TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

In recognition of the desire to address needs within Tracy Unified School District programs and needs related to provision of services to students, the California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA"), and the Tracy Unified School District (hereafter "DISTRICT") do hereby agree to the following new and/or revised job descriptions as noted below and attached to this document.

Newly Developed Job Descriptions
Para Educator I/ Hygiene Assistance
Special Education Para – Community Based Education Program
Special Education Para – Community Education Driver
Roving Para Educator II
Para Educator III
Bilingual Preschool Para Educator I

Revised Job Descriptions
Para Educator for Therapeutic Behavior
Special Education Para Educator I
Individual Education Plan (I.E.P.) Para Educator I
Preschool Instructor
Bilingual (Spanish) Preschool Site Supervisor
Para Educator II

Agreed to this 10th day of September, 2025.

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Para Educator/ Hygiene Assistance job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Para Educator/Hygiene Assistance

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY:
Under the supervision of site and/or District administration and general direction of the classroom instructor, to serve as an assistant to teachers by aiding in the supervision and training of students and assisting in the preparation and assembling of teaching materials.

ESSENTIAL FUNCTIONS:

1. Assists teachers in the conducting of lessons and a variety of classroom activities
2. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction
3. Assists in maintaining order among students in the classroom to maintain an effective learning environment
4. Appraises teacher of behavioral and learning problems experienced by the students
5. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
6. Prepares for, assists with, and cleans up after various classroom projects
7. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities
8. Assists in the preparation of graphic and written teaching materials
9. Grades papers, operates duplicating equipment, and keeps records as directed by the teacher
10. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
11. Assists in maintaining inventory of books, teaching aids and other supplies
12. May perform a variety of tasks for many teachers
13. Orders and distributes supplies as instructed
14. May assist with programs, equipment, and materials to meet the needs of exceptional students,

15. Helps individual students with specific problems.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:
Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:
1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:
1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. See and read a computer screen and printed matter with or without vision aids.
4. Speak, hear, and understand at normal levels with or without hearing aids.
5. Reach above shoulder level for brief periods of time.
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs.
8. Run short distances.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

SALARY: Classified range 30

This is a ten month position

Board Approved:

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Special Education Para – Community Based Education Program job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Special Education Para – Community Based Education Program

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY:
Under the supervision of the Director of Special education or designee and the direction of the special education classroom instructor, the Special Education Para – Community Based Education Program serves as an assistant to teachers by aiding in the supervision and training of special education students in a variety of site and community-based instructional environments.

ESSENTIAL FUNCTIONS:

1. Assists special education teachers in the conducting of lessons and a variety of classroom activities.
2. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
3. May serve as student supervision at community-based experiences.
4. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
5. Serves as liaison between teaching and community-based partner staff.
6. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
7. Appraises teacher of behavioral and learning problems experienced by the students.
8. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
9. Prepares for, assists with, and cleans up after various classroom projects.
10. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities.
11. Assists in the preparation of graphic and written teaching materials.
12. Grades papers, operates duplicating equipment, collects data for analysis and utilization by other Special Education department members, and keeps records as directed by the teacher.

13. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
14. Assists in maintaining inventory of books, teaching aids and other supplies.
15. Orders and distributes supplies as instructed.
16. May assist with programs, equipment, and materials to meet the needs of exceptional students.
17. Helps individual students with specific problems.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs. at waist height for short distances.
8. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. As required, must wear protective devices provided by the District.

SALARY: Classified Range 31

Board Approved:

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Special Education Para – Community Based Education Program job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Special Education Para – Community Education Driver

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY:
Under the supervision of the Director of Special Education or designee and the direction of the special education classroom instructor, the Special Education Para – Community Education Driver serves as an assistant to teachers by aiding in the supervision and training of special education students in a variety of site and community-based instructional environments. Transportation of students in District vehicles is a required component of this position.

