

MEMORANDUM OF UNDERSTANDING #19
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Lead Campus Monitor and Campus Monitor Job Descriptions
April 30, 2025

This Memorandum of Understanding (“MOU”) is agreed to between the Folsom Cordova Unified School District (“District”) and the California School Employees Association (CSEA), and its American River Chapter No. 528. Collectively, the District and CSEA will be referred to as “the Parties.” The District and CSEA are parties to a collective bargaining agreement (“CBA”) which expires June 30, 2026.

The parties have negotiated all matters within the scope of representation and reached agreement on the Lead Campus Monitor (Attachment A) and Campus Monitor (Attachment B) job descriptions.

Rationale

The revised Campus Monitor job description enhances clarity, broadens responsibilities, and aligns the role with a structured career pathway in school safety. The updates emphasize proactive risk identification, student behavior support, and adherence to district policies. Key additions include specific training requirements – such as First Aid, CPR, and State School Security Training—regular meetings with site administrators, and an expectation of professional engagement with students, staff, and the public. These enhancements reinforce the role commitment to maintaining a safe, orderly, and supportive school environment while fostering strong relationships within the school community.

Salary Placement

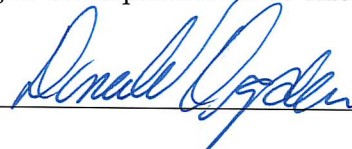
The proposed salary schedule adjustment is designed not only to attract highly qualified candidates but also to retain experienced employees in whom the district has invested significant time, training, and expertise. Offering competitive compensation ensures continuity, promotes professional growth, and strengthens the workforce by recognizing and valuing employee contributions.

The Lead Campus Monitor will be placed on Range 4 of the Classified Comprehensive Salary Schedule (Attachment C). The Campus Monitor will be placed on Range 2 of the Classified Comprehensive Salary Schedule (Attachment C).

Fiscal Impact

The fiscal impact to the General Fund to rebench the Lead Campus Monitors is \$6,220. The fiscal impact to the General Fund to rebench the Campus Monitors is \$37,408.

This job description shall be effective on July 1, 2025.

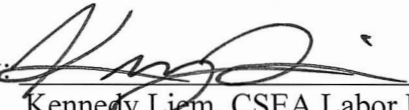
By: 

By: 

Donald Ogden, Ed.D.,
Associate Superintendent, HR

Rob Corn,
President, Chapter 528

Date: 5-5-2025

By: 
Kennedy Liem, CSEA Labor Relations
Representative, Chapter 528

Date: 05/05/25

Board Approved: 06/18/2025

CSEA Ratified: 05/28/2025

Folsom Cordova Unified School District

Attachment A
Position Classification: Classified

UPDATED 01/31/2025
LEAD CAMPUS MONITOR

Review Dates Cabinet Approved: <u>02/27/2024</u> CSEA Approved: <u>01/31/2024</u> Board Approved: _____
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DEFINITION:

Under supervision of a secondary school administrator, will help maintain a safe and orderly environment by monitoring the school campus and other adjacent areas as may be assigned; to report unauthorized activities to appropriate supervisory personnel. Assist with ensuring the safety and welfare of students.

QUALIFICATIONS:

Experience: Two (2) years of experience as a Campus Monitor or similarly related position in a public setting. Experience as a Campus Monitor with FCUSD is preferred.

Education: Equivalent to completion of the twelfth grade.

Licenses and Certifications: Obtain and maintain First Aid and CPR certification.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are specifically established at the secondary school level to assist with ensuring the safety and well-being of students. Key responsibilities include identifying and mitigating potential risks, minimizing the frequency and severity of harmful incidents, effectively communicating observations or incidents that may impact the well-being of students, staff, or visitors, and ensuring compliance with school and District policies and procedures by students, staff, and visitors. The Campus Monitor is the first in a career path encompassing school campus security and promoting positive student behaviors. Advancement to Lead Campus Monitor requires demonstrated skills in school safety, mitigating potential risks and promoting positive behaviors. Advancement from Lead Campus Monitor to Restorative Specialist requires at least two (2) years of experience working in a diverse school setting, with an understanding of the tenets of evidence-based Restorative practices. Advancement to Community Safety Specialist requires a minimum of five (5) years of experience in a position directly related to school safety, honorable military service, student supervision or law enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of a secondary school administrator, incumbent will:

