



## **FAQ on Changes to the School Year: 2017-2018 for Paraprofessional & SAEOP**

### **1. What do the longer school day and early releases mean for me as a SAEOP or Paraprofessional?**

The student day lengthens by 20 minutes each day, but the length of the work day for certificated and classified staff stays the same. Seven hour employees are still 7 hour employees, 8 hour employees are still 8 hour employees, etc.

On Wednesdays (except for the first day of school), students will be released 75 minutes early, but your work hours stay the same – you do not leave early.

### **2. I have bus duty and/or other responsibilities before and after school, what happens to those?**

The new schedule will leave less paid time before and after school, but you must be paid if you are doing bus duty either before or after your paid work day. Alert your principal immediately and submit the time for pay, or choose comp time.

Example: A bus with special Ed students is consistently early. One IA comes early and takes the students off the bus. Since this is before the start of the paid day, she puts in for pay for the time. Some weeks she chooses comp time and leaves early. She asks her principal to speak with the driver about the schedule, to see if they can come on time rather than early.

### **3. What will I do during the early releases?**

There are four kinds of early release:

#### **A. Collaboration Time: Teachers meet in Professional Learning Communities (PLCs), departments, etc.**

- 9/20, 10/4, 11/1, 11/29, 1/3, 3/7, 4/4, 4/25, 5/23, 6/20
- You will remain in your building on these Wednesdays.
- SAEOPs will likely work during this time on your usual duties.
- Paraprofessionals may be part of PLCs or department meetings with certs in your building, or may attend to other regular job duties such as contacting parents and preparing for the next school days. Your administrator or manager may wish to consult with you about how to use that time.

B. Common planning time/tech time: teachers may do tech training or may meet with others to plan

- 9/27, 10/25, 11/22, 12/6, 1/24, 2/28, 3/28, 5/30
- You will remain in your building on these Wednesdays.
- SAEOPs will likely work during this time on your usual duties.
- Paraprofessionals may be part of meetings with teachers if it makes sense, or may do regular job duties such as contacting parents and preparing for the next school days. Your administrator or manager may wish to consult with you about how to use that time.

Examples:

- Special ed/ELL IAs might meet with special ed or ELL teachers and IAs to prep for future classes.
- IAs might track down teachers to discuss student progress or to learn what is coming up in those classes

C. Common planning time/JOB ALIKE:

- 9/13, 10/18, 11/15, 1/17, 2/7, 3/21, 4/18, 5/2, 5/16, and 6/6
- Paraprofessionals and SAEOPs will have opportunities to attend professional development or PLCs around the District.
- Check ESS ahead of time to see some of what may be available.
- You may also work in your building during that time as you would during other early releases.
- BLTs will make plans to allow those with bus duty to leave in a timely fashion. *[Our actual agreement: “require[s] schools, with input from their BLTs, to establish a plan to ensure SAEOP, Parapro, and other staff are able to attend out-of-building PD on job-alike days. Upon SAEOP and Parapro notification to principals of job-alike PD plans they will be released to attend, in accordance with this plan.]*

Examples:

- An IA with bus duty might cover first ten minutes of bus loading, but then leave the school to go to a PD event at the JSCEE. The BLT plan rotates duty among administrators and certs to cover the remaining bus duty time.
- A SAEOP may join a group of other SAEOPs from nearby schools in a Professional Learning Community (PLC) on a topic of their choice.

D. Professional development time: school or program-based PD

- 10/11, 11/8, 12/13, 1/10, 2/14, 3/14, 5/9, 6/13
- You will remain in your building on these Wednesdays.
- SAEOPs will likely work during this time on your usual duties.
- These early releases take the place of the five half-day early releases.
- Schools will schedule professional development which may or may not be of interest to classified staff – use your judgement and consult with your administrator.
- Discuss with your administrator/manager whether it makes sense for you to join these PD events as well. Otherwise, you will attend to your usual job duties during this time.

**4. Are there any changes to how we use our professional development/leadership time?**

No, there are no changes. You may be attending PD more often during your regular work day, such as on some of the early releases. If you attend PD on an early release Wednesday but it stays within your regular work day, you can't also claim hours under your PD/Leadership time. But you can claim the time as PD/Leadership time if it is scheduled beyond your work day.

Paras can still, of course, claim “Professional Development Credit” for PD done during early release and other paid time. Remember to keep track of your service credit hours and have your administrator or manager sign off.

**5. It's hard to get our breaks now, won't this make it even harder?**

While it may be hard to take breaks, we have the right to take them, and our administrators need to make sure that they happen. Leaving breaks until the kids go home for the day isn't a great solution to being able to take breaks, which are intended to give us a quick rest while we are working.

If you are not getting your breaks, letting your AR (building rep) know so you have help talking with your administrator about having a real plan to take your breaks, and to get paid if you aren't able to take your break.