ESSENTIAL FUNCTIONS:

1. Assists special education teachers in the conducting of lessons and a variety of classroom activities.
2. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
3. May serve as student supervision at community based experiences.
4. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
5. Transports students to community-based education experiences using District vehicles.
6. Serves as liaison between teaching and community-based partner staff.
7. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
8. Appraises teacher of behavioral and learning problems experienced by the students.
9. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
10. Prepares for, assists with, and cleans up after various classroom projects.
11. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities.
12. Assists in the preparation of graphic and written teaching materials.
13. Grades papers, operates duplicating equipment, collects data for analysis and utilization by other Special Education department members, and keeps records as directed by the teacher.

14. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
15. Assists in maintaining inventory of books, teaching aids and other supplies.
16. Orders and distributes supplies as instructed.
17. May assist with programs, equipment, and materials to meet the needs of exceptional students.
18. Helps individual students with specific problems.
19. Maintains regular and prompt attendance in the workplace.
20. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test. Valid California Driver license required. Must Meet District auto insurance requirements. Must complete required driver training program. This position is subject to DMV pull notice.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.
8. Must pass physical exam and drug test.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs. at waist height for short distances.
8. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. As required, must wear protective devices provided by the

District. May be exposed to dust, fumes, gases and smoke. Must wear closed toe shoes. Employees will be exposed to vibrations.

SALARY: Classified Range 37

Work year: 10 Months

Board Approved:

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Roving Para Educator II job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Roving Para Educator II

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY:
Under general supervision of site and/or District administration, provide support for paraeducator services at TUSD sites. Serve as an assistant to teachers by aiding in the supervision and training of students in a variety of educational settings, and assisting in the preparation and assembling of teaching materials. This position may serve at multiple sites throughout the District, which may include use of personal vehicle.

ESSENTIAL FUNCTIONS:

1. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
2. May possess expertise or knowledge which permits exercise of personal initiative.
3. Assists teachers with the supervision and training of students in a unique instructional environment such as a demonstration center.
4. Performs liaison duties for staff, parents, and students.
5. Prepares instructional materials.
6. Assists with various class projects.
7. Assists teachers in running educational programs.
8. Prepares graphic and written teaching materials.
9. Operates audiovisual equipment, duplicating and mimeographing equipment.
10. Grades papers and tests.
11. Maintains records and designated files.
12. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
13. Prepares a wide variety of materials including correspondence, memos, reports and notices which may require data entry.

14. Orders and distributes supplies.
15. Helps individual students with specific problems.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline desired; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children. Must pass the District proficiency test. Valid California driver's license required. Must meet District auto insurance requirements. This position is subject to DMV pull notice.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment, (those with clerical assignments may be required to type at a speed of 45 words per minute from clear copy)
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs.
8. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

SALARY: Classified range 34

This is a ten month position

Board Approved:

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Para Educator III job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Para Educator III

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY: Under general supervision of site and/or District administration, provide support and training for other paraeducator classifications. Serve as an assistant to teachers by aiding in the supervision and training of students in a variety of educational settings, and assisting in the preparation and assembling of teaching materials. This position may serve at multiple sites throughout the District, which may include use of personal vehicle.

ESSENTIAL FUNCTIONS:

1. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
2. May possess expertise or knowledge which permits exercise of personal initiative.
3. Assists teachers with the supervision and training of students in a variety of instructional environments.
4. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
5. Appraises teacher of behavioral and learning problems experienced by the students.
6. Prepares and utilizes instructional materials such as graphic and written materials, workbooks, flash cards, and multiplication tables.
7. Performs liaison duties for staff, parents, and students.
8. Assists teachers with various class projects and educational programs.
9. Assists teachers in running educational programs.
10. Operates audiovisual equipment and duplicating equipment.
11. Grades papers and tests.
12. Maintains records and designated files.
13. Prepares a wide variety of materials including correspondence, memos, reports and notices which may require data entry.
14. Orders and distributes supplies.

