

MEMORANDUM OF UNDERSTANDING #5
between
FOLSOM CORDOVA UNIFIED SCHOOL DISTRICT
and
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION AND ITS AMERICAN RIVER
CHAPTER No. 528 (CSEA)

Elementary Paraeducator TK-8 Job Description
September 17, 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.”

Rationale

Combining the TK and K-5 roles into a single job description eliminates redundancy and provides a clear, consistent framework for paraeducator responsibilities across all grade levels. This helps ensure that expectations are uniform regardless of grade assignment.

The combined description reflects the actual working conditions in many schools, where paraeducators may support multiple grade levels or transition between TK and K–5 assignments over time. A combined description allows the District and site administrators greater flexibility in assigning paraeducators where they are most needed, without being constrained by grade-specific job classifications. This is especially useful for covering absences, reallocating support based on enrollment shifts, or adapting to programmatic changes.


Employees will retain seniority and lateral transfer rights in the Elementary Paraeducator TK-8 classification. This is a one-time, non-precedent setting agreement. This MOU shall be effective July 1, 2025.

Fiscal Impact

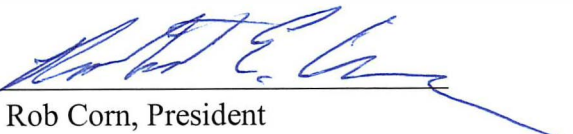
There are no costs associated with implementing this MOU.

FOR THE FOLSOM CORDOVA
UNIFIED SCHOOL DISTRICT

FOR THE CALIFORNIA SCHOOL
EMPLOYEES ASSOCIATION, CH. 528

By: 

David Byrd, Executive Director
Human Resources

By: 

Rob Corn, President

Date: October 6, 2025

By: 

Kennedy Liem, Labor Relations Representative

Date: 10/06/2025

Board Approved: 11/06/2025

CSEA Ratified: 10/22/2025

ELEMENTARY PARAEDUCATOR TK-58DEFINITION:

Under the direction of an assigned site supervisor and general guidance of the classroom teacher(s), the Elementary Paraeducator (Grades TK-85) 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.

License and Certifications:

- ~~CPR and First Aid Certification preferred.~~

DISTINGUISHING CHARACTERISTICS:

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.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of an assigned site supervisor and general guidance of the classroom teacher(s), the incumbent will:

- Assist classroom teacher(s) in providing instruction to students in Transitional Kindergarten through Grade 58.
- Utilize 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.

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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.

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PHYSICAL REQUIREMENTS:

Physical abilities: abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities: include ability to sit at a desk, conference table, work with students who may be in chairs or desks that are low to the ground, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public- And outdoors in adverse weather conditions.