

**Memorandum of Understanding**

BETWEEN  
California School Employees Association and its Chapter 303 ("CSEA")  
AND  
Ravenswood City School District ("District")

**BACKGROUND**

The District has notified CSEA that it intends to create a new CSEA bargaining unit job classification. CSEA and the District negotiated the range placement on the CSEA salary schedule as follows:

**AGREEMENT**

CSEA and the District hereby agree to the terms and conditions as established below:

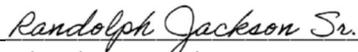
1. The newly created Paraeducator II position will be in the CSEA bargaining unit and placed at Range 26 of the 2019-20 CSEA salary schedule.
2. Initial recruitment for this new position shall be limited to employees in the existing Paraeducator job classification. This section shall temporarily supersede the language in section 9.2.1 of the parties' collective bargaining agreement ("CBA") which requires vacancy announcements to be sent to all Ravenswood employees. If the District fails to recruit enough employees to fill all new Paraeducator II vacancies during the initial posting period, then a subsequent announcement shall be made to all employees in accordance with section 9.2.1 of the CBA.
3. Final approval of this agreement is contingent on ratification by the District's governing board and by CSEA.

  
\_\_\_\_\_  
Gina Sudaria, Interim Superintendent

5/5/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Toni Stone, Director of HR

5/5/20  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Randy Jackson, CSEA Chapter 303

05/05/2020  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Mark Westerberg, CSEA LRR

5/5/20  
\_\_\_\_\_  
Date

Attached:

- (1) Paraeducator II job description
- (2) 2019-20 CSEA salary schedule with new range placement

# Ravenswood City School District

## Position Description

### **CLASS TITLE: Paraeducator II – Special Education (Moderate/Severe)**

#### **Job Purpose Statement:**

The District's Special Education program provides a continuum of services for children with disabilities at their neighborhood schools or school of choice. The special education paraeducator provides supplemental support services to students with moderate – severe specialized academic instructional needs and teachers in the classroom in the implementation of IEP Goals and Objectives/Benchmarks. Paraeducators assist with the instructional adaptations/modifications required to provide instruction to students within the least restrictive environment (LRE).

#### **Essential Job Functions**

- Assists teachers with the development and implementation of instructional activities in accordance with student IEP Goals and Benchmarks (Objectives).
- Assists teachers with the specific students or groups of students by:
  - Providing follow up activities for students in academic areas.
  - Providing direction and guidance for students in specific skill development.
  - Assisting all students during independent activities as needed throughout the class period or day.
  - Preparing teaching materials for instructional tasks.
  - Preparing bulletin boards or other materials for specific activities.
  - Assisting with the organization of classroom materials (clean up as needed).
  - Grading and checking student assignments and recording data.
  - Completing data gathering forms required for progress notes.
  - Assisting the substitute teacher in the absence of the classroom teacher or special educator.
  - Operating audiovisual equipment.
- If bilingual, assists by:
  - Providing translation during parent conferences and IEP Meetings.
  - Supporting EL students to support in the instructional setting.
  - Monitoring students' behavior intervention plan in the process of collecting required data.
- Participates in designated professional development activities.
- Monitors and supervises students during lunch, recess, and other activities as assigned.
- Provides line of sight supervision for students on and off campus, including during elopement.
- Participates in IEP Meetings and provide input in this process.
- Assists in the special day class education setting as assigned.
- Assists with personal care of students with significant disabilities as required (toileting, diaper changing, G-Tube feeding, moving, and lifting may be involved).
- Responds to behavioral and emotional difficulties, including tantrum, self-injury, aggression, elopement, etc.
- Under supervision of qualified school nurse, provides specialized health care procedures as described in Education Code Section 49423.5.
- Implements evidence based practices under the direction of the teacher and IEP team, including Discrete Trials Training, Pivotal Response Training, task analyses, token economy, visual supports, Picture Exchange Communication Training, behavior contracts, and others.
- Performs other duties as assigned.

**Knowledge, Abilities and/or Physical Requirements:**

- **KNOWLEDGE OF:** Child guidance principles and practices related to students with learning disabilities. Basic subjects taught in district schools. Oral and written communication skills. Interpersonal relations skills using tact, patience, and courtesy. Record-keeping techniques. Classroom procedures and appropriate student conduct. Confidentiality requirements.
  
