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Board Cover Memorandum

To Board of Education

From Dr. Denise Saddler, Interim Superintendent
Tara Gard, Deputy Superintendent, Business and Operations
Jeff Dillon, Acting Chief Talent Officer

Meeting Date May 13, 2026

Subject Creation/Revision of Job Description – Paraeducator, Special Education and Transitional Kindergarten - Talent/Human Resources

Action Requested Adoption by the Board of Education of Resolution No. 2526-0092
Revision of Job Description - Paraeducator, Special Education and Transitional Kindergarten.

Revision:

1. Paraeducator, Special Education and Transitional Kindergarten

Discussion

A job description must be created or revised for every new position classification to clearly define the scope and expectations of the role. This document serves as a comprehensive outline of the tasks, duties, and responsibilities assigned to the position. It highlights the essential functions, delineates the qualifications and skills required, and establishes the position's role within the organizational structure, including its union representation.

The information provided below regarding the salary range and fiscal impact of the position is for informational purposes only. Approval of this resolution does not authorize the addition of a funded full-time equivalent (FTE) position to the District's budget. Departments seeking to allocate funding for the approved position classification must undergo a separate budget approval process. This process, including justification and fiscal analysis, would be presented to the Board of Education for review and authorization separate from this approval process.

Position Revision:

The Talent Division recommends approval of the following job description revision: **Paraeducator, Special Education and Transitional Kindergarten**

Position Title	Paraeducator
Classification Category	Classified
Bargaining Unit	AFSCME
Work Year	202
Work Month	10
Work Hours	7.5 (or as assigned)
Salary Schedule	PARA [Para]
FLSA Status	Non-Exempt
Department	Special Education and School Sites with Transitional Kindergarten and Early Childhood classrooms
Classification Established	April 2015
Date(s) Revised	December 2024, April 2026

Details of Revision:

The Paraeducator, Special Education position is being revised to encompass the inclusion of paraeducators supporting students in early childhood classrooms. This adjustment reflects the unique developmental and educational needs of early childhood students and aligns with the state's early childhood education goals.

Expanding the role of the Paraeducator, Special Education and Transitional Kinder position to include early childhood education classrooms ensures alignment with the specific needs of our youngest students. It also reflects the District's commitment to early childhood education, which is mandated to provide appropriate staffing to meet developmental and academic goals.

Fiscal Impact:

Direct Fiscal Impact of This Action: None.

Board approval of this item authorizes only the creation and revision of the Paraeducator classification. It does not authorize the creation, funding, or filling of any new positions. Accordingly, this action has no direct fiscal impact on the 2025–26 or 2026–27 budgets and does not require an offset under the Alameda County Office of Education's conditional budget approval.

Contingent Future Fiscal Impact.

Should the Early Childhood Education department later identify a need to deploy paraeducators in early childhood classrooms to support developmental assistance, toileting, and related student needs, any such positions would be created only through the District's standard budget development and position control processes. No position will be established, posted, or filled without (1) an identified, confirmed funding source; (2) verification of supplement-not-supplant compliance if restricted funds are proposed; (3) Human Resources classification confirmation; and (4) written approval consistent with the District's Position Creation review protocol. For

planning reference only, the fully-loaded annual cost of a Paraeducator position is approximately \$70,281 in salary and \$39,832 in statutory and health benefits, for an estimated total of \$110,113 per 0.8 FTE.

Compliance with Oversight Requirements.

This action is consistent with the District's Qualified budget certification and ACOE's conditional approval, which prohibits compensation increases without identified offsets. Because no positions are being added through this item, no offset is required. Any future position additions will be presented to the Board with a complete fiscal analysis, funding source, and multi-year impact statement at the time of request.

Recommendation Adoption by the Board of Education of Resolution No. 2526-0092
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Transitional Kindergarten.

Revision:

1. Paraeducator