15. May train assigned paraeducator personnel.
16. Helps individual students with specific problems.
17. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline desired; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children. Must pass the District proficiency test. Valid California driver's license required. Must meet District auto insurance requirements. This position is subject to DMV pull notice.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment, (those with clerical assignments may be required to type at a speed of 45 words per minute from clear copy)
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. See and read a computer screen and printed matter with or without vision aids
5. Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs.
8. Run short distances.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

SALARY: Classified range 37

This is a ten (10) month position.

Board Approved:

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Bilingual Para Educator I job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Bilingual Preschool Para Educator I

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY: Under the supervision of site and/or District administration, and the general direction of the classroom instructor to serve as an assistant to teachers by aiding in the supervision and training of preschool students and assisting in the preparation and assembling of teaching materials.

ESSENTIAL FUNCTIONS:

1. Assists teachers in the conducting of lessons and a variety of classroom activities.
2. Works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
3. Assists in maintaining order among and supervising students in the classroom to maintain an effective learning environment.
4. Appraises teacher of behavioral and learning problems experienced by the students.
5. Works with instructional materials such as workbooks and flash cards.
6. Prepares for, assists with and cleans up after various classroom projects.
7. Assists teachers in the supervision of students on the playground, in the library or in other special activities.
8. Assists in the preparation of graphic and written teaching materials.
9. Grades papers, operates duplicating equipment, and keeps records as directed by the teacher.
10. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
11. Assists in maintaining inventory of books, teaching aids and other supplies.
12. May perform a variety of tasks for preschool teachers.
13. Distributes supplies as instructed.
14. May assist with programs, equipment, and materials to meet the needs of exceptional students.
15. Helps individual students with specific problems.
16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:
Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High School Graduate
- American Red Cross Certification Required: Maintenance of certifications provided by District as needed, no cost to employee
  - Infant and Child CPR (yearly)
  - Child Care Health and Safety (one time only)
  - California Child Care CPR and First Aid (every 3 years)
- 12 Semester Units in ECE/CD Preferred
- Permits and/or credentials as required by law

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Ability to assist with supervising the learning activities in a school district setting
4. Ability to work independently on own initiative
5. Ability to operate standard office and instructional equipment
6. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. Speak, hear, and understand at normal levels with or without hearing aids.
5. Push/pull up to 40 lbs.
6. Lift and carry up to 40 lbs at waist height for short distances.
7. Run short distances.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various weather conditions during the course of the required work schedule. As required, employees must wear protective devices, provided by the district.

DAYS OF SERVICE: 10 Month Position
SALARY: Classified range 30
BOARD APPROVED: Adopted

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Para Educator for Therapeutic Behavior job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Para Educator for Therapeutic Behavior

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY: Under the general supervision of the special education administrator, curriculum/behavior specialist, and/or mental health coordinator provides assistance to students with behavior and social/emotional needs based on individual student's programs. The Para Educator for Therapeutic Behavior additionally provides District wide coaching and training as directed and developed by the Mental Health Coordinator and/or Behavior Intervention Specialist to other Para Educators in the Special Education Department. This is a ten month ~~position which may require up to ten additional work days~~.

ESSENTIAL FUNCTIONS:

1. Regularly performs tasks requiring the application of unique skills with minimal teacher supervision.
2. May possess expertise or knowledge which permits exercise of personal initiative.
3. Assists teachers with the supervision and training of students at school campus environments and other unique environments such as the school bus.
4. Performs liaison duties for staff, parents, and students including enhancing mental health support services.
5. Prepares instructional materials as they relate to behavior or the provision of mental health therapy.
6. Assists individual students with mental health and / or behavioral needs.
7. Assists supervisors in the implementation of educational and social/emotional/behavioral programs.
8. Prepares graphic and written teaching and intervention materials.
9. Operates various technological devices including tablets, copy machines, computers, printers, assistive technology equipment, and augmented communication devices or other technology.

