

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION
AND ITS CORONA-NORCO CHAPTER 369
AND
THE CORONA-NORCO UNIFIED SCHOOL DISTRICT
NEW CLASSIFICATION – AFTER SCHOOL SITE ASSISTANT**

June 12, 2023

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).

On June 12, 2023, 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 **After School Site Assistant** will be included in the classified bargaining unit.
2. The Appendix will be revised to include the newly created job classification of **After School Site Assistant**.
3. The newly created job classification of **After School Site Assistant** will be paid at **RANGE 19** on the classified bargaining unit salary schedule.
4. The newly created job classification (one position) will work 9.5 months and have 3.75-hour days. The position will be Monday to Friday from 2:30 p.m. to 6:15 p.m.
5. Unit members in the classification of Paraeducator I that work in the ELOP Program will be reclassified to the new classification of **After School Site Assistant**.
6. Unit members that were in the Paraeducator I classification and worked in the ELOP Program as of June 12, 2023 will retain transfer rights to Paraeducator I positions for the 23-24 school year.
7. Unit members effected by the change in classification will retain seniority date (date of hire), hours, and range.
8. The newly created job classification of **After School Site Assistant** will follow Article 12.3 and Article 13.6 of the Collective Bargaining Agreement.

SITE	PC #	CLASSIFICATION	NEW CLASSIFICATION	NAME	HRS	MOS	NOTES	HOURS OF ASSIGNMENT
ADAMS	213026	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	CATANO, JENNIFER	3.75	9.5	ELOP	2:30-6:15
ADAMS	213027	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	CADENA, JOCELYN	3.75	9.5	ELOP	2:30-6:15
ADAMS	213028	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	CATANO, NANCY	3.75	9.5	ELOP	2:30-6:15
ADAMS	213029	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	SALASH, MEGAN	3.75	9.5	ELOP	2:30-6:15
ADAMS	213030	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	LARA, JAYDA	3.75	9.5	ELOP	2:30-6:15
ADAMS	213031	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
CORONITA	223027	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
CORONITA	223028	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
CORONITA	223029	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	GOMEZ GODINEZ, KARLA	3.75	9.5	ELOP	2:30-6:15
CORONITA	223030	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
CORONITA	223031	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
CORONITA	223004	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
GARRETSON	243009	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	HAVERSTICK, SHAWN	3.75	9.5	ELOP	3:00-6:00
GARRETSON	243029	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	GALLEGOS ALVAREZ, ISMAEL	3.0	9.5	ELOP	2:30-6:15
GARRETSON	243030	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
GARRETSON	243031	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
GARRETSON	243033	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	REYES, ALICIA	3.75	9.5	ELOP	2:30-6:15
GARRETSON	243034	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
JEFFERSON	273007	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	FLORES, DENISE	3	9.5	ELOP	3:00-6:00
JEFFERSON	273019	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	STEWART, JACOB	3	9.5	ELOP	3:00-6:00
JEFFERSON	273042	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	ORDUNEZ, SANDRA	3.75	9.5	ELOP	2:30-6:15

AFTER SCHOOL SITE ASSISTANT

JEFFERSON	273043	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
JEFFERSON	273044	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
JEFFERSON	273045	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	RAMIREZ JR, ISAIAS	3.75	9.5	ELOP	2:30-6:15
JEFFERSON	273046	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
JEFFERSON	273047	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
PARKRIDGE	303030	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	ARRIOS, ROCIO	3.75	9.5	ELOP	2:30-6:15
PARKRIDGE	303031	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	SANDOVAL, LEANNA	3.75	9.5	ELOP	2:30-6:15
PARKRIDGE	303032	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
PARKRIDGE	303033	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
PARKRIDGE	303034	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
PARKRIDGE	303035	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313004	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	GROSFILS, ANN	3.75	9.5	ELOP	1:45 - 5:30
RIVERVIEW	313018	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313019	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.9	ELOP	2:30-6:15
RIVERVIEW	313020	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313021	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	CAMERENA, JENNIFER	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313022	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313023	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313024	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
RIVERVIEW	313025	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333029	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333030	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	MURATORE, CECILIA	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333031	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	ROMO, EDWARD	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333032	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15