- **ABILITY TO:**
  - Establish and maintain effective working relationships with others of diverse backgrounds, experience, and personalities, and work with diverse school sites and conditions in a manner that achieves District goals.
  - Communicate effectively in English orally and in writing, and model communication skills using tact, patience, and courtesy to respond to the needs of team members and others.
  - Operate personal computer, related software, and other office equipment, and flexibly learn new applications and systems as needed.
  - Meet District standards of professional conduct as outlined in Board Policy.
  
- **EDUCATION AND/OR EXPERIENCE:** High school diploma or the equivalent and two years of college course work (48 units) or an Associate of Arts (A.A.) degree (or higher) or equivalent experience. Required: One or more years of experience working with children in an organized setting. Preferred: Work, training or college coursework in child growth and development, special education, behavior development, speech communication, nursing, or a closely related field.
  
- **PHYSICAL ABILITIES:** Dexterity of hands and fingers to operate various equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information and make presentations. Sitting or standing for extended periods of time. Walking, twisting, stooping, crouching, kneeling, bending over, grasping, reaching overhead, pushing, pulling and moving, lifting and/or carrying 0-50 pounds to waist height.

**License, Certification, Bonding, and/or Testing Requirements:**

- Criminal Justice Fingerprint Clearance
- Valid California Driver’s License
- Tuberculosis Clearance
- CPR and First Aid Certification

**Working Conditions:**

- **ENVIRONMENT:** Classroom environment and/or home/hospital instruction. Drive a vehicle to conduct work.
  
- **HAZARDS:** Potential for contact with bodily fluids, blood-borne pathogens, and communicable diseases. Exposure to anti-social behavior. Driving a vehicle during adverse weather conditions.

**Reports to:**

- Site Administration

**Work Year:**

- 10 months

**Salary Placement:**

- CSEA Salary Schedule Range 26.

**Evaluation:**

- Performance of this job will be evaluated in accordance with provisions of the Board's Policy on Evaluation of the Classified Personnel and the CSEA Contract.

Ravenswood City School District  
Classified Salary Schedule  
Effective July 1, 2019

Position/Title	Work Days	Range		Step A	Step B	Step C	Step D	Step E
School Support Staff	201	15	Hourly:	15.78	16.51	17.32	18.14	19.03
		<b>15</b>	<b>Monthly (7.5 Hours):</b>	<b>2,378.78</b>	<b>2,488.62</b>	<b>2,610.67</b>	<b>2,733.95</b>	<b>2,868.20</b>
Child Nutrition & Education Worker	201	20	Hourly:	18.12	18.99	19.89	20.83	21.84
Instructional Aide	201	20	Hourly:	18.12	18.99	19.89	20.83	21.84
		<b>20</b>	<b>Monthly (7.5 Hours):</b>	<b>2,731.36</b>	<b>2,862.08</b>	<b>2,999.03</b>	<b>3,139.69</b>	<b>3,292.82</b>
Campus Relations Coordinator	201	22	Hourly:	18.61	19.50	20.46	21.41	22.44
Paraeducator I - Special Education	201	22	Hourly:	18.61	19.50	20.46	21.41	22.44
After School Program Class Leader	201	22	Hourly:	18.61	19.50	20.46	21.41	22.44
		<b>22</b>	<b>Monthly (7.5 Hours):</b>	<b>2,805.96</b>	<b>2,940.22</b>	<b>3,084.23</b>	<b>3,228.26</b>	<b>3,383.26</b>
Laborer	246	24	Hourly:	19.13	20.06	21.02	22.04	23.10
		<b>24</b>	<b>Monthly (7.5 Hours):</b>	<b>2,941.43</b>	<b>3,084.23</b>	<b>3,231.92</b>	<b>3,389.36</b>	<b>3,551.69</b>
Custodian	246	25	Hourly:	19.60	20.50	21.89	22.54	23.64
Grounds Specialist	246	25	Hourly:	19.60	20.50	21.89	22.54	23.64
		<b>25</b>	<b>Monthly (7.5 Hours):</b>	<b>3,013.45</b>	<b>3,152.59</b>	<b>3,364.95</b>	<b>3,466.26</b>	<b>3,634.69</b>
Health Aide	201	26	Hourly:	20.46	21.44	22.48	23.58	24.70
Child Nutrition & Education Manager	201	26	Hourly:	20.46	21.44	22.48	23.58	24.70
Paraeducator II - Special Education	201	26	Hourly:	20.46	21.44	22.48	23.58	24.70
Administrative Secretary	246	26	Hourly:	20.06	21.02	22.04	23.12	24.22
		<b>26</b>	<b>Monthly (7.5 Hours):</b>	<b>3,084.23</b>	<b>3,231.92</b>	<b>3,389.36</b>	<b>3,554.13</b>	<b>3,723.78</b>
Van Driver	201	28	Hourly:	21.46	22.49	23.58	24.70	25.91
		<b>28</b>	<b>Monthly (7.5 Hours):</b>	<b>3,234.36</b>	<b>3,390.59</b>	<b>3,554.13</b>	<b>3,723.78</b>	<b>3,905.64</b>
Warehouse Manager	246	29	Hourly:	21.54	22.60	23.66	24.81	26.03
		<b>29</b>	<b>Monthly (7.5 Hours):</b>	<b>3,311.25</b>	<b>3,474.80</b>	<b>3,637.13</b>	<b>3,814.11</b>	<b>4,002.06</b>