- Meet with the site Administrator(s) for weekly updates on students of concern or safety briefings.
- Collaborate with site Administrator(s) on Campus Monitor assignments, training, campus support and provide constructive feedback that best support site safety.
- Consistently uphold a high level of courtesy toward students, staff, and the public by engaging in professional and respectful interactions at all times.
- Build strong relationships by actively listening to students, celebrating their achievements, and ensuring their voices are heard. Limit your requests and always respect the individuality of each student.
- Be intentional about appropriate relationships with students. Engage in age appropriate conversations about their interests, both in and out of the classroom to establish a rapport with students per BP 4219.24
- Always respect the individuality of each student.
- Consistently support your colleagues and provide affirmations to encourage and motivate students.
- Assist administrators as a witness during student searches.
- Escort students to and from designated areas.
- Learn and implement strategies to intervene and deescalate confrontations between students.
- Learn and implement Positive Behavioral Interventions and Support (PBIS) and restorative practices.
- Supervise students in halls, quad areas, bus stops, parking lots and other areas as assigned
- Patrol hallways, restrooms, and other areas where students gather.
- Tactfully and diplomatically deal with potential misconduct or misconduct by students.
- Report unauthorized activities to appropriate authority using handheld radio devices.

Approved: 01/17/2019; Updated CSEA Approved 01/31/2024, 03/21/2024 Pending Board Approval

UPDATED 01/31/2025
LEAD CAMPUS MONITOR

- Immediately report incidents or actions of a safety concern to a site administrator
- Provide information to school visitors and direct them to the proper office.
- May perform related clerical duties in school offices and other related duties as required.
- ~~Complete and maintain First Aid training, including CPR (every two years)~~
- Attend the 24 hour State School Security Training
- Attend all mandatory professional development training sessions.
- Follow evidence-based best practices.
- Complete clear and concise reports of incidents, problems, or actions performed that require interventions.
- Identify physical impairments on or near the school campus that could impede student or staff safety or security.
- At the beginning and end of the school day, be present during ingress and egress to ensure a safe and orderly flow of students.
- Maintain a consistent and visible presence in assigned areas on campus throughout the school day,
- Wear the issued/approved safety vest as an outer garment to be easily identified by visitors, staff, and students.
- Perform intensive campus/student supervision throughout the school day.
- Perform tardy sweeps throughout the campus after scheduled bell rings, identifying and escorting late students to the proper authority.
- Perform the essential functions of a Campus Monitor.
- Perform other duties as assigned as they relate to the job functions.

KNOWLEDGE:

- Established school policies and procedures.
- Board Policies/Administrative Regulations (e.g. 4219.24) pertaining appropriate Adult/Student interactions.

ABILITIES AND SKILLS:

- Learn and enforce school rules in areas of responsibility.
- Maintain positive relationships with students, deal tactfully and effectively with students and adults.
- Work independently and make decisions within the framework of established guidelines.
- Maintain related records and relevant reports.
- Write well and communicate with clarity.
- Wear reflective safety vests to ensure visibility of students, school personnel, and/or visitors.

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. Requires near and far visual acuity to observe campus activity and read reports and written instructions. Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching incidents on a timely basis. Requires ability to stand and walk for extended periods of time, physical strength and stamina to carry up to 50 pounds on an occasional basis, and agility to respond to emergency situations. Must be able to remain on your feet continuously during the shift, handling job responsibilities effectively.

UPDATED 01/31/2025
LEAD CAMPUS MONITOR

Significant physical abilities Candidates must be able to stand for extended periods and walk long distances throughout the school campus as part of regular patrol duties. include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see, read, with or without visual aids, to understand 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.
- Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.
- Employees in this role will work both outdoors and indoors, within a standard office environment, and will interact directly with students, district staff, and the general public.
- This position involves working outdoors in all weather conditions, safety and health considerations exist from temperature extremes, physical effort, and dangerous incidents.

