

*Seattle Education Association*  
**Paraprofessional Department**  
**General Meeting**

**PD/Leadership Hours (8 day = 56 hours)**

November 18, 2020



# Welcome!

Let's talk about *Professional Development/Leadership Days* 🌟

Collective Bargaining Agreement 2019-2022:

Each Paraprofessional employee shall be allocated the number of hours equivalent to eight (8) workdays for professional development and/or leadership activities each school year.

# What does that look like?

→ Paraprofessionals are commonly 203/7 employees ←

You work 203 days/7 hour work day

7 hour work day x 8 Extra PD/Leader Days = 56 hours

You get a bucket of 56 hours every start of school year.



+ **56** =  
HOURS



# Professional Development/Leadership Days

## CBA Brief:

The purpose of these days is to provide extra time for participating in school/program decision-making, building leadership activities, and/or training to enhance job skills and/or improve student learning.

# Which is which?

# Well..... what are you doing?

## What is considered Professional Development hour(s)?

- Classes on Autism Spectrum Disorder
- Webinar on Microsoft TEAMS
- Training(s) to enhance job skill &/or student growth
- Staff meetings? NO 😞
- PD meetings? YES 🙌

## What is considered Leadership hour(s)?

- Building Leadership Team (school/program decision-making)
- Leading &/or Planning for PD Meetings of your building, Department, or PLC
- On a Committee that leads your schools 'Heritage Night Event'

# Mandatory SafeSchools Training

The courses listed below are mandatory trainings and are hosted on the SafeSchools web portal. SafeSchools login instructions are listed at the bottom of the page.

- Adult Sexual Misconduct review (30 minutes) – Mandatory for all staff who have student contact, or supervise staff with student contact.\*
- Child Abuse, Neglect and Exploitation Prevention Policy (10 minutes) – Mandatory for all staff who have student contact, or supervise staff with student contact.
- Non-discrimination & Affirmative Action Policy (10 minutes) – Mandatory for all staff
- Health Emergencies: Life Threatening Allergies (15 minutes) – Mandatory for all staff who have student contact, or supervise staff with student contact.
- Health Emergencies: Asthma Awareness (15 minutes) – Mandatory for all staff who have student contact, or supervise staff with student contact.
- Bloodborne Pathogen Exposure Prevention (20 minutes) – Mandatory for all staff who have student contact, or supervise staff with student contact.

SafeSchools Training + *so much MORE*

<http://seattle.wa.safeschools.com/>

Great Resource for Extra Trainings....hence  
EXTRA \$\$\$\$ for Para's!

HOW?

## How to Use:

- Pay for PD/Leadership outside of regular work hours

OR

- To pay for a substitute while attending professional development or leadership activities that occur during regular work hours.



SPS Schoology is another great resource for  
Professional Development



# SCHOOLGY

Introduction Tutorial:

<https://eln.seattleschools.org/paraschoolgyintro>

<https://districtlms.seattleschools.org/home/recent-activity>

PARAPROFESSIONAL GROUP

CODE: **VSWDC-CSN5T**



SPS → Human Resources → Payroll Forms



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Extra Time Reporting Form:

[https://mysps.seattleschools.org/UserFiles/Servers/Server\\_25823/File/Department%20Directory/Payroll/Forms/Extra%20Time%20Reporting%20Form.pdf](https://mysps.seattleschools.org/UserFiles/Servers/Server_25823/File/Department%20Directory/Payroll/Forms/Extra%20Time%20Reporting%20Form.pdf)

Remember:  
Use your  
PD/Leadership hours  
for extra \$\$\$