

MEMORANDUM OF UNDERSTANDING #27
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Equity Leaders I/II Job Description
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 Equity Leader I/II (Attachment A) job description.

Rationale

The updated Equity Leader I/II job description enhances clarity, broadens responsibilities, and aligns the role with

Salary Placement


The Equity Leader I classification, for current Full-Time District Employees, is currently placed on Range 26 on the Classified Comprehensive Salary Schedule. A part-time District employee is classified as an Equity Leader II at Range 43 of the Classified Comprehensive Salary Schedule (Attachment C).

Fiscal Impact

The fiscal impact to the General/Supplemental Fund Cost is estimated at \$ 70,000 (based upon 20 Equity Leaders both Certificated and Classified).


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

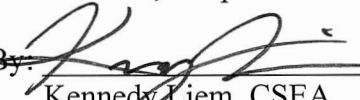
FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

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

Date: 5-5-2025

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

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

Date: 05/05/25

Board Approved: 06/18/2025

CSEA Ratified: 05/28/2025

UPDATED 05/28/2024 – R.A.: 04/09/2025 IP

EQUITY LEADER I & II**DEFINITION:**

~~Under direction of the Director of Social Emotional Learning and Equity or assigned administrator, Equity Leaders will go through Trainer of Trainer Training (T.O.T's) and will provide professional development on Cultural Competence to district staff including teachers, administrators and other stakeholders.~~

Under the direction of the Director of Social Emotional Learning and Equity or assigned administrator, Equity Leaders will participate in an intensive professional learning program focused on advancing equity and cultural competence. Participants will co-create and implement an Equity Leader Action Plan, aligned with the district's Local Control and Accountability Plan (LCAP), to support systemic change and build inclusive learning environments across school sites and departments.

QUALIFICATIONS:

~~Experience:~~ This position is supplemental to your current position in the District and is not site-specific. Candidates must be current employees with the District.

~~Education:~~ Selected candidates will go through ~~Training of Trainers (T.O.T.) training with Epoche Education.~~ Training and complete tasks as outlined in the Equity Leader Action Plan, specifically the completion of a minimum of three (3) tasks/strategies for a maximum of sixty (60) hours

~~Trainings will include but not limited to:~~

- ~~● Compassionate Dialogue Using the RIR Protocol~~
- ~~● Thriving as a Racially Conscious Person~~
- ~~● Let's Talk About Race~~
- ~~● What is Implicit Bias and How Do We Address It?~~
- ~~● The Tragedy of Non-ness~~
- ~~● Culturally Relevant Pedagogy as a Lens for Equity~~

DISTINGUISHING CHARACTERISTICS:

The Equity Leader I is distinguished from the Equity Leader II in that the Equity Leader I is a regular full-time employee with the district. The Equity Leader II is a regularly a part-time employee with the district.

- Perform essential job functions and job task requirements.
- Promote educational excellence for all students
- Advocate for historically marginalized students
- Willing to engage in courageous conversations about topics of race & ethnicity, gender, religion, ability, class, sexual identity etc.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Director of Social Emotional Learning and Educational Equity, incumbent will:

- ~~● Be responsible for development of professional development content~~
- ~~● Complete Cultural Competence Certification (training provided)~~
- ~~● Facilitate trainings for district staff~~
- ~~● Collect and interpret qualitative and quantitative data from various stakeholder groups~~ Complete intensive professional learning program (New Equity Leaders Only).
- In alignment with the Local Control Accountability Plan (LCAP), Equity Leaders will participate in at least three (3) Equity Leader Action Plan activities/strategies. These activities/strategies will be co-created and approved by the Director of SEL and Equity.

KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies and procedures

ABILITIES AND SKILLS:

- ~~● Plan, prioritize, and organize work to meet deadlines, schedules and timelines~~
- ~~● Strong communication skills~~
- Written and verbal communication skills.
- Ability to plan, prioritize and organize work to meet deadlines, schedules, and timelines.
- Ability to communicate productively with others including colleagues and supervisor.

UPDATED 05/28/2024 – R.A.: 04/09/2025 IP

EQUITY LEADER I & II

- Promotes educational excellence for all students and advocates for historically marginalized students, families and staff.
- Attends required meetings and completes training, as assigned.
- Facilitation of content Engages in courageous conversations with respect to group agreements, fostering open and constructive dialogue.
- Accesses multiple data points and demonstrates cultural humility and curiosity about varied perspectives when confronting systemic inequities.
- Use Microsoft Office applications and Google Suite.
- Ability to facilitate professional learning.

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 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.