Review Dates
Cabinet Approved: <u>02/27/2024</u>
CSEA Approved: <u>01/31/2024</u>
Board Approved: _____

DEFINITION:

Under the supervision of a secondary school administrator, will assist in maintaining a safe and orderly environment by supervising the school campus and any assigned adjacent areas, reporting unauthorized activities to the appropriate supervisory personnel, and assist with ensuring the Under supervision of a secondary school administrator, Campus Monitors will help maintain a safe and orderly environment by monitoring the school campus and other adjacent areas as may be assigned; to report unauthorized activities to appropriate supervisory personnel. Ensure the safety and welfare of students of students of students. during non-classroom activities.

QUALIFICATIONS:

Experience: Two (2) years Experience in youth-related activities desirable.

Education: Equivalent to completion of the twelfth grade.

Licenses and Certifications: Obtain and maintain First Aid and CPR Certification. upon hire.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are established only at the secondary school level. Ensure the safety and welfare of students during non-classroom activities; minimizing the frequency and/or severity of harmful incidents; communicating observations and/or incidents that have a potential impact on the general well-being of students, school personnel and/or visitors; and assuring student compliance with school and District rules and procedures. Positions in this class are specifically established at the secondary school level to assist with ensuring ensure the safety and well-being of students during all school activities. Key responsibilities include identifying and mitigating potential risks, minimizing the frequency and severity of harmful incidents, effectively communicating observations or incidents that may impact the well-being of students, staff, or visitors, and ensuring compliance with school and District policies and procedures by students, staff, and visitors. The Campus Monitor is the first in a career path encompassing school campus security and promoting positive student behaviors. Advancement to Lead Campus Monitor requires demonstrated skills in school safety, mitigating potential risks and promoting positive behaviors. Advancement from Lead Campus Monitor to Restorative Specialist requires at least two (2) years of experience working in a diverse school setting, with an understanding of the tenets of evidence-based Restorative practices. Advancement to Community Safety Specialist requires a minimum of five (5) years of experience in a position directly related to school safety, honorable military service, student supervision or law enforcement.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of a secondary school administrator, incumbent will:

- ~~Be~~ You are expected to ~~b~~Build strong relationships by actively listening to students, celebrating their achievements, and ensuring their voices are heard. ~~Limit your requests~~
- ~~Be intentional~~ ~~intentional~~ about ~~and~~ appropriate relationships with students.
- ~~A~~ always respect the individuality of each student.
- Engage in age appropriate conversations about their interests; ~~both in and out of the classroom~~ to establish a rapport with students per BP 4219.24.-
- ~~Consistently support your colleagues and provide affirmations to encourage and motivate students.~~
 - Assist administrators as a witness during student searches.
 - Escort students to and from designated areas.
 - Learn and implement strategies to intervene and deescalate confrontations between students.
 - Learn and implement Positive Behavioral Interventions and Support (P.B.I.S.) and restorative practices.
 - Supervise students in halls, quad areas, bus stops, parking lots and other ~~non-classroom~~ areas as assigned
 - Patrol hallways, restrooms, and other areas where students gather.
 - Tactfully and diplomatically deal with potential misconduct or misconduct by students.
 - Report unauthorized activities to appropriate authority using handheld radio device
 - Provide information to school visitors and direct them to the proper office.
 - May perform related clerical duties in school offices and other related duties as required.
- Immediately Report ~~incidents~~ ~~incidents~~ or actions of a safety concern to a site administrator.
- Attend all mandatory professional development training sessions.
- Follow evidence-based best practices.
- Complete clear and concise reports of incidents, problems, or actions performed that require interventions.
- Identify physical impairments on or near the school campus that could impede student or staff safety or security.
- Be present and visible in assigned areas on campus during the school day, acting as a ~~security~~ ~~safety~~ safety specialist presence throughout the day.
- Wear the issued/approved safety vest as an outer garment to be easily identified by visitors, staff, and students.

