

**MARLBOROUGH SCHOOL COMMITTEE
AND
MARLBOROUGH PARAEDUCATORS, SEIU, LOCAL**

MEMORANDUM OF AGREEMENT

This **Memorandum of Agreement** is entered into by and between the Marlborough School Committee (hereinafter, the “**Committee**”) and the Marlborough ParaEducators, SEIU, Local 888 (hereinafter, the “**Union**”).

Whereas, the **Committee** and the **Union** are parties to a Collective Bargaining Agreement for the period of July 1, 2018 through June 30, 2021 (hereinafter, the “**CBA**”) relative to wages, hours and terms and conditions of employment for bargaining unit members; and,

Whereas, since entering into the **CBA** the **Committee** has notified the **Union** of the need to clarify job descriptions to include necessary job duties, functions and expectations relative to safety care of students; and

Whereas, the duly authorized representatives of the **Committee** and the **Union** have met to negotiate over the impact of the **Committee**’s decision relative to necessary job duties and functions; and,

Now, Therefore, in consideration of mutual promises and covenants, the Parties hereto agree as follows:

1. The job description for Paraeducator is revised as set forth in Attachment A.
2. The safety care training and associated responsibilities set forth in the job description at Statement of Duties items 4 and 5 will be a condition of employment for all paraeducators hired by the District as of July 1, 2019. Applicants will be informed during the hiring process of these responsibilities. New hires will be scheduled for safety care training within the first year of employment at the discretion of the administration.
3. Any individual actively employed as a Paraeducator on or before January 1, 2020 with a documented physical disability which prevents him/her from performing any part of the training may seek a workplace accommodation by submitting supporting documentation from their health care provider to the Human Resources Department. The request will be processed in accordance with the Americans with Disabilities Act.
4. The safety care training and associated responsibilities set forth in the job description at Statement of Duties items 4 and 5 will be phased in for existing staff (being paraeducators employed by the District prior to July 1, 2019) as follows:
 - A. Effective July 1, 2020, in order to be considered for or hold an assignment in ECC – Grade 2, or TLC or as a 1:1, the individual must have safety care training.

- B. Effective July 1, 2021, in order to be considered for or hold an assignment in ECC – Grade 5, or TLC or as a 1:1, the individual must have safety care training.
 - C. Effective July 1, 2022, in order to be considered for or hold a ParaEducator assignment anywhere in the District, the individual must have safety care training.
5. The following schedule will be used to provide the required training:
- A. For the 2019-2020 School Year, all ParaEducators assigned to the following programs/grades will be provided with training:
 - 1. ECC, Kindergarten, 1st and 2nd Grade;
 - 2. TLC; and
 - 3. 1:1 assignments.
 - B. For the 2020-2021 School Year, all ParaEducators assigned to the following programs/grades will be provided with training:
 - 1. Grades 3, 4 and 5; and,
 - 2. Any employees assigned to positions in ECC – Grade 5 who were not trained in 2019-2020.
 - C. For the 2021-2022 School Year, all ParaEducators assigned to the following programs/grades will be provided with training:
 - 1. Secondary Schools; and
 - 2. Any employees assigned to positions within the District who were not trained in prior years.
6. ParaEducators who attend trainings outside the regular work day will be paid at their regular hourly rate.

Signed in duplicate this ^{February} 11 day of January, 2020.

MARLBOROUGH SCHOOL COMMITTEE

By:  _____

**MARLBOROUGH PARAEDUCATORS
SEIU, LOCAL 888**

By:  _____

Job Description

Title of Position:

Paraeducator

Salary:

As per the Agreement between the Marlborough Public Schools School Committee and the Marlborough Paraeducators

Organizational Relationship or Line of Authority: Works under the building Principal/Director and/or his/her designee and is directed by designated special education staff to support students in special education and the Director of Student Services for overall functions.

Statement of Duties:

1. Assist in the instruction and supervision of students, supporting students academically, socially, and behaviorally in the inclusion, small group, individual, or sub separate setting with direction from the classroom teacher and/or special education teacher, service provider or administrator.
2. Support students with special needs by following provisions specified in their IEPs/504 Plans.
3. Assist students with test taking in administering standardized and non-standardized tests/curriculum based measures and other assessments.
4. Provide support that may include physical management such as crisis management or taking action or assisting educators, school crisis team and/or administrators in restraining students who are at risk of harming themselves or others by following school/district approved restraint procedures to ensure safety of student and others (training provided).
5. Attend training and maintain certification in de-escalation and physical management techniques.
6. Collect data for individual students and report concerns and/or progress information on students.
7. Escort and supervise students to and from various school facilities and areas.
8. Take initiative to work collaboratively with special education, general education, English learner or subject area education teachers and related service staff.
9. Assist in establishing a positive learning environment and respond to the individual needs of students.
10. Assist students with common daily tasks such as eating, mobility, communication, dressing and toileting, including diapering. 6/3/2019
11. Lifts and carries certain learners who need support.
12. Promote independence for students with disabilities.
13. Safeguard confidential information to ensure compliance with the Family Educational Rights and Privacy Act (FERPA) and the Health Information Portability and Accountability Act (HIPPA).
14. Responsible for other general duties as indicated by the teacher, principal, supervisors/directors, directives of the Superintendent of Schools or his/her designee, and policies of the Marlborough School Committee.

Qualifications:

- Post high school education.
- Must either pass the Para-Pro test or successfully completing 48 undergraduate credits.
- Bilingual preferred (Spanish and/or Portuguese) and bilingual (Spanish and/or Portuguese) required for EL Paras.
- Prefer prior experience with children in a school or similar setting.
- Must be a Team Player as a respectful part of a team in demonstrating constructive, collaborative behaviors.
- Able to lift twenty-five (25) pounds occasionally and transfer heavier amounts with assistance from other staff and/or student transfer apparatus.
- Good physical agility which requires the following: frequent bending, sitting, standing, kneeling and lifting and occasional running.
- Able to work in both indoor and outdoor settings.
- Ability to work with a diverse group of student learners.
- Such alternatives to the above qualifications as the Superintendent of Schools may find appropriate and acceptable.

As of October 16, 2019

An Equal Opportunity Employer

It is the policy of the Marlborough Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its education programs, services, activities, or employment practices.