10. Enters, analyzes, synthesizes, and creates graphic representations of data with specific programs.
11. Analyzes data to identify behavioral concerns and to suggest appropriate intervention strategies.
12. Maintains records and designated files.
13. Prepares a wide variety of materials including correspondence, memos, reports and notices which may require data entry and consultation with staff.
14. Orders and distributes supplies.
15. Provides support and instruction to classified Special Education staff regarding the behavioral or emotional needs of students including, but not limited to, data collection, coaching, modeling, direct instruction and behavior intervention strategies as developed and directed by the Mental Health Coordinator and/or the Behavior Specialist.
16. Intervenes and responds to students in behavioral crisis.
17. Attends required trainings to build skills related to students' social/emotional/behavioral needs.
18. Maintains regular and prompt attendance in the workplace.
19. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline desired; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children, preferably in a school environment. Must hold valid CPR and First Aid certifications, and pass the District proficiency test. **Maintenance of CPR and First Aid Certifications will be provided by the district, at no cost to the employee.**

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary.
2. Knowledge of school schedules, routines, and procedures for general and special education programs.
3. Additional qualifications may be required dependent upon specific student needs and program requirements (e.g., bilingual, sign language for the deaf, or specialization in a prescribed educational program); training and experience in preventing, managing, and responding to students in crisis
4. Ability to assist with supervising the learning activities in a school district setting.
5. Ability to work independently on own initiative.
6. Ability to operate standard office and instructional equipment (those with clerical assignments may be required to type at a speed of 45 words per minute from clear copy).
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

8. Knowledge of positive behavior support planning and implementation of effective strategies for addressing student behavior.
9. Knowledge and experience in working with students with autism-spectrum disorder and emotional disturbance.
10. Experience with data collection for behavioral and emotional issues.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

1. Sit for extended periods of time.
2. Enter data/information into a computer terminal/typewriter, operate standard office equipment for extended periods of time, and use a telephone.
3. **See and read a computer screen and printed matter with or without vision aids.**
4. **Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.**
5. Squat, stoop and/or bend over.
6. Reach overhead, grasp, push/pull up to 75 pounds for short distances.
7. Lift and/or carry up to 75 pounds at shoulder height for short distances.
8. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various weather conditions during the course of the daily work schedule. Employees in this position will be required to travel to District school sites and come in direct contact with district/school staff, students, parents and the public.

SALARY: Classified Range ~~31~~ **32**

Board Approved: 1/14/14
Revised: 9/13/22

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Special Education Para Educator I job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Special Education Para Educator I

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY:
Under the **supervision of the Director of Special Education or designee and the** direction of the special education classroom instructor, the Special Education Para Educator I serves as an assistant to teachers by aiding in the supervision and training of special education students.

ESSENTIAL FUNCTIONS:

1. Assists special education teachers in the conducting of lessons and a variety of classroom activities.
2. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
3. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
4. Appraises teacher of behavioral and learning problems experienced by the students.
5. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
6. Prepares for, assists with, and cleans up after various classroom projects.
7. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities.
8. Assists in the preparation of graphic and written teaching materials.
9. Grades papers, operates duplicating equipment, collects data for analysis and utilization by other Special Education department members, and keeps records as directed by the teacher.
10. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
11. Assists in maintaining inventory of books, teaching aids and other supplies.
12. Orders and distributes supplies as instructed.
13. May assist with programs, equipment, and materials to meet the needs of exceptional students.
14. Helps individual students with specific problems.
15. Maintains regular and prompt attendance in the workplace.
16. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:
Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment.
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:
Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. **See and read a computer screen and printed matter with or without vision aids.**
5. **Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.**
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs. at waist height for short distances.
8. Run short distances.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. As required, must wear protective devices~~, i.e., back brace,~~ provided by the District.