Approved: 01/17/2019; Updated CSEA Approved 01/31/2024; 03/21/2024 Pending Board Approval

UPDATED 01/31/2025
CAMPUS MONITOR

- ~~Perform~~ Perform continuous/intensive campus/student supervision throughout the school day.
- ~~Perform~~ Perform late/tardy sweeps throughout the campus after scheduled bell rings, identifying and escorting late students to the proper authority/authority.
- ~~At the beginning and end of the school day, be present during ingress and egress to assist with ensuring~~ ensure a safe and orderly flow of students. ~~During student arrival be at ingress and egress.~~
- ~~Assist with~~ Ensuring all visitors nonstudents are escorted/report to the office for proper check in/check-in.
- ~~Perform~~ Other clerical duties as assigned. Other duties as assigned as they relate to the job function.

KNOWLEDGE:

- Established school policies and procedures.
- ~~Board Policies/Administrative Regulations (e.g., 4219.24) pertaining appropriate Adult/Student interactions.~~

ABILITIES AND SKILLS:

- Learn and enforce school rules in areas of responsibility.
- Maintain positive relationships with adolescents; deal tactfully and effectively with adolescents and adults.
- Work independently and make decisions within the framework of established guidelines.
- Maintain related records and relevant reports.
- Write well and communicate with clarity.
- Wear reflective safety vests to ensure visibility of students, school personnel, and/or visitors.

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.

Must be able to remain on your feet continuously during the shift, handling job responsibilities effectively.

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.

Candidates must be able to stand for extended periods and walk long distances throughout the school campus as part of regular patrol duties. include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see, and read, and interpret, with or without visual aids, to understand 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.

- Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations.
- Requires near and far visual acuity to observe campus activity and read reports and written instructions.
- Requires the ability to maintain cardiovascular fitness in order to run, for the purpose of reaching incidents on a timely basis.
- Requires ambulatory ability to stand and walk for extended periods of time, physical strength and stamina to carry up to 450 pounds on an occasional basis, and agility to respond to emergency situations.

~~Daily walking and monitoring~~

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.
- ~~Requires hearing for ordinary conversation and to hear other sounds in order to respond to normal and emergency situations. Requires near and far visual acuity to observe campus activity and read reports and written instructions.~~
- Employees in this role will work both outdoors and indoors, sometimes in extreme conditions, within a standard office environment, and will interact directly with students, district staff, and the general public. Employees in this position will be required to work outdoors and indoors in a standard office environment and come in direct contact with district staff and the public.
- ~~This position involves working outdoors in all weather conditions, safety and health consideration exist from temperature extremes, physical effort, and dangerous incidents. ensuring safety, and maintaining productivity regardless of environmental factors. This position requires working outdoors in all weather conditions, ensuring safety and productivity regardless of the weather.~~



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2024-2025

SPECIALISTS

Occupational Therapist	45
Physical Therapist	45
Equity Leader II	43
Mental Health Specialist II	42
Student Data Analyst	41
Behavior Specialist	38
Community Schools Facilitator II	38
Mental Health Specialist I	38
Registered Nurse	38
School Social Worker I	38
Database Administrator	35
Network Administrator	35
Network Engineer	35
Applications Specialist - PowerSchool	35
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	31
Community Schools Facilitator	29
Mental Health Specialist Associate	29
School Social Worker Associate	29
Data Administrator & CALPADS Specialist	28
Fiscal/Data Analyst	28
ETIS Support Specialist II	27
Lead Printer II	17
Certified Occupational Therapist Assistant (COITA)	26
Equity Leader I	26
Adult Education Project Lead	25
Facilities Planner	25
Lead Buyer	25
Risk Management Specialist	24
Centralized Tech Support Specialist	24
Child Welfare & Attendance Specialist	24
Classified Assistive Technology Specialist	24
Communications Specialist	24
Bilingual Community Safety Specialist	24
ETIS Support Specialist I	24
Technology Equipment Repair Technician	24
Workers' Compensation and Unemployment Analyst	23
Benefits Analyst	22
Personnel Analyst	22
Speech Language Pathologist Assistant	22
Theater Production Specialist	22
Employee Benefits Specialist	17
Lead Printer	17
Personnel Technician	17
Buyer	15
Due Process Technician	15
Help Desk Technician	15
Help Desk Technician-Testing and Assessment	15
Licensed Vocational Nurse	15
Education Services Student Liaison	15
Special Education Applications Specialist	15
Instructional Materials Technician	13
Restorative Specialist	12
Translator/Interpreter (Spanish)	12
Attendance Technician	11
Facilities Use Technician	11
Research Assistant II, Testing and Assessment	11
High School Library Media Assistant	10
Purchasing Specialist	10
Printer II	09
Categorical Program Assistant	08
Middle School Library Media Assistant	08
Research Assistant I	07
Expanded Learning Team Associate	07
Preschool Associate Teacher	03
Lead Campus Monitor	04/04
Campus Monitor	04/02
Expanded Learning Assistant	01

