

MEMORANDUM OF UNDERSTANDING #37
between
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER
CHAPTER No. 528 (CSEA)

Administrative Assistant IV New Job Description
May 21, 2025

This Memorandum of Understanding ("MOU") is agreed to between the Folsom Cordova Unified School District ("District") and the California School Employees Association, and its American River Chapter No. 528 (CSEA). Collectively, the District and CSEA will be referred to as "the Parties."

The Parties have negotiated all matters within the scope of representation and reached agreement on the Administrative Assistant IV job description (Attachment A).

Rationale

The District intends to add a fourth level within the department Administrative Assistant job series in an effort to create structured, fair and effective compensation and career progression. The Administrative Assistant IV performs a wider range of administrative tasks in support of an Assistant Superintendent and major district department.

Salary

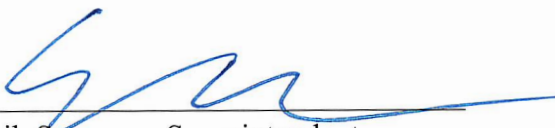
The Administrative Assistant IV position will be placed on Range 16 of the Classified Comprehensive Salary Schedule (Attachment B).

Fiscal Impact

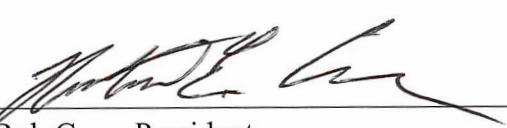
The cost associated with hiring an Administrative Assistant IV at Range 16 is \$113,104 to the General Fund.

The duties and responsibilities updated within this job description shall be effective July 1, 2025. This MOU will be effective upon ratification by the Board.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

By: 
Erik Swanson, Superintendent

FOR THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, CH. 528

By: 
Rob Corn, President

Date: 7/7/2025

By: 
Kennedy Lien, Labor Relations Representative

Date: 7/7/2025

Board Approved: 09/18/2025

CSEA Ratified: 08/27/2025

ADMINISTRATIVE ASSISTANT IV**DEFINITION:**

Under the direction of the Assistant Superintendent, coordinate and organize office activities to assure the smooth operations of a District Department; perform a wide variety of independent secretarial and high-level administrative assistant duties in support of the Assistant Superintendent, ensuring efficient operation of the District Department's goals and initiatives. This role involves managing schedules, coordinating the flow of communications between administrators, faculty, staff, students, parents, and the public, and handling correspondence.

QUALIFICATIONS:

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions 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:

- At least five (5) years in a responsible administrative assistant position.
- A minimum of three (3) years in a school or school district office setting is preferred.

Education:

- Equivalent to completion of twelfth grade.
- Possession of an Associates Degree or equivalent to completion of two (2) years of college preferred.
- Licenses and Certifications: Typing Certificate of forty (40) words per minute(wpm).

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant IV is the senior level administrative professional in the department administrative assistant series. The incumbent performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities. Performs duties with minimal direction, exercising a high degree of judgment, and discretion. Advancement to this role requires wide knowledge of the policies and operations of the office in which they work, as well as the school district programs and operations. Must be able to apply this knowledge in the performance of their assigned tasks and to relay this information to the public and staff members. Advancement opportunities may include roles in the Professional Confidential unit such as Administrative Secretary, Administrative Assistant to the Superintendent and Board, or Executive Assistant to the Superintendent.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendent or designee, incumbent will:

- Coordinate and organize office activities to assure the smooth operations of an assigned District Department
- Create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, presentations and Google Docs.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the Assistant Superintendent, and department staff of administrative and clerical detail.
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer

telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.

- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets.
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility.
- Prepare and maintain a variety of records related to assigned activities, establish and maintain filing systems; compile and duplicate related materials as needed.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Collaborates with other staff and may assist in orientation of new hires
- Operate a variety of office equipment and have a current knowledge of computers and programs such as Microsoft Office Suite (Word, Excel, Power Point) Google Drive, Adobe Pro.

SPECIALIZED DUTIES, CURRICULUM AND INSTRUCTION:

- Align department calendars with the timing, components, and phases of curriculum adoption, implementation, and evaluation processes, ensuring alignment to state standards, pacing guides, and instructional frameworks.
- Assist with the coordination of professional development for educators, including organizing training specific to instructional practice, managing presenter communication, handling workshop logistics, documenting clock hours, and maintaining accurate records of staff participation.
- Support school sites in instructional data use and compliance by handling instructional data submitted by school sites (e.g., assessment results, SPSA updates, WASC Data) and assisting in compliance with state and district accountability plans such as the LCAP.
- Support and track initiatives related to Professional Learning Communities, Multi-Tiered Systems of Support (MTSS), Response to Intervention (RTI), and intervention programs.
- Assists in ensuring compliance during District and Federal audits related to curriculum and instruction.
- Collaborate with the Instructional Media Center (IMC), to coordinate and maintain the yearly Williams Act Compliance Audit for all impacted school sites.
- Prepares, maintains, and administers student registration forms, mandated materials, timelines, online registration, and ePrintShop registration orders for regular school year and summer school.
- Prepares and maintains Parent's Rights and Responsibilities and Student Conduct Code handbooks.
- Monitors financial records for curriculum and instruction and related departments.
- Tracks and maintain records of Field Trips provided throughout the school year
- Coordinate and manage student council and club stipends.
- Monitor the accuracy and compliance of site bell schedules, including back to school, open house, minimum day, and super minimum day schedules.
- Assists with intersession programs, summer programs, and extended learning programs.

KNOWLEDGE:

- District Board Policies and Administrative Regulations
- Title IX compliance requirements
- Functions and operations of an administrative office
- District organization, operations, policies and procedures
- Correct English usage, grammar, spelling, punctuation and vocabulary

- Oral and written communication skills
- Applicable laws, codes, rules, and regulations
- Financial and statistical record-keeping techniques
- Research methods, data collection and analysis, report writing
- Operation of a computer and assigned software
- Interpersonal skills using tact, patience, and courtesy

ABILITIES AND SKILLS:

- Acts independently and processes administrative details not requiring attention of the administrator.
- Composes correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.
- Initiates and prepares documents, forms, communications, agenda items, reports, spreadsheets and other documents utilizing software programs.
- Establishes priorities, plans and schedules work, special assignments and projects for the assigned administrator.
- Serves as liaison between administrator, district personnel, and the community.
- Provides technical, clerical, and logistical support to personnel engaged in department activities.
- Facilitates/attends the activities of various committees for and/or with the administrator.
- Initiates and answers telephone calls, makes appointments, and interviews callers and furnishes desired information or assistance.
- Develops, monitors, and maintains department budget/fiscal records and reports.
- Understands and resolves issues, complaints or problems.
- Responds to formal complaints within the required timeline.
- Prioritizes and organizes work.

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.



FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT CLASSIFIED COMPREHENSIVE EMPLOYEE SALARY SCHEDULE KEY 2025-2026

Attachment B

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
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	03
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 <u>Brailist</u>	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-5)	01
Instructional Assistant Opportunity Class	01
Special Education Instructional Assistant	01
Instructional Assistant Adolescent Parent Program	01
Instructional Assistant – Preschool	01

ADMINISTRATIVE SERIES

<u>Administrative Assistant IV</u>	<u>16</u>
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 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

Maintenance Mechanic III- Lead	24
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
Custodian	04

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; 04/10/2025
Pending Board Approval 09/18/2025