SALARY: Classified Range ~~27~~ **30**

Board Approved: TUSD 9/10/02
Revised: TUSD 9/13/22

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Individual Education Plan Para Educator I job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Individual Education Plan (I.E.P.) Para Educator I

DEPARTMENT/DIVISION: Special Education

POSITION SUMMARY: Under the supervision of **site and/or District administration, and the general direction of** the classroom instructor and Inclusion Specialist or other service provider specified in a student's I.E.P., to serve as an assistant to teachers by aiding in the supervision and training of student(s). I.E.P. Para Educator's specific assignments and duties are specified by a special education I.E.P. and may fluctuate as determined by a student's I.E.P. team.

ESSENTIAL FUNCTIONS:

1. Assists individual student or students as specified in a special education I.E.P.
2. May assist a special needs student who is integrated full or part time in a general education class.
3. Assists special education or general education teachers in the conducting of lessons and a variety of classroom activities.
4. Tutors students and works with student groups in a supportive, nurturing, respectful and helpful manner under teacher direction.
5. Assists in maintaining order among students in the classroom to maintain an effective learning environment.
6. Appraises teacher of behavioral and learning problems experienced by the students.
7. Works with instructional materials such as workbooks, flash cards, and multiplication tables.
8. Prepares for, assists with, and cleans up after various classroom projects.
9. Assists teachers in the physical education programs, student store, and in supervision of students in the library or in other special activities.
10. Assists in the preparation of graphic and written teaching materials.
11. Grades papers, operates duplicating equipment, and keeps records as directed by the teacher.

12. Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.
13. Assists in maintaining inventory of books, teaching aids and other supplies.
14. Orders and distributes supplies as instructed.
15. May assist with programs, equipment, and materials to meet the needs of exceptional students,
16. Helps individual students with specific problems.
17. Maintains regular and prompt attendance in the workplace.
18. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:

Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. One year of experience in the care and supervision of children required. High school diploma or equivalent required. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:

1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. **See and read a computer screen and printed matter with or without vision aids.**
5. **Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.**
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs. at waist height for short distances.
8. Run short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule. As required, must wear protective devices~~, i.e., back brace,~~ provided by the District.

SALARY: Classified range ~~24~~ **30**

Approved: TUSD 9/10/02

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the Preschool Instructor job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Preschool Instructor

DEPARTMENT: Educational Services

POSITION SUMMARY:
A Preschool Instructor, **under the supervision of the site and/or District administration,** is responsible for the general supervision, instruction, and management of a group of preschool students in a classroom setting and assists in other duties related to the operation of the program as assigned. In addition, this position provides direction for Instructional Assistants ~~and Volunteers~~.

ESSENTIAL FUNCTIONS:

1. Develops lesson plans and uses available instructional materials in order to adapt the curriculum to meet the needs of the students.
2. Provides learning experiences appropriate to the developmental needs of the children.
3. Provides a safe, stable, environment conducive to the development of the children's concept of self and positive attitudes toward learning.
4. Includes children and the display of children's work in the creation of a functional and attractive environment for learning.
5. Maintains professional competence through participation in in-service education activities provided by the district and/or self selected professional growth activities.
6. Accurately completes and submits in a timely manner forms, records, and reports required for the efficient/effective operation of the program.
7. Coordinates and directs the work of instructional assistants, paraprofessionals, parents, and other volunteers.
8. Plans and supervises developmentally appropriate activity programs and field trips.
9. Assesses each child's social, emotional, physical, and intellectual level and designs a plan of instruction based on identified developmental needs.

10. Develops classroom management strategies that provide for on-going positive reinforcement of appropriate behavior, as well as consistent rules and non-punitive consequences for unacceptable behavior.
11. **Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.**
12. Regularly demonstrates basic knowledge regarding the health and safety of students, including the utilization of appropriate first aid procedures as needed.
13. Plans and supervises a relaxing, pleasant snack-time setting with children, providing a stimulus for comfortable conversation, and a model for appropriate table manners.
14. Refers families to appropriate community agencies for health, nutrition, social services, mental health and child development concerns.
15. Makes home visits as appropriate.
16. Works cooperatively with administrators and other personnel in planning and implementing the educational program.
17. Exercises supervision and care over all furniture, books, supplies, and equipment entrusted to his/her care.
18. Participates in staff meetings and on-going program evaluation based on state and district requirements.
19. Plans and provides parent education information/activities as appropriate.
20. Maintains confidentiality regarding information concerning children and families.
21. Completes other related duties as assigned.

