

MEMORANDUM OF UNDERSTANDING #33
between the
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS AMERICAN RIVER CHAPTER No. 528 (CSEA)

Elementary Paraeducator TK/K-5 Updated 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, 2025.

The parties have negotiated all matters within the scope of representation and reached agreement on the Elementary Paraeducator TK/K-5 updated job descriptions (Attachment A/B).

Rationale

California law requires schools accept all eligible students regardless of potty training status. Therefore, as our TK/K programs expand, the need to assist students with lavatory use, positioning, hygiene and grooming activities has increased. Elementary Paraeducators (TK/K-5) will provide assistance to non-potty trained students in accordance with district provided training(s) and established district guidelines and policies for support.

Salary

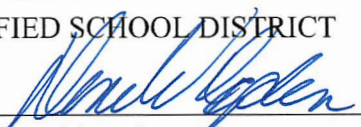
The Elementary Paraeducators are currently placed on Range 1 of the Classified Comprehensive Salary Schedule. Due to the added duties assisting with lavatory use, hygiene and grooming, the Elementary Paraeducators will be placed at Range 2 of the Classified Comprehensive Salary Schedule (Attachment C).

Fiscal Impact

The cost associated to rebench the Elementary Paraeducators from Range 1 to Range 2 is \$44,123.

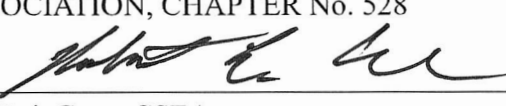
The duties and responsibilities updated in these job descriptions shall be effective July 1, 2025. This Memorandum of Understanding will be effective upon ratification by the Board.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

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

Date: 5-15-2025

FOR THE CALIFORNIA SCHOOL EMPLOYEES
ASSOCIATION, CHAPTER No. 528

By: 
Rob Corn, CSEA
President, Chapter 528

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

Date: 5/14/25

Board Approved: 09/18/2025

CSEA Ratified: 08/27/2025

UPDATED 04/11/2025 VERSION 1
ELEMENTARY PARAEDUCATOR (GRADE TK)

REVIEW DATES
Cabinet Approved:
CSEA Approved:
Board Approved:

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.
- Will occasionally assist students with lavatory use, positioning, hygiene and grooming activities upon receiving appropriate training in accordance with AR 4119.24.
- 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.

UPDATED 04/11/2025 VERSION 1
ELEMENTARY PARAEDUCATOR (GRADE TK)

REVIEW DATES
Cabinet Approved:
CSEA Approved:
Board Approved:

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

Board Approved 03/09/2023; Pending Board Approval

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UPDATED 04/11/2025 VERSION 1
ELEMENTARY PARAEDUCATOR (GRADE TK)

REVIEW DATES
Cabinet Approved:
CSEA Approved:
Board Approved:

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.

Updated 04/11/2025 VERSION 1
ELEMENTARY PARAEDUCATOR (GRADES K-5)

REVIEW DATES
Cabinet Approved:
CSEA Approved:
Board Approved:

DEFINITION:

Under the direction of an assigned site supervisor and general guidance of the classroom teachers, the Elementary Paraeducator (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.
- Will occasionally assist students with lavatory use, positioning, hygiene and grooming activities upon receiving appropriate training in accordance with AR 4119.24.
- 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.

Updated 04/11/2025 VERSION 1
ELEMENTARY PARAEDUCATOR (GRADES K-5)

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.
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- 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.
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- Learn, explain, and apply applicable rules, regulations, policies, and procedures.
- Organize instructional materials.
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- Maintain a clean, safe, and orderly classroom learning environment.
- Perform clerical duties related to classroom activities.
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- Maintain routine records.
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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.

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Updated 04/11/2025 VERSION 1

ELEMENTARY PARAEDUCATOR (GRADES K-5)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.
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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	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 Brailist	04
Para Educator Mod/Severe	04
Transition Assistant I	04
Computer Instructional Assistant	03
Elementary Intervention Program Assistant, (K-3) (4-6)	03

Pending Board Approval

Instructional Assistant-Related Services	03
Instructional Signing Assistant DOH	03
Bilingual/ESL Instructional Assistant	02
Elementary Paraeducator, (TK) (K-5)	04-02
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
Custodian	04