

# Paraprofessionals

## Definition

Paraprofessionals included in this contract are defined as support staff that have specific responsibilities to our students. They can be titled as classroom, preschool, lunch/playground, transportation, library/media, inclusion, or technology. Paraprofessionals shall be directly responsible to their immediate supervisor (teacher, bus driver, principal, technology director) and all administrators of the District.

## Minimum Qualifications

The following are minimum qualifications for paraprofessional new hires:

### Classroom, Preschool, Inclusion Aide

- Classroom aides are required to have an Associates Degree or its equivalent or be able to pass the proficiency test as required by Title I legislation. Must pass background checks (criminal and misconduct)
- Ethical and confidentiality standards of a certified teacher

### Library/Media Aide and Library/Media/Technology Aide

- High School diploma and a minimum of 13 hours of college credit
- Familiar with computers, especially Windows, Microsoft Office, and Internet searching
- Familiar with library operations and audio-visual equipment
- Must pass background checks (criminal and misconduct)
- Ethical and confidentiality standards of a certified teacher

### Preferred Qualifications for Library/Media Aide and Library/Media/Technology Aide

- An Associate's Degree, preferably in library/media/secretarial services or equivalent
- A broad reading background and a love of books and reading
- Work experience in a public or school library setting

### Lunchroom, Playground, Transportation Aide

- High School diploma or GED
- Must pass background checks (criminal and misconduct)
- Ethical and confidentiality standards of a certified teacher

## Professional Development

Paraprofessionals wishing to attend professional development activities outside of the county may apply for paid leave if necessary. The District may pay registration fees. Pursuant to the school's business/conference guidelines, if a principal requires a paraprofessional to attend a professional development activity outside of the county, the employee can apply for mileage and other expense reimbursement. Paraprofessionals will have professional development (for which they are paid 5 hours) on 2 days each year (budget permitting). They may also be paid for up to 4 meetings each year (1 hour each).

## **Benefits**

All benefits will be prorated based on the hire date.

## **Personal Business Days**

Paraprofessionals can be paid for 3 days (number of hours scheduled) to conduct business that cannot be conducted outside of the employee's regular work day. Any personal business day which is not used during the school year may be applied to the accumulated sick leave at the end of the fiscal year.

## **Sick Days**

The employee shall be credited with one (1) sick leave day per month worked (beginning July 1, 2008). Employees need to work at least one-half of the months of June, July, and August to earn a sick day for that month. Sick leave may be used for personal illness, illness of immediate family, doctor/dentist appointments, or other medical reason requiring the employee's presence. Unused days shall not accumulate beyond 180 days. After working in the District for at least 10 years, all employees leaving employment of shall be paid at the rate of Ten Dollars (\$10.00) per day for their unused accumulated sick leave days not to exceed one hundred fifteen (115) days. In the event of the employee's death his/her remaining unused sick days will be paid to his/her beneficiary(s).

## **Bereavement Leave**

Paraprofessionals shall be granted a maximum of three (3) consecutive days paid leave per event for immediate family members. Immediate family shall be interpreted as husband, wife, mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law, daughter-in-law, grandparents-in-law, children, grandchildren, step related family members and grandparents, or permanent residents of the employee's household. Two (2) additional days with pay deductible from sick leave or personal business days may be taken, if necessary. Unused funeral/bereavement leave shall not be cumulative. Proof of relationship needs to be supplied by the employee when making such a request. Five (5) more additional days with pay deductible from sick leave or personal business days may be granted for travel or personal business by the Superintendent at his/her discretion. An employee may submit a request to the Superintendent for one (1) day paid funeral leave due to the death of an individual whose relation with the present employee warrants such attendance. If such request is granted, the day shall be deducted from any accrued sick leave or personal business days. Requests for bereavement leave shall be made through the immediate supervisor.

## **Jury Duty**

If an employee is called for jury duty that interferes with his/her regular work schedule, he/she will receive regular wages during this service, less the amount received for jury duty.

## **Inclement Weather**

When the District is officially closed for the day, paraprofessionals may use a personal day or take a deduct day. If the District is on a delay, employees will have one (1) month to make up hours missed as a result of the delay just so the employees work no more than

29.75 hours in any given week and receives administrative approval. The date of the delay must be recorded on the timesheet along with the make-up hours. However, days added to the calendar to meet legislative standards will be work days.

