

**SEA & SPS MOU AGREEMENT GUIDELINES**  
**ELEMENTARY SPECIALIST CLARIFICATIONS as of 8-31-20**

**REDEFINING PLANNING-CONFERENCE-PREPARATION TIME**

- Remote online learning schedules must meet the same Basic Education requirements as in-person learning. Students must have access to instruction in all content areas including ELA, Math, Science, STI, Social Studies, Physical Education (PE), Music, Visual Arts, and Library, etc.
- Given the flexibility of the remote schedule, which includes both synchronous and asynchronous learning, instruction in PE, Visual Arts, Music, Library, and other specialty core content areas does not need to coincide with classroom teacher planning-conference-preparation (PCP) time. Classroom teacher PCP is not dependent upon Specialist instructional periods.

**ELEMENTARY SPECIALIST DEFINITION & ROLE**

- Elementary Specialists are teachers that provide role-specific learning experiences in subject areas such as Music, Visual Arts, PE etc.
- The role of the Elementary Specialist is to teach in their endorsed subject area. For example, an endorsed Visual Art Specialist is not reallocated to fulfill another subject area or role, such as intervention specialist.
- Elementary Specialists are not intervention specialists, ELL specialists, Special education staff, etc.
- Clarification in the SPS-SEA MOU: In the section below, “Specialists” refers to intervention Specialist, not Elementary Specialist as described above.

*“Integrating Specialists and Special Ed into Remote Classroom: SPS will provide training for all staff on how to integrate Specialists, ELL, and Special education staff into their online classrooms, to include specifics about the roles of specialist staff members, Special education staff, ELL, etc. Staff will be trained in using inclusionary practices in remote learning.”*

**INSTRUCTIONAL TIME FOR ELEMENTARY SPECIALISTS**

- Elementary specialists will not be required to provide synchronous instruction for more than three (3) instructional periods on Monday, Tuesday, Thursday, and Friday. On Wednesdays, elementary specialists will not be required to provide synchronous instruction for more than two (2) instructional periods. (Refers to 1.0 FTE Elementary Specialists, adjust for part-time Elementary Specialists.)
- “Elementary Specialist will follow the same synchronous and asynchronous instructional expectations and schedule as classroom/homeroom teachers.” This time may be divided into 60/60/30, as the classroom educator, or 50/50/50 as the Elementary Specialist.
- Specialists have the flexibility to convert small group instructional time for additional instructional period(s) for a total of four instructional periods. Decisions to convert instructional time is made through consensus among Specialists and through the site-based decision-making process.

**CLASS SIZE LIMITS**

CBA: Article IX, Section E, 3, pg. 84:

To promote equity between classroom teachers and Elementary Specialists, class size for Elementary Specialists shall be subject to the same limits as for all other classroom teachers as specified in Article IX, Section D,3, d of the Collective Bargaining Agreement.

- CBA class size standards do not change. Class size is teacher to student ratio outlined in the CBA. This does not change if another staff member is in the classroom. For example, the student to teacher ratio for 5<sup>th</sup> grade is 28 students to 1 teacher. This ratio is maintained if an Instructional Assistant (IA) is in the classroom.
- A building or program may seek a waiver to the terms of the CBA and/or MOU by following the process agreed to by both SEA and SPS in the contract (Cert CBA Article I, Section F: Contract Waivers, page 6).

**EXAMPLES FOR CHECK-IN & SMALL GROUP INSTRUCTION FOR ELEMENTARY SPECIALISTS**

To help schools determine how to use this time, examples are included below. Decisions will be made in partnership with Specialists and through the site-based decision-making process.

INSTRUCTIONAL CATEGORY	EXAMPLES
Check-in/community building <i>30 minutes five (5) times per week</i>	<ul style="list-style-type: none"> <li>• Homeroom classroom check-in with Elementary Specialist rotating to different classrooms each day</li> <li>• Elementary Specialist provides SEL lesson during classroom check-in time block, rotating through each class (students receive approximately 1 such lesson per month from each Specialist e.g. Music, Visual Arts, PE)</li> </ul>
Small Group Instruction <i>60 minutes five (5) times per week (determined by school)</i>	<ul style="list-style-type: none"> <li>• Small group instruction as an extension of Specialist synchronous class time.</li> <li>• Content-specific learning during homeroom group. For example, classroom teacher meeting with one small group for reading intervention while music teacher meets with another small group from that class for small group music instruction; this can happen through rotating classes (1 class per day = instruction once/month for each class).</li> <li>• Open-studio/Gym-time for drop-in Teams meeting by grade-level.</li> <li>• Asynchronous lessons provided to specific groups needing additional practice in a content-specific skill.</li> </ul>