MINIMUM QUALIFICATIONS:

- 18 years of age or older
- High School Graduate
- American Red Cross Certification Required – **Maintenance of certifications provided by the district with no cost to employee**
    - Infant and Child CPR (yearly)
    - Child Care Health and Safety (one time only)
    - California Child Care CPR and First Aid (every 3 years)
- 24 Semester Units in ECE/CD
- Permits and/or credentials as required by law

SKILLS AND QUALIFICATIONS:

1. Knowledge of CDE State Prekindergarten Learning and Development Guidelines, early childhood education theory, developmentally appropriate practices, literacy developments.
2. Knowledge of the basic aspects of the physical/emotional care of children.
3. Knowledge of correct English usage and grammar and ability to read, write, and speak at a level sufficient for successful job performance.
4. Knowledge of effective record keeping practices and procedures with the ability to establish and maintain accurate records and files.

5. Knowledge of indoor and outdoor recreation and educational activities suitable for preschool children.
6. Ability to understand the needs of preschool children and to effectively relate to these needs in the classroom.
7. Ability to understand and follow both oral and written instructions.
8. Ability to effectively supervise and care for a group of children in varying activities at various degrees of development.
9. Ability to analyze situations accurately and adopt an effective course of action.
10. Ability to meet the physical requirements necessary to safely and effectively perform the required duties.
11. Ability to establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties.
12. Ability to learn and carry out the appropriate procedures as designated by the state and district when child abuse is suspected.
13. Ability to maintain confidentiality of individual records and sensitive information.

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data into a computer terminal/typewriter and operate standard office equipment.
4. **See and read a computer screen and printed matter with or without vision aids.**
5. **Speak, hear, and understand at normal levels and on the telephone with or without hearing aids.**
6. Bend, squat, stoop and/or climb.
7. Work on computers for extended periods of time.
8. Reach overhead, grasp, push/pull up to 40 pounds for short distances.
9. Lift and/or carry up to 40 pounds at waist height for short distances.

WORK ENVIRONMNET:

Employees in this position will be required to work indoors in a standard office and/or classroom or other preschool environments and come in direct contact with district staff, both public and private pre-school staff, students, and parents.

DAYS OF SERVICE: 183

SALARY: Classified Range ~~30~~ 36

BOARD APPROVED: Adopted 9/12/2006

Signed this 10th day of September, 2025.

Tammy Jalique
Associate Superintendent for Human Resources

Michael Caulfield
President, CSEA Chapter 98

Debra Ladwig
Labor Representative, CSEA

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "TUSD") and the Tracy Unified School District (hereafter "CSEA") have reached an agreement on the Bilingual (Spanish) Preschool Site Supervisor
job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Bilingual (Spanish) Preschool Site Supervisor

DEPARTMENT: Educational Services

POSITION SUMMARY:
A Bilingual (Spanish) Preschool Site Supervisor is responsible for the supervision, instruction and management of a District Preschool center. The Bilingual (Spanish) Preschool Site Supervisor oversees the daily tasks at the center, provides instruction, and gives direction to the staff working in the center along with assisting in other duties related to the operation of the center as assigned. Under the supervision of the Program Administrator, the Bilingual (Spanish) Preschool Site Supervisor is responsible for the day-to-day management of a District preschool center. The Bilingual (Spanish) Preschool Site Supervisor is required to maintain student records and files; provide direction and guidance to other early childhood education personnel; and provide an integrated developmentally appropriate early childhood curriculum based on current standards for preschool.

