

MEMORANDUM OF UNDERSTANDING #30
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

VAPA Paraeducator New 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 VAPA Paraeducator new job description (Attachment A).

Rationale

In an effort to support our existing Visual and Performing Arts programs (VAPA), the VAPA Paraeducator can be a great help to our VAPA teachers primarily at the secondary level. Many VAPA classes are quite large and having another adult in the room can help with supporting our students. The VAPA Paraeducator would work in tandem with the credentialed teacher to support student learning and management of classroom materials and routines.

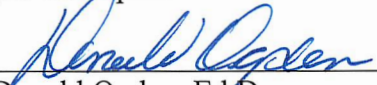
Salary Placement

The VAPA Paraeducator will be placed on Range 2 of the Classified Comprehensive Salary Schedule (Attachment B). The VAPA Paraeducator will be a nine and half (9.5) month position at six (6) hours per day.

Fiscal Impact

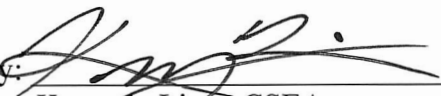
The cost to the general fund of one (1) VAPA Paraeducator at 9.5 months 6 hours is \$29,723.

The job description shall be effective upon ratification by the Board of this MOU.

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

By: 
Rob Corn,
President, Chapter 528

Date: 5-5-2025

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

Date: 5/5/25

Board Approved: 09/18/2025

CSEA Ratified: 08/27/2025

Folsom Cordova Unified School District

Position Classification: Classified

NEW – VERSION 1 – M.A. 04/10/2025VAPA PARAEDUCATORDEFINITION:

Under general supervision and direction of the site administrator, the VAPA Paraeducator assists the teacher in arts education instruction to students in a classroom or other learning environments; provides support in the planning and preparing of VAPA standard-based curriculum, appreciation and skills. Monitoring students within the classroom and other assigned areas; implementing lessons and assisting with group and individual student instruction; collaborating with the teacher in addressing instructional and classroom issues; and responding to student inquiries for help.

QUALIFICATIONS:

Any combination of education and/or experience that provides the required Knowledge, skills and abilities to perform the essential function of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

Experience:

- Experience working in an artistic discipline.
- Experience working with TK-12 students.
- Experience in presenting workshops and/or facilitating groups.

Education:

- Equivalent to the completion of the twelfth grade.
- Two (2) or more years' experience in an art discipline domain (i.e., dance, media arts, music, theatre, and/or visual arts): **preferred**.
- Successful completion of District Proficiency Test; ~~basic English language; basic academic skills (reading, math, spelling); games, arts and crafts and other activities suitable for children.~~

DISTINGUISHING CHARACTERISTICS:

Utilizing appropriate art media and technology, provides standards-based instruction to students enabling them to communicate ideas, images, symbols, and feelings in visual forms. Employs an array of media for expressions such as crayons, chalk, various types of paints, clay, tissue paper, yarn, etc. Employs techniques and provides opportunities for learners to recognize, identify, and utilize qualities for learners in visual work such as line, color, shape, intensity, texture, and contrast. Provides age-appropriate and standards-aligned dramatic reading and theater-like experiences that build on the listening and speaking standards set forth in the common core standards. In cooperation with classroom teachers and colleagues, provides opportunities for the development of dance group and individual and movement skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Duties may include, but are not limited to the following:

- Implements California VAPA standards-aligned lessons, provided by the VAPA Instructional Coach, for the purpose of improving students' VAPA appreciation and skills.
- ~~Supports~~**instructs** assigned students while under the supervision of the classroom teacher (e.g., dance, music, theater, visual & multi-media digital arts, etc.) for the purpose of improving students' VAPA appreciation and skills, and/or in preparation for showcasing and performance productions.
- Provide support in the planning/developing of arts education and disciplines addressed in VAPA curriculum (VAPA disciplines: dance, media arts, music, theatre, and/or visual arts.)
- Maintains supplies and equipment (e.g. musical instruments, scripts, art supplies, etc.) as assigned for the purpose of ensuring availability of required materials.

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NEW – VERSION 1 – M.A. 04/10/2025VAPA PARAEDUCATOR

- ~~May support certified classroom teachers in communicating with parents as needed about program-related matters and/or students' progress in the arts.~~
- Monitors students in a variety of educational environments (e.g., classroom, field trips, etc.) for the purpose of providing a safe and positive learning environment.
- Assist groups of students with visual and performing arts enrichment and recreational activities.
- Provide small groups and/or classroom art education instruction.
- ~~Reinforce instruction to individual or small groups of students and children.~~
- Share artistic expertise and techniques with teachers and students.
- Organize ~~and prepare~~ materials.
- Performs other related duties as assigned as they relate to this position for the purpose of ensuring the efficient and effective functioning of the program.

KNOWLEDGE OF:

- Board Policies/Administrative Regulations (e.g. 4219.24) pertaining appropriate Adult/Student interactions.
- Common Core Standards
- Art disciplines (i.e., dance, media arts, music, theatre, and/or visual arts).
- California Visual and Performing Arts Standards and application in a school setting.
- Positive Behavioral Intervention and Supports (PBIS)
- 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:

- Work effectively with a wide variety of personalities and situations with students, faculty, school, and district.
- Plan, prioritize, and organize work.
- Provide appropriate, effective, and motivating learning experiences for students from a wide range of socio-economic levels and cultural backgrounds.
- Establish and maintain cooperative and effective working relationships with others.
- Effectively communicate, both orally and in writing.
- 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.
- Work with a variety of classes during the school day and/or after-school expanded learning.
- 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.
- Perform clerical duties related to classroom activities.
- Maintain routine records.
- ~~Maintain consistent, punctual, and regular attendance.~~

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NEW – VERSION 1 – M.A. 04/10/2025VAPA PARAEDUCATORPHYSICAL 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.

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 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 classroom setting, theater, or performing arts center. Will come in direct contact with district staff and the public.

Pending Board Approval



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	33
Applications Specialist	33
Theater Production Specialist II	32
Systems Administrator	33
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	27
Certified Occupational Therapist Assistant (COTA)	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	07
Lead Campus Monitor	03
Campus Monitor	01
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 ~~Braillist~~	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
VAPA Paraeducator	02
Elementary Paraeducator, (TK) (K-5)	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 (IMC)	07
Grounds Worker	07

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; 10/17/2024; 02/13/2025; 03/20/2025; 04/10/2025; Pending Board Approval