsom Cordova Unified School District (“District”) and the California School Employees Association and its American River Chapter #528 (together “CSEA”) have met, negotiated, and agreed to the following:

1. Updated bargaining unit job description:
  - a. Facilities Use Technician: The updated job description for the Facilities Use Technician classification is Attachment 1 and shall continue to be placed at Range 21 on the salary schedule.
2. New bargaining unit job descriptions:
  - a. Elementary Paraeducator (Grade TK): The job description for the new Elementary Paraeducator (Grade TK) classification is Attachment 2 and shall be placed at Range 11 on the salary schedule.
  - b. Elementary Paraeducator (Grade K-5): The job description for the new Elementary Paraeducator (Grade K-5) classification is Attachment 3 and shall be placed at Range 11 on the salary schedule.
3. These job descriptions will become effective upon CSEA and Board ratification of this Agreement.
4. This shall finally resolve all negotiations regarding the updated and new job descriptions referenced above.

  
\_\_\_\_\_  
For CSEA, Chapter 528  
Robert Corn, CSEA President

3/1/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
For Folsom Cordova Unified School District  
Donald Ogden, Associate Superintendent

3/1/23  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
CSEA Labor Representative  
Dominic Gualco

3/1/23  
\_\_\_\_\_  
Date

**Facilities Use Technician**

**DEFINITION:**

Under the direction of the Director of Facilities or designee, schedules and coordinates the use of district facilities, meeting rooms, schools or fields by staff, public, and other various groups, and community organizations; assure compliance with applicable laws, codes, policies, and guidelines; prepares and processes invoices and collects related payments.

**QUALIFICATIONS:**

**Knowledge of:**

- Laws, codes, policies and procedures related to assigned activities.
- Strong customer service skills.
- Record-keeping and report preparation techniques.
- Modern office practices, procedures, and equipment.
- Oral and written communication skills.
- Telephone techniques and etiquette.
- Operation of a computer and assigned software, including but not limited to, word processing, spreadsheets, databases, facility scheduling and facility use permits software, and calendaring systems.

**Ability to:**

- Coordinate and schedule the use of District facilities, schools, or fields.
- Gather, collate, and/or classify data and coordinate a significant number of factors in the use of facilities.
- Foster cooperative working relationships with staff and co-workers.
- Meet the public tactfully and courteously and answer questions in person or over the telephone.
- Understand and carry out oral and written directions.
- Organize work and estimate time and material required.
- Follow verbal and written directions.
- Determine appropriate action within clearly defined guidelines.
- Prepare reports related to assigned activities.

**Experience and Education**

- Equivalent to completion of the twelfth grade.
- Additional approved qualifying experience may be substituted for educational requirements.

**DISTINGUISHING CHARACTERISTICS:**

Incumbents in this position perform a variety of specialized administrative duties that require a thorough knowledge of District procedures and practices of facility use and coordination with the California Civic Center Act. The position requires a high level of responsibility and interaction with school district administrators, outside governmental agencies, community organizations, and the public. The position may also provide administrative duties to the Director, managers, and other staff.

**ESSENTIAL FUNCTIONS:**

- Facilitates the scheduling and use of District facilities, meeting rooms, schools or fields by staff, public, and other various community organizations including sports leagues and other groups.

- Responds to all facility/field rental requests from non-profit, civic, and profit groups.
- Assists organizations in locating appropriate facilities or fields; communicates and interprets district policies, procedures, and costs to user groups.
- Reviews completed contracts and/or facility use agreements, assigns costs for rentals, confirms scheduled use, sends out billings, collects rental fees, tracks costs to the District such as custodial overtime, and verifies current liability insurance coverage, etc.
- Coordinates with site administration before final approval of any group usage of facilities/fields.
- Fosters collaborative relationships with Fiscal Services, City of Folsom Parks and Recreation Department, Cordova Recreation and Park District, and district staff.
- Maintain and monitor memorandums of understanding, joint use agreements and operational agreements with local governmental agencies.
- Maintains master calendar of each school site's facility use.
- Assure equipment requested for meetings or workshops is provided; communicate with custodial and/or other support staff to assure sufficient tables and chairs are provided.
- Perform a variety of clerical duties related to assigned activities; answer telephones and greet and assist visitors; type, file and duplicate a variety of forms, flyers, reports, and correspondence; establish and maintain files for facility transactions.
- Perform duties associated with collection of Developer Fees, including the recording of all fees received by the district.
- Assist district staff with facility problems and placement of facility work orders.
- Attend and participate in a variety of meetings related to assigned activities.
- Performs other duties logically and reasonably related to classification as assigned.

#### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

#### **WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

**ELEMENTARY PARAEDUCATOR (GRADE TK)**

**DEFINITION:**

Under the **direction of an assigned site supervisor and general** guidance of the classroom teacher(s), the Elementary Paraeducator (Grade TK) will assist in the implementation of the educational program for students in an elementary general education environment in order to meet instructional goals and objectives.

This position is distinguished from other aide or instructional assistant roles in that, in addition to providing instructional support to students in the elementary grades under the guidance of the certificated teacher(s), employees in these positions are primarily responsible for assisting the classroom teacher(s) in creating and maintaining engaging academic environments.

**QUALIFICATIONS:**

**Experience:** Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below. Must pass the District's Instructional Assistant Proficiency Test prior to being hired.

