



Monroe Public Schools

1275 N. Macomb St., Monroe, MI 48162 · (734) 265.3020

MEMORANDUM OF UNDERSTANDING

To: Monroe Assistants Group
From: Human Resources
Date: June 3, 2026
Re: **Schedule D – Assistant Classification**

This Memorandum of Understanding (MOU) is entered into by and between Monroe Public Schools ("District") and the Monroe Assistant Group ("Association") for the purpose of establishing a revised assistant classification and compensation structure. The parties recognize that assistant positions encompass varying levels of responsibility, specialized training, certifications, and student support requirements that warrant differentiated compensation.

Accordingly, this MOU establishes a tiered classification system designed to recognize and compensate employees based on the scope of their assigned duties, required qualifications, and level of expertise. The intent of this agreement is to create a fair and equitable compensation framework that supports the recruitment, retention, and professional growth of highly qualified assistants while ensuring the effective delivery of educational, behavioral, medical, and student support services throughout the District.

Assistant Classification Levels

The Classroom Assistant serves as an essential member of the educational team and collaborates with teachers, administrators, related service providers, and other staff to support student learning, engagement, safety, and success. Through teamwork and effective communication and planning, the Classroom Assistant helps implement instructional activities, classroom routines, accommodations, and interventions that support the diverse academic, behavioral, social-emotional, and functional needs of students. The Classroom Assistant contributes to a positive, inclusive, and productive learning environment that promotes student growth, independence, and achievement.

Leveled Student Support Compensation

Assistants assigned to positions within the classification levels outlined below shall be eligible for additional compensation commensurate with the responsibilities, qualifications, training, and certifications required for the assigned level.

Assistant classification is based on the daily assignment duties and responsibilities as outlined below. These descriptions are not exhaustive but provide an overview of expectations.

Assignments may be either permanent or temporary in nature. Employees temporarily assigned to perform duties associated with a higher classification level, including coverage for an absent employee, shall receive the applicable classification differential for all hours worked in that assignment for the duration of the temporary placement.

LEVEL & CLASSIFICATION	REQUIRED CREDENTIALS AND TRAINING	JOB DESCRIPTION, DUTIES, EXPECTATIONS, AND RESPONSIBILITIES
LEVEL 1 - General Classroom Assistant - Bus Assistant - Lunch Assistant - Breakfast Assistant	Required Training: - CPI De-Escalation Training - First Aid (provided by District Nurse or Health Liaison) - Restorative Practices Training - District-required professional development for Assistants - Instructional assistants: 60+ completed college credits or a passing score on the ETS Parapro exam (460). - Non-Instructional assistants: HS diploma or equivalent Highly Recommended Training: - CPR/First Aid	- Works under the direction and supervision of the classroom teacher, building administrator, or transportation supervisor. - Assists with instructional, supervisory, and operational duties as assigned. - May provide one-on-one support to students with minimal behavioral needs. - Performs all duties and responsibilities outlined in the current Assistant Bargaining Agreement. (See Appendix A for detailed job descriptions)
LEVEL 2 - Moderate Medical Needs Assistant - Moderate IEP/504 Support Assistant - Health Liaison Assistant - Moderate Behavioral Needs Assessment - Independence Facilitator (IF)	Level 1 Requirements, plus: - CPR/First Aid Student-Specific Training (as required): - Health Care Plan Training - Teacher Consultant Training - BCBA-Directed Training - Moderate Behavioral Needs Assessment Training	- Works under the direction and supervision of the classroom teacher, MCISD Teacher Consultant, building administrator, transportation supervisor, District Nurse, Health Liaison, or Central Office Administrator. - May provide one-on-one support to students with moderate educational, medical, or behavioral needs. - Supports students requiring: - Diabetic monitoring and support - Catheterization assistance - Seizure response protocols - Other services identified in a Care Plan or Section 504 Plan - May administer or assist with medication in accordance with Board Policy and training requirements. - Collects and maintains student data as assigned. - Performs all duties and responsibilities outlined in the current Assistant Bargaining Agreement. (See Appendix A for detailed job descriptions)
LEVEL 3 Behavior Technician (BT)	Level 1 and Level 2 Requirements, plus: Student-specific professional development related to	Works under the direction and supervision of the building administrator, classroom teacher, Teacher Consultant,

