

**Memorandum of Understanding
By and Between the
Covina-Valley Unified School District and
California School Employees Association and its Covina-Valley Chapter #49**

MEMORANDUM OF UNDERSTANDING

FEBRUARY 20, 2024

The Covina-Valley Unified School District ("District") and the California School Employees Association ("CSEA") and its Covina-Valley Chapter #49 ("CSEA") hereby enter into the following Memorandum of Understanding ("MOU").

The parties agree as follows:

1. The District's current Instructional Aide – Early Childhood (Range 135) job description shall be updated and revised as set forth in the attached (Exhibit A) effective March 11, 2024

The parties acknowledge this Agreement is subject to ratification by the District's Governing Board and CSEA.



Michele Doll, Ed.D.
Assistant Superintendent, Personnel Services

02/21/24

Date



Angelina Cabrera
CSEA Chapter 49 President

02/22/24

Date



Michelle Ruiz
CSEA Labor Relations Representative

02/22/24

Date

EXHIBIT A



Revised Job Description
Personnel Commission: February 27, 2024
Board Approval: January 8, 2024

Instructional Aide – Early Childhood

Definition

Under immediate supervision, assist the site supervisor and classroom teacher in a variety of developmentally appropriate activities for children ages twelve months through six years old. Positions in this class are established principally to assist teachers in the care and supervision of children in the District's infant, and preschool special education programs, **and school site Transitional Kindergarten (TK) programs**. It is distinguished from the Instructional Aide position in that the primary responsibility is to assist in the general care, **supervision, and instruction** for the whole child whereas Instructional Aides are **primarily** responsible to assist in formal instruction.

Essential Duties and Responsibilities

- Supervises the activities of individuals or groups of students;
- Assists in arranging rooms and other materials to accommodate the daily schedule;
- Supervises and implements teacher-directed **instructional and developmental** activities;
- Maintains a neat, orderly, safe, and attractive work environment;
- Prepares instructional materials as directed;
- Assists children with developmental self-help skills;
- Attends to the physical needs of the children such as diapering, feeding, toileting, and resting;
- Guides children in recreational and learning games and activities;
- Performs and assists the team with District-approved Emergency Behavioral Interventions when needed;
- Maintains informational records which may include health or behavior charting;
- Supervises or assists students to and from the school bus or other transportation, and in moving to and from activities;
- Assists teachers with **the** implementation of student's IFSP/IEP through instruction in a wide variety of activities, such as story time, playing games, art activities, singing, dance, outdoor recreation, and instruction;
- Attends a variety of meetings, workshops, and training courses as required.

Required Qualifications

- Current CPR and First Aid certification prior to starting the assignment and **always** maintain current ~~at all times~~;
- The equivalent of graduation from high school and either completion of at least two years of study (48-semester units or 60 quarter units) at an institution of higher education or attainment of an Associate degree or higher.
- **A valid California Driver's License or state issued identification.**

Preferred Qualifications

- Completion of coursework at an accredited institution of higher education in early childhood education or child development.
- Bilingual in any language including American Sign Language is highly desirable.

Ability to

- Learn school policies, methods, and practices generally used with students in a classroom setting;.
- Nurture a culturally sensitive environment where children can develop to their full potential;.
- Project a warm and friendly manner and disposition.
- Use good judgment in a variety of circumstances and situations;.
- Communicate effectively;.
- Understand and follow oral and written directions;.
- Establish and maintain cooperative and effective working relationships with children and adults;.
- Communicate fluently in English and demonstrate proficiency in reading, writing, and speaking of another language when identified as a requirement;.
- Provide specialized health care when identified as a requirement.

Salary

This position will be paid on Range 135 of the classified salary schedule.