**Education:** High School Diploma or equivalent.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of an assigned site supervisor and general guidance of the classroom teacher(s), the incumbent will:

- Assist the primary (Grade TK) classroom teacher(s) in providing instruction to students in an assigned classroom or classrooms.
- Utilizes appropriate methods of instruction to achieve goals and objectives set forth by the certificated teacher(s) and assist in implementing practices proven to raise student achievement.
- Utilize curricular materials and assessments for instruction and intervention in literacy and numeracy.
- Work with small groups of students to reinforce instruction.
- Provide individual assistance to students as directed; explain errors and answer questions.
- Assist with monitoring behavior of students in the classroom and during outdoor activities.
- Assist students with a variety of lessons, instructional games, and activities.
- Communicate with the classroom teacher(s) about progress regarding student performance and behavior.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude, and general guidance.
- Perform a variety of clerical and supportive duties related to classroom activities and classroom management.
- Operate a variety of classroom equipment, including a computer.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

**KNOWLEDGE:**

- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.

- Basic child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.
- Correct English usage, grammar, spelling, handwriting, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

### **ABILITIES AND SKILLS:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students and children.
- Learn and apply appropriate methods, procedures, and limitations in the assigned instructional environment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Learn, explain, and apply applicable rules, regulations, policies, and procedures.
- Organize instructional materials.
- Operate standard office and classroom equipment.
- Maintain a clean, safe, and orderly classroom learning environment.
- Perform clerical duties related to classroom activities.
- Perform work with many interruptions.
- Maintain routine records.
- Maintain consistent, punctual, and regular attendance.
- Move hands and fingers to operate standard office and classroom equipment.
- Bend at the waist, kneel, or crouch to assist students.
- See to read a variety of materials and monitor student activities.
- Hear and speak to exchange information.
- Reach overhead, above the shoulders and horizontally.

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, work with students who may be in chairs or desks that are low to the ground, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.

**ELEMENTARY PARAEDUCATOR (GRADE K-5)**

**DEFINITION:**

Under the direction of an assigned site supervisor and general guidance of the classroom teachers, the Elementary Paraeducator (Intermediate Grades K-5) will assist in the implementation of the educational program for students in an elementary general education environment in order to meet instructional goals and objectives.

This position is distinguished from other aide or instructional assistant roles in that, in addition to providing instructional support to students in the elementary grades under the general guidance of the certificated teacher(s), employees in these positions are primarily responsible for assisting the classroom teacher(s) in creating and maintaining engaging academic environments.

**QUALIFICATIONS:**

Experience: Any combination equivalent to graduation from high school and sufficient training and experience to demonstrate the knowledge and abilities listed below. Must pass the District's Instructional Assistant Proficiency Test prior to being hired.

Education: High School Diploma or equivalent

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of an assigned site supervisor and general guidance of the classroom teacher(s), the incumbent will:

- Assist the intermediate (Grades K-5) classroom teacher(s) in providing instruction to students in an assigned classroom or classrooms.
- Utilizes appropriate methods of instruction to achieve goals and objectives set forth by the certificated teacher(s) and assist in implementing practices proven to raise student achievement.
- Utilize curricular materials and assessments for instruction and intervention in literacy and numeracy.
- Work with small groups of students to reinforce instruction.
- Provide individual assistance to students as directed; explain errors and answer questions.
- Assist with monitoring behavior of students in the classroom and during outdoor activities.
- Assist students with a variety of lessons, instructional games, and activities.
- Communicate with the classroom teacher(s) about progress regarding student performance and behavior.
- Assist students with building self-esteem by providing proper examples, emotional support, a friendly attitude, and general guidance.
- Perform a variety of clerical and supportive duties related to classroom activities and classroom management.
- Operate a variety of classroom equipment, including a computer.
- Other related duties may be assigned consistent with the knowledge, skills and abilities required for the job.

**KNOWLEDGE:**

- Basic subjects taught in District schools, including mathematics, grammar, spelling, language and reading.
- Basic child guidance principles and practices.
- Safe practices in classroom and playground activities.
- Basic instructional methods and techniques.

- Correct English usage, grammar, spelling, handwriting, punctuation, and vocabulary.
- Classroom procedures and appropriate student conduct.
- Operation of standard office and classroom equipment.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

**ABILITIES AND SKILLS:**

- Assist with instruction and related activities in a classroom or assigned learning environment.
- Reinforce instruction to individual or small groups of students and children.
- Learn and apply appropriate methods, procedures, and limitations in the assigned instructional environment.
- Understand and follow oral and written directions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.
- Monitor, observe and report student behavior and progress according to approved policies and procedures.
- Learn, explain, and apply applicable rules, regulations, policies, and procedures.
- Organize instructional materials.
- Operate standard office and classroom equipment.
- Maintain a clean, safe, and orderly classroom learning environment.
- Perform clerical duties related to classroom activities.
- Perform work with many interruptions.
- Maintain routine records.
- Maintain consistent, punctual, and regular attendance.
- Move hands and fingers to operate standard office and classroom equipment.
- Bend at the waist, kneel or crouch to assist students.
- See to read a variety of materials and monitor student activities.
- Hear and speak to exchange information.
- Reach overhead, above the shoulders and horizontally.

**PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, work with students who may be in chairs or desks that are low to the ground, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

**ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.