AFTER SCHOOL SITE ASSISTANT

STALLINGS	333033	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333034	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333035	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	RIVERA, ALGELIC	3.75	9.5	ELOP	2:30-6:15
STALLINGS	333036	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343004	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	CARDENA, SAMANTHA	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343005	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343006	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	BUI, MARILYN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343015	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	HIGGINS, LARK E	3	9.5	ELOP	3:00-6:00
VICENTIA	343025	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343034	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343035	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343036	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343037	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343038	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343039	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	ROJA, EMILY	3.75	9.5	ELOP	2:30-6:15
VICENTIA	343040	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353021	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	SHIRAZI, FAKHRI	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353022	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353023	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353024	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	BARRAGAN, MARIA	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353025	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353026	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	ADAME, SAMANTHA	3.75	9.5	ELOP	2:30-6:15
WASHINGTON	353027	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	GONZALEZ SALGADO, JOSE	3.75	9.5	ELOP	2:30-6:15

AFTER SCHOOL SITE ASSISTANT


H.GARDENS	263034	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	NIZAM, MARINA	3.75	9.5	ELOP	2:30-6:15
H.GARDENS	263035	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	MCGAUGH, MYA	3.75	9.5	ELOP	2:30-6:15
H.GARDENS	263036	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	MORENO ESPINOZA, SHAURY	3.75	9.5	ELOP	2:30-6:15
H.GARDENS	263037	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
H.GARDENS	263038	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
H.GARDENS	263039	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:30-6:15
AUBURNDALE	63002	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:00-5:45
AUBURNDALE	63003	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:00-5:45
AUBURNDALE	63004	PARAEDUCATOR I	AFTER SCHOOL SITE ASSISTANT	OPEN	3.75	9.5	ELOP	2:00-5:45


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 6/12/23
Date
President, Chief Negotiator


Kathy Lee, Ed.D. 6/12/23
Date
Administrative Director, HR

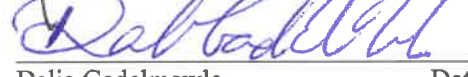

Cheryl Gray 6/12/23
Date
VP, Negotiation Team Member



Kelley Gelzleighter, Ed.D. Date
Administrative Director, SPED


Blanca Nunez 6/12/2023
Date
Secretary, Negotiation Team Member


Petria Gonzales, Ed.D. 6/12/23
Date
Principal


Veronica Marquez 06/12/2023
Date
Communications Officer,
Negotiation Team Member


Dalia Gadelmawla 6/12/23
Date
Assistant Superintendent, Business


Raquel Rodriguez 6/12/2023
Date
Treasurer, Negotiation Team Member


Zachary Ortiz 6/12/23
Date
CSEA, Labor Relations Representative

CORONA NORCO UNIFIED SCHOOL DISTRICT

CLASS TITLE: AFTER SCHOOL SITE ASSISTANT

BASIC FUNCTION:

Under supervision, assist in organizing and supervising the activities of school aged children enrolled in an extended day childcare program; perform related work as required.

ESSENTIAL FUNCTIONS:

- Supervise the activities of children.
- Perform a variety of tasks related to the operation of the program, including preparation of materials, clean-up activities, distributing snack and supplies.
- Assist students with homework assignments.
- Assist with organizing and supervising children on field trips.
- Assist with selection and presentation of audio/visual materials.
- Assist with attendance reporting.
- Assist in designing and implementing activities appropriate for school aged students, based on site and program needs.
- Perform related duties as assigned as it relates to this job description.
- Participate in professional learning opportunities related to, but not limited to, child development, tutoring, behavior supports, and classroom management.

OTHER DUTIES:

- Perform Other Related Duties as Assigned

KNOWLEDGE/ ABILITIES:

- Theory and practice of early childhood education.
- Operation of an extended day care program.
- Children's games, basic reading skills, basic computer terminology and skills and crafts activities.
- Routine record-keeping and office procedures.

ABILITY TO:

- Supervise the activities of children enrolled in an extended day childcare program.
- Establish and maintain cooperative working relationships with staff, children, and parents.
- Establish and maintain a safe and healthful environment. Maintain basic files and records.
- Follow oral and written directions.
- Exercise good judgment in dealing with sensitive interpersonal matters. Perform simple and repetitive tasks.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school; training in early childhood education is desirable; and experience and/or training in pre-school or early childcare programs.

Must meet one of the following requirements:

- (a) Completion of two years of college, (or)
- (b) Possession of an associate degree or higher, (or)
- (c) Knowledge of, and ability to assist in reading instruction, writing, and mathematics demonstrated through a local or state assessment, that is appropriate to the assigned responsibilities.

LICENSES AND OTHER REQUIREMENTS:

- TB Test Clearance, Criminal Justice Fingerprint Clearance, Pre-employment Safety Videos.

PHYSICAL DEMANDS/HAZARD:

- 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 30lbs.

June 2023