

# Paraprofessionals

## Definition

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

## Minimum Qualifications

The following are minimum qualifications for the paraprofessional:

### Classroom, Pre-school, Inclusion

- 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. Currently employed classroom aides have four years to meet this standard.
- Must have background check
- Ethical and confidentiality standards of a certified teacher

### Library Media, Technology

- High School diploma 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 have background check
- Ethical and confidentiality standards of a certified teacher

### Preferred Qualifications for Library Media, Technology

- An associate's degree, preferably in secretarial/computer 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

- High School diploma or GED
- Must have background check
- 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. 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).

### **Personal Business Days**

Paraprofessionals can be paid for 2 days (number