ESSENTIAL FUNCTIONS:
1. Provides instruction and oversees the day-to-day operations of a District preschool center under the direction of the Program Administrator.
2. Ensures the facility conforms to licensing requirements and regulations including the reporting of suspected child abuse or neglect and health and safety policies for children and staff.
3. Plans, provides, monitors and models effective instruction for students that are developmentally appropriate and builds cognitive, oral language, physical, emotional, and social skills while fostering independence. Oversees development and implementation of lesson plans.
4. Conducts, monitors, and reviews required assessments on a regular basis to ensure the developmental needs of each student are being met.
5. Inspects center facility, makes necessary changes and requests maintenance to keep all aspects of classroom and play yard in safe condition and in good working order.

6. Conducts regularly scheduled fire drills which will prepare students and personnel to evacuate children from the center quickly and safely.
7. Prepares staff to deal with emergencies by establishing procedures and training staff.
8. Sets up and directs staff on procedures for daily health checks, control of communicable diseases and head lice. Maintains current emergency information for each child.
9. **Attends to students' physical needs in the classroom, which may include lifting, assistance with hygiene or toileting.**
10. Responsible for maintaining current required information, including confidential student files for each child.
11. Establishes relationships with parents and encourages and supports parent involvement through workshops, meetings, parent conferences, and other events.
12. Maintains regular and prompt attendance in the workplace.
13. Performs other related duties as assigned.
14. Must have the ability to communicate in English and Spanish at a level suitable for the position, in both oral and written forms.

SKILLS AND QUALIFICATIONS:

1. Communicates appropriate information to and seeks assistance from Program Administrator.
2. Maintains a developmentally appropriate learning environment which promotes the cognitive, physical, emotional and social development of each child.
3. Recognizes and supports the role of the parents as the primary educator and caregiver of their child.
4. Maintains awareness of and contact with community members and relevant community agencies.
5. Oversees facility maintenance in relationship to the preschool center.
6. Recognizes early signs of illness and/or developmental delays in children and the need for professional assistance.
7. Assists Program Administrator in planning staff schedules to allow for breaks and meal periods.
8. Ensures that all appropriate requirements and needs are met in food preparation, storage and menu planning.
9. Attends local or out of town meetings as requested by Program Administrator.
10. Plans and participates in individual training and professional growth as required to maintain a valid permit.
11. Refers families with health, nutrition, social services, mental health and developmental concerns to local resources, coordinating staff, or Program Administrator.
12. Upholds confidentiality in all program related matters.
13. Serves as Program Administrator's designee.
14. Performs the same duties as other preschool center employees when necessary.

EDUCATION AND EXPERIENCE:

1. Must have and maintain eligibility for a Site Supervisor (or qualifying) Permit in accordance with current criteria established by the California State Department of Education.

2. Must have an AA (or 60 units) with 24 ECE/CD units, teacher permit plus 6 units Administration and 2 units adult supervision or BA or higher with 12 units of ECE/CD, plus 3 units supervised field experience in ECE/CD setting.
3. Must possess or be willing to obtain within 30 days of employment a current Infant/Child first aid and Infant/Child CPR certificate. **District to pay for renewal as needed.**
4. Must provide documentation of 15 hours of Health and Safety training as prescribed by Community Care Licensing. **District to pay for renewal as needed.**

PHYSICAL REQUIREMENTS:

Employees in this position must be/have the ability to:

1. Sit for extended periods of time.
2. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
3. Enter data into a computer terminal/typewriter and operate standard office equipment.
4. See and read a computer screen and printed matter with or without vision aids.
5. Speak, hear, and understand at normal levels and on the telephone with or without hearing aids.
6. Bend, squat, stoop and/or climb.
7. Work on computers for extended periods of time.
8. Reach overhead, grasp, push/pull up to 40 pounds for short distances.
9. Lift and/or carry up to 40 pounds at waist height for short distances.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in a standard preschool classroom environment and come in direct contact with district staff, both public and private pre-school staff, students and parents.