### **Seniority and Job Placement**

When a paraprofessional is hired to work every day in a regular assignment, he/she will have that hire date recorded as a seniority date. When two or more paraprofessionals are being considered for an assignment, seniority will be taken into consideration. However, the guidelines used for job placement will also include: individual student needs; academic preparation; life experiences; principal's evaluation and other relevant factors as determined by the administration. At the end of each year the paraprofessional will meet with the building principal to discuss his/her assignment for the upcoming school year. A site-based committee will assist in the determination of "classroom hours" and days for aides within the confines of the program budget. By September 1<sup>st</sup> each year, returning paraprofessionals will receive information indicating their assignment for the coming year.

If possible, paraprofessionals assigned to one inclusion student, on days that the student is called in absent, will be notified as such. The paraprofessional will take a deduct day when this happens. If the paraprofessional is at school already and the student they are assigned to was called in sick or was in school less than one (1) hour, the paraprofessional can claim one (1) hour pay for the day and leave. If the student starts the day at school and then leaves after being in school at least one (1) hour, the paraprofessional should leave for the day, claiming only those hours worked that day. For paraprofessionals that are assigned to more than one student and one of their students is called in absent, the paraprofessional will be reassigned to the other student(s) that they are assigned to for the day.

Administrators will use creative scheduling to assure the elimination of downtime. The schedule will include 30 minutes of prep time each week and up to 45 minutes (unpaid) lunch period each day.

### **Probationary Period**

All new employees hired by the District shall be required to serve a probationary period of 90 calendar days. The probationary period shall be uninterrupted by any type of service break, and any absences of the employee shall be made up before the probationary period is deemed to be complete.

During the probationary period, the employee's services may be terminated at any time by the School District in its sole discretion.

During the probationary period an employee shall not be eligible for any employee benefits (sick days, personal business days, bereavement days, etc.)

### **Evaluation**

Each year every paraprofessional will have a written evaluation.

**Layoffs, Transfers, and Termination of Employment**

Whenever possible, paraprofessionals facing layoff during the school year will be given a 10 working day notice. A laid off paraprofessional may be given priority status on the substitute list.

If the paraprofessional wishes to transfer to a different type/category of paraprofessional position, an interview with the building administrator and the teacher will be held to determine the best placement for the aide with respect to qualifications.

Any paraprofessional resigning shall file a written resignation with his/her building principal at least 10 working days before the effective date of the resignation.

If an employee quits or is discharged for any reason he/she will lose all seniority unless approval is granted for a leave of absence.

**Employee Handbook**

Notification of changes in policies affecting paraprofessionals will become a part of the employee handbook.

**Emergency Manager**

An Emergency Manager appointed by law is authorized to reject, modify, or terminate this Agreement as provided by law.

**COMPENSATION**

**Wage Schedule**

Employees will be paid on the same payment schedule as the teachers based on the following wage schedule:

**January 1, 2017 - 2018**

**Library/Media Aida**

Step 1	\$12.26
Step 2	\$12.42
Step 3	\$12.65

**Library/Media/Technology Aide**

Step 1	\$12.26
Step 2	\$12.42
Step 3	\$12.65

**Classroom Aide, Lunchroom/Playground, Transportation Aide, Inclusion, Preschool**

Step 1	\$10.86
Step 2	\$11.27
Step 3	\$11.69

**Longevity Pay**

In addition, employees who have worked in the District for at least ten (10) years will receive longevity pay (payable by June 30<sup>th</sup> of the current year):

10-14 years of District Experience	\$125.00
15-19 years of District Experience	\$150.00
20-24 years of District Experience	\$175.00
25 or more years of District Experience	\$200.00

**DURATION OF AGREEMENT**

This Agreement shall be effective as of October 17, 2015 and shall continue in effect until June 30, 2018.

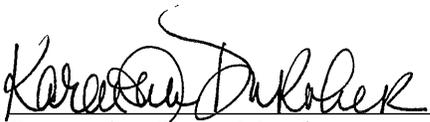
WITNESSETH:

In Witness Whereof, the parties hereto have caused this Agreement to be signed by their representatives on the 17<sup>th</sup> of October, 2016.

\*Wage and benefit reopener between October 17, 2017 and November 1, 2017.

***Representatives FOR THE  
PARAPROFESSIONALS:***

***Representatives FOR THE  
BOARD:***

  
Bargaining Team Member

  
President

  
Bargaining Team Member

  
Secretary

  
Bargaining Team Member

  
Superintendent