

**MEMORANDUM OF UNDERSTANDING  
BETWEEN  
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
AND ITS CORONA-NORCO CHAPTER 369  
AND  
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT**

**Paraeducator IV-MTSS (New Classification)  
January 21, 2022**

This Memorandum of Understanding (MOU) is entered into by the California School Employees Association and its Chapter 369 (CSEA) and the Corona-Norco Unified School District (District). Due to COVID and school closures in 2020-2021 the District has identified a need for Paraeducator IV -MTSS (Multi-Tiered System of Support). This position will support and help guide the work of Paraeducators II in STEPS program.

On January 21, 2022 the District and CSEA met and agreed to the following:

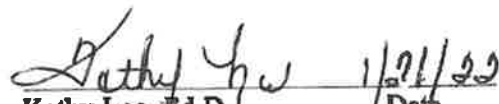
1. In accordance with Article 5 CSEA Rights of the collective bargaining agreement the attached newly created job classification of Paraeducator IV- MTSS will be included in the classified bargaining unit.
2. The Appendix will be revised to include the newly created job classification of Paraeducator IV- MTSS.
3. The newly created job classification of Paraeducator IV- MTSS will be paid at RANGE 22 on the classified bargaining unit salary schedule.
4. The newly created job classification will work 12 months and have 6-hour days. The position will be Monday to Friday from 8:00 a.m. to 2:30 p.m.


This MOU is a tentative agreement and shall not be finalized until the completion of CSEA's policy 610 review process.

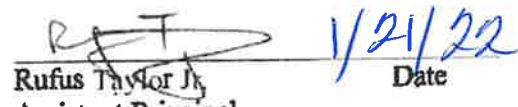
California School Employees Association  
Corona-Norco Chapter 369

Corona-Norco Unified School District

  
Lorena Lopez      Date  
President, Chief Negotiator

  
Kathy Lee, Ed.D      Date  
Administrative Director, HR

  
Cheryl Gray      Date  
VP, Negotiation Team Member

  
Rufus Taylor Jr      Date  
Assistant Principal

Blanca Nunez 1-21-22  
Blanca Nunez Date  
Secretary, Negotiation Team Member

Petria Gonzales 1/21/22  
Petria Gonzales, Date  
Assistant Principal

Veronica Marquez 01/21/22  
Veronica Marquez Date  
Communications Officer,  
Negotiation Team Member

Dalia Gadelmawla 1/21/22  
Dalia Gadelmawla Date  
Assistant Superintendent, Business

Raquel Rodriguez 1/21/22  
Raquel Rodriguez Date  
Treasurer, Negotiation Team Member

Kelly Gelzlichter 1/21/22  
Kelly Gelzlichter, Date  
Professional Development, Director

Monica L. Contreras 4/26/22  
Monica L. Contreras Date  
CSEA, Labor Relations Representative

**CORONA NORCO UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: PARAEDUCATOR IV- MTSS**

**BASIC FUNCTION:**

Under supervision of District Administration, to perform a variety of MTSS coaching activities; To provide modeling, training, coaching, and technical assistance to school teams, classified staff specifically, in developing, implementing, monitoring, and sustaining academic and social-emotional structures and supports within a Multi-Tiered System of Supports (MTSS) framework. This includes coaching and supporting Social Emotional Learning and Restorative Practice strategies specific to classified employees.

**ESSENTIAL DUTIES:**

- Lead and participate in the coaching of MTSS strategies for STEPS paraeducator staff.
- Train and provide work guidance to STEPS paraeducator staff.
- Assists school sites in the development, implementation, monitoring, and refinement of systems and structures related to MTSS that specifically involve classified staff.
- Demonstrates effective strategies, teaching techniques, and practices for supporting academic, social-emotional learning and restorative practices.
- Organizes, facilitates, and provides professional development related to social-emotional learning, restorative practices, MTSS structures for classified staff.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE/ABILITIES:**

Basic concepts of child growth and development, developmental behavior characteristics.  
Basic subjects taught in all content areas.  
Student behavior management strategies and techniques.  
Basic instructional methods and techniques.  
Applicable Education laws, codes, rules and regulations.  
District organization, operations, regulations, policies and objectives related to position.  
Communicate effectively both orally and in writing.  
Operation of a variety of office equipment including a computer and software.  
Assist with instruction and related activities in a classroom or learning environment.  
Reinforce instruction to individual or small groups of students as directed by the teacher.  
Assist in the preparation of instructional materials and implementation of lesson plans.  
Perform a variety of clerical duties including typing, filing and duplicating materials.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.  
Monitor student behavior according to approved policies and procedures.  
Observe health and safety regulations.  
Explain and interpret assignment directions to students.  
Meet schedules and timelines.  
Maintain records and confidentiality of student information.

Perform accurate mathematical calculations.

**EDUCATION AND EXPERIENCE:**

High School diploma or the equivalent and two (2) years of college (48 units) or AA degree or higher or successful passing of the Districts Proficiency Exam in Reading, Writing and Math.

**LICENSES AND OTHER REQUIREMENTS:**

TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos, successful passage of the District Proficiency exam in Reading, Writing, and Math or meet equivalent education as listed above.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate standard office equipment.

Sit or stand for extended periods of time.

Bend at the waist, kneel or crouch to assist students.

Hear and speak to exchange information.

See to read a variety of materials and monitor student activities.

Lift, carry, push and pull up to 20lbs.