Independence Facilitator (IF)	behavioral intervention and support (Advanced CPI training may be needed)	and/or Board Certified Behavior Analyst (BCBA). - Provides support to students with intensive behavioral needs as identified through an IEP, Behavior Intervention Plan (BIP), or Section 504 Plan. - Implement behavioral support strategies and interventions. - Collects, records, and reports on behavioral and student performance data. - Assists in maintaining a safe and supportive learning environment. - Performs all duties and responsibilities outlined in the current Assistant Bargaining Agreement and Behavior Technician (BT) Job Description. (See Appendix A for detailed job descriptions)
LEVEL 4 Registered Behavior Technician (RBT)	Level 1, 2, and 3 Requirements, plus: - Current Registered Behavior Technician (RBT) Certification - Advanced CPI Training	- Works under the direction and supervision of the building administrator in collaboration with the BCBA and Central Office Administration. - Provides advanced behavioral support requiring RBT certification and specialized professional training. - Implements Behavior Intervention Plans (BIPs) utilizing Applied Behavior Analysis (ABA) principles. - Supports students with significant behavioral, social-emotional, and functional skill needs. - Maintains required documentation and behavioral data collection. - Performs all duties and responsibilities outlined in the Registered Behavior Technician Job Description (Appendix A).

Professional Development Requirements

The District recognizes that ongoing professional development is essential to ensuring support staff members possess the knowledge, skills, certifications, and competencies necessary to effectively support student learning, safety, well-being, and success. Accordingly, participation in District-required professional development activities is a condition of employment, and attendance at all assigned training sessions is expected unless otherwise excused by the District.

Each school year, the District shall schedule up to three (5) mandatory professional development days for support staff members to address topics including, but not limited to, Crisis Prevention Intervention (CPI), CPR, First Aid, safety procedures, student support practices, and other District-identified training needs.

Additional training sessions may be required throughout the school year to maintain certifications, ensure compliance with legal or programming requirements, or support employees assigned to specialized student support roles.

Support staff members shall be notified of scheduled professional development dates no later than August 1 of each school year whenever practicable. All employees covered by this Agreement who attend required professional development activities shall be compensated at their regular hourly rate of pay. Such professional development may be conducted in conjunction with other District employees.

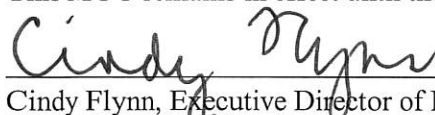
Compensation Structure

Compensation shall be based on the Assistant Classification Level assigned to the position and the qualifications required to perform the duties of that classification.

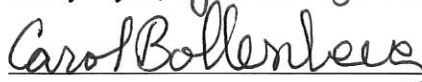
If an Assistant is assigned as a substitute for classification level 2 through level 4, they shall be compensated only for the level for which they are fully qualified.

Classification Level	Compensation
Level 1	Employees shall be compensated in accordance with the Assistant wage schedule with no additional classification differential.
Level 2	Employees assigned to a Level 2 classification shall receive an additional \$1.00 per hour above their applicable base hourly rate.
Level 3	Employees assigned to a Level 3 classification shall receive an additional \$2.00 per hour above their applicable base hourly rate.
Level 4	Employees assigned to a Level 4 classification shall be compensated at an hourly rate ranging from \$22.41 to \$25.59 , commensurate with education, experience, certification requirements, and placement on the approved salary schedule.

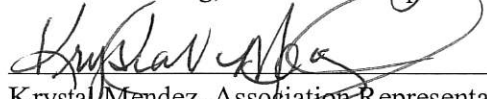
This revised structure will take effect on the date of this agreement and will be integrated into the contract. Employees will be placed at levels based on their qualifications and assigned responsibilities. Holding certain qualifications does not guarantee placement or compensation at a higher level without an assigned student or position requiring those qualifications. This MOU remains in effect until the expiration of the current contract or until renegotiated by both parties.


Cindy Flynn, Executive Director of Human Resources

6.30.24
Date


Carol Bollenberg, Association Representative

6/30/26
Date


Krystal Mendez, Association Representative

6/30/26
Date