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

<u>SPECIALISTS</u>			
Occupational Therapist	45	Elementary Paraeducator, (TK) (K-5)	01
Physical Therapist	45	Instructional Assistant Opportunity Class	01
Equity Leader II	43	Special Education Instructional Assistant	01
Mental Health Specialist II	42	Instructional Assistant Adolescent Parent Program	01
Student Data Analyst	41	Instructional Assistant – Preschool	01
Behavior Specialist	38	<u>ADMINISTRATIVE SERIES</u>	
Community Schools Facilitator II	38	Administrative Assistant III	12
Mental Health Specialist I	38	Administrative Assistant (Comprehensive HS Middle School)	12
Registered Nurse	38	Administrative Assistant II	11
School Social Worker I	38	Administrative Assistant, Alternative Ed	11
Database Administrator	35	Administrative Assistant, Fiscal Services	11
Network Administrator	35	Administrative Assistant, Elementary School	10
Network Engineer	35	Administrative Assistant I	08
Applications Specialist – PowerSchool	33	<u>ACCOUNTING SERIES</u>	
Applications Specialist	33	Lead Financial Accountant	33
Theater Production Specialist II	32	Facilities Accountant	28
Systems Administrator	33	Financial Accountant	28
Community Schools Facilitator	29	Lead Budget Technician	25
Mental Health Specialist Associate	29	Payroll Accountant	18
School Social Worker Associate	29	Budget Technician	17
Data Administrator & CALPADS Specialist	28	Categorical Administrative Technician	14
Fiscal Data Analyst	28	Central ASB Technician	14
ETIS Support Specialist II	27	Adult Education Account Technician	13
Lead Printer II	27	Categorical Account Technician II	12
Certified Occupational Therapist Assistant (COTA)	26	Lead Account Clerk II	12
Equity Leader I	26	Facilities Account Technician	11
Facilities Planner	25	Categorical Account Technician I	10
Lead Buyer	25	Student Body Account Technician	09
Risk Management Specialist	24	Account Clerk II	08
Centralized Tech Support Specialist	24	Account Clerk I	06
Child Welfare & Attendance Specialist	24	<u>COORDINATORS</u>	
Classified Assistive Technology Specialist	24	Bilingual Special Project Coordinator-Spanish	15
Communications Specialist	24	Special Project Coordinator	15
Bilingual Community Safety Specialist	24	Parent Coordinator	01
ETIS Support Specialist I	24	<u>CLERICAL SERIES</u>	
Technology Equipment Repair Technician	24	Academic and Career Advisor – Adult Education	09
Workers' Compensation and Unemployment Analyst	23	Registrar (Comprehensive HS)	09
Benefits Analyst	22	Athletic Clerk	08
Personnel Analyst	22	College and Career Clerk	07
Speech Language Pathologist Assistant	22	Registrar (Alternative Education)	07
Theater Production Specialist	22	Middle School Registrar	07
Employee Benefits Specialist	17	Medi-Cal SMAA/LEA Clerk	05
Lead Printer	17	Clerk Typist III	04
Personnel Technician	17	Clerk Typist III, District Receptionist	04
Buyer	15	Personnel Clerk II	04
Due Process Technician	15	Health Assistant	04
Help Desk Technician	15	Elementary School Library Media Clerk	03
Help Desk Technician-Testing and Assessment	15	School Clerk, Elementary/Secondary	03
Licensed Vocational Nurse	15	Clerk Typist II / I	02
Education Services Student Liaison	15	<u>FOOD SERVICE SERIES</u>	
Special Education Applications Specialist	15	Food Service Office Technician	15
Instructional Materials Technician	13	Food Service Technician	14
Restorative Specialist	12	Food Service Clerk	11
Translator / Interpreter (Spanish)	12	Food Service Worker II	06
Attendance Technician	11	Food Service Worker I	03
Facilities Use Technician	11	<u>MAINTENANCE & OPERATIONS SERIES</u>	
Research Assistant II, Testing and Assessment	11	Carpenter/Hardware Technician	18
High School Library Media Assistant	10	Equipment Repair Technician	18
Purchasing Specialist	10	Fire Intrusion Detection Technician	18
Printer II	09	Grounds Maintenance Technician	18
Categorical Program Assistant	08	Head Custodian III	18
Middle School Library Media Assistant	08	Maintenance Electronics Technician/Electrician	18
Research Assistant I	07	Maintenance HVAC	18
Expanded Learning Team Associate	03	Maintenance Mechanic II	18
Preschool Associate Teacher	03	Maintenance Painter	18
Lead Campus Monitor	03	Plumber/Welder	18
Campus Monitor	01	Head Custodian Trainer	16
Expanded Learning Assistant	01	Maintenance Mechanic I	13
<u>INSTRUCTIONAL ASSISTANTS</u>		Warehouse Person/Maintenance Mechanic I	13
CTE Adult Education/Welding	25	Head Custodian II	12
Lead Behavior Support Assistant	09	Head Custodian I	10
Behavior Support Assistant – General Education	07	Building & Grounds Unlry Worker	08
Behavior Support Assistant – Severely Handicapped	07	Lead Night Custodian	08
Mental Health Instructional Assistant	07	Delivery Driver (IMC)	07
Transition Assistant II	07	Grounds Worker	07
Instructional Assistant Brailist	04	Custodian	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		

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