DAYS OF SERVICE: ~~181~~ **10 Month +5 Day**

SALARY: Classified Range ~~36~~ **42**

BOARD APPROVED: Adopted 9/12/06

REVISED: 5/14/2013

Agreed upon this 10th day of September, 2025

Tammy Jalique, Associate Superintendent of Human Resources

Michael Caulfield, CSEA Tracy Chapter #098 President

Debra Ladwig, CSEA Labor Relations Representative

TENTATIVE AGREEMENT
BETWEEN
TRACY UNIFIED SCHOOL DISTRICT
AND
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS TRACY CHAPTER #098

The California School Employees Association and its Tracy Chapter #098 (hereafter "CSEA") and the Tracy Unified School District (hereafter "TUSD") have reached an agreement on the revisions to the Para Educator II job description.

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSTION TITLE: Para Educator II

DEPARTMENT/DIVISION: Educational Services

POSITION SUMMARY:
Under general supervision of the **site or district administration or designee; and under general direction of the** classroom instructor to serve as an assistant to teachers by aiding in the supervision and training of students and assisting in the preparation and assembling of teaching materials.

ESSENTIAL FUNCTIONS:

1. Regularly performs tasks requiring the exercise of unique skills with minimal teacher supervision.
2. May possess expertise or knowledge which permits exercise of personal initiative.
3. Assists teachers with the supervision and training of students in a unique instructional environment such as a demonstration center.
4. Performs liaison duties for staff, parents, and students.
5. Prepares instructional materials.
6. Assists with various class projects.
7. Assists teachers in running educational programs.
8. Prepares graphic and written teaching materials.
9. Operates audiovisual equipment, duplicating and mimeographing equipment.
10. Grades papers and tests.
11. Maintains records and designated files.
12. Prepares a wide variety of materials including correspondence, memos, reports and notices which may require data entry.
13. Orders and distributes supplies.
~~14. May supervise and help evaluate assigned personnel.~~
15. Helps individual students with specific problems.

16. Maintains regular and prompt attendance in the workplace.
17. Performs other related duties as assigned.

EDUCATION AND EXPERIENCE:
Ability to carry out oral and written directions, read, write, and speak at a level sufficient to fulfill the duties to be performed. High school diploma or equivalent required. Completion of the fourteenth grade with an A.A. degree from an accredited community college, equivalent certificate, or equivalent experience in an appropriate discipline desired; expertise in specific program requirements may serve in lieu of education requirement; two years experience in the care and supervision of children. Must pass the District proficiency test.

SKILLS AND QUALIFICATIONS:
1. Knowledge of English usage, grammar, spelling, punctuation, and vocabulary
2. Knowledge of student's recreational activities
3. Additional qualifications will be required dependent upon program requirements (e.g., bilingual, sign language for the deaf or specialist in a prescribed educational program)
4. Ability to assist with supervising the learning activities in a school district setting
5. Ability to work independently on own initiative
6. Ability to operate standard office and instructional equipment, (those with clerical assignments may be required to type at a speed of 45 words per minute from clear copy)
7. Ability to maintain cooperative working relationships with those contacted in the course of work.

PHYSICAL REQUIREMENTS:
Employees in this position must be/have the ability to:
1. Stand and walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat and/or stoop for brief periods of time.
3. Reach above shoulder level for brief periods of time.
4. **See and read a computer screen and printed matter with or without vision aids.**
5. **Speak, hear and understand speech at normal levels and on the telephone with or without hearing aids.**
6. Push/pull up to 75 lbs.
7. Lift and carry up to 75 lbs.
8. Run short distances.

WORK ENVIRONMENT:
Employees in this position will be required to work indoors and outdoors in various weather during the course of the required work schedule.

SALARY: Classified range ~~30~~ **32**

Board Approved: HS 10/24/78 Elem 10/24/78

Revised:	HS	06/26/86	Elem	07/15/86
	HS	05/10/88	Elem	05/24/88
	TUSD	03/27/01		

Signed this 10th day of September, 2025.

Tammy Jalique
Associate Superintendent for Human Resources

Michael Caulfield
President, CSEA Chapter 98

Debra Ladwig
Labor Representative, CSEA