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Library Instructional Media Specialist	223	30	Hourly:	22.32	23.38	24.51	25.65	26.96
		<b>30</b>	<b>Monthly (7.5 Hours):</b>	<b>3,393.03</b>	<b>3,555.35</b>	<b>3,726.22</b>	<b>3,899.54</b>	<b>4,099.70</b>
Makerspace School Tinkerer	201	32	Hourly:	23.62	24.73	25.97	27.21	28.51
Translator / Interpreter	223	32	Hourly:	23.42	24.52	25.75	26.98	28.26
Translator / Interpreter	246	32	Hourly:	23.16	24.25	25.47	26.68	27.95
Audio Visual Technician	246	32	Hourly:	23.16	24.25	25.47	26.68	27.95
		<b>32</b>	<b>Monthly (7.5 Hours):</b>	<b>3,560.23</b>	<b>3,728.66</b>	<b>3,915.40</b>	<b>4,102.15</b>	<b>4,297.43</b>
Glazier	246	33	Hourly:	23.70	24.85	26.03	27.33	28.65
Maintenance Mechanic	246	33	Hourly:	23.70	24.85	26.03	27.33	28.65
		<b>33</b>	<b>Monthly (7.5 Hours):</b>	<b>3,644.45</b>	<b>3,820.21</b>	<b>4,002.06</b>	<b>4,202.22</b>	<b>4,404.83</b>
After School Program Site Coordinator	223	35	Hourly:	25.17	26.35	27.64	28.99	30.39
		<b>35</b>	<b>Monthly (7.5 Hours):</b>	<b>3,827.53</b>	<b>4,006.94</b>	<b>4,202.22</b>	<b>4,407.28</b>	<b>4,620.86</b>
Driver/Operator	201	36	Hourly:	25.99	27.24	28.53	29.93	31.38
Carpenter/General Maint./Locksmith	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Maintenance Electrician	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Network Specialist	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Payroll Specialist	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
Sprinkler/Irrigation Mechanic	246	36	Hourly:	25.48	26.70	27.97	29.35	30.77
		<b>36</b>	<b>Monthly (7.5 Hours):</b>	<b>3,917.84</b>	<b>4,105.81</b>	<b>4,301.09</b>	<b>4,512.24</b>	<b>4,730.71</b>
Speech Language Pathology Assistant	201	38	Hourly:	27.25	28.57	29.96	31.42	32.94
		<b>38</b>	<b>Monthly (7.5 Hours):</b>	<b>4,108.25</b>	<b>4,307.19</b>	<b>4,517.11</b>	<b>4,736.81</b>	<b>4,966.27</b>
Administrative Assistant	223	39	Hourly:	28.06	29.43	30.86	32.38	33.95
Accountant	246	39	Hourly:	27.75	29.10	30.51	32.02	33.57
			<b>Monthly (7.5 Hours):</b>	<b>4,266.91</b>	<b>4,474.40</b>	<b>4,691.65</b>	<b>4,923.54</b>	<b>5,161.55</b>

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Tutor		Hourly:	19.03				
Occupational Therapist	201	Hourly:	46.06	48.63	50.72	53.19	55.80
		<b>Annually:</b>	<b>69,437.41</b>	<b>73,303.99</b>	<b>76,459.01</b>	<b>80,191.34</b>	<b>84,125.05</b>
Speech Language Pathologist	201	Hourly:	58.62	59.43	60.24	61.05	61.86
		<b>Annually:</b>	<b>88,365</b>	<b>89,585</b>	<b>90,806</b>	<b>92,027</b>	<b>93,247</b>