INSTRUCTIONAL ASSISTANTS

CTE Adult Education Welding	25
Lead Behavior Support Assistant	09
Behavior Support Assistant - General Education Special Education	07
Mental Health Instructional Assistant	07
Transition Assistant II	07
Instructional Assistant Specialist	04
Para Educator Mod Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant (K-3) (4-6)	03

Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual ESL Instructional Assistant	02
Elementary Paraeducator, (TK) (K-3)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant - Preschool	01

ADMINISTRATIVE SERIES

Administrative Assistant III	12
Administrative Assistant (Comprehensive HS Middle School)	12
Administrative Assistant II	11
Administrative Assistant, Alternative Ed	11
Administrative Assistant, Fiscal Services	11
Administrative Assistant, Elementary School	10
Administrative Assistant I	08

ACCOUNTING SERIES

Lead Financial Accountant	33
Facilities Accountant	28
Financial Accountant	28
Lead Budget Technician	25
Payroll Accountant	18
Budget Technician	17
Categorical Administrative Technician	14
Central ASB Technician	14
Lead Fiscal Services Account Clerk	14
Adult Education Account Technician	13
Categorical Account Technician II	12
Facilities Account Technician	11
Categorical Account Technician I	10
Fiscal Services Account Clerk	10
Student Body Account Technician	09
Account Clerk II	08
Account Clerk I	06

COORDINATORS

Bilingual Special Project Coordinator	15
Parent Coordinator	01

CLERICAL SERIES

Academic and Career Advisor - Adult Education	09
Registrar (Comprehensive HS)	09
Athletic Clerk	08
College and Career Clerk	07
Registrar (Alternative Education)	07
Middle School Registrar	07
Medi-Cal SMAA/LEA Clerk	05
Clerk Typist III	04
Clerk Typist III, District Receptionist	04
Personnel Clerk II	04
Health Assistant	04
Elementary School Library Media Clerk	03
School Clerk, Elementary/Secondary	03
Clerk Typist II / I	02

FOOD SERVICE SERIES

Food Service Office Technician	15
Food Service Technician	14
Food Service Clerk	11
Food Service Worker II	06
Food Service Worker I	03

MAINTENANCE & OPERATIONS SERIES

Carpenter/Hardware Technician	18
Equipment Repair Technician	18
Fire Intrusion Detection Technician	18
Grounds Maintenance Technician	18
Head Custodian III	18
Maintenance Electronics Technician/Electrician	18
Maintenance HVAC	18
Maintenance Mechanic II	18
Maintenance Painter	18
Plumber/Welder	18
Head Custodian Trainer	16
Maintenance Mechanic I	13
Warehouse Person/Maintenance Mechanic I	13
Head Custodian II	12
Head Custodian I	10
Building & Grounds Utility Worker	08
Lead Night Custodian	08
Delivery Driver (DMC)	07
Grounds Worker	07
Custodian	04

Board Approved 03/09/2023, 01/23/2023, 04/20/2023, 5/18/2023, 08/10/2023, 10/05/2023, 10/19/2023, 01/18/2024, 06/06/2024, 06/20/2024, 10/17/2024, 02/13/2025, 03/20/2025, 04/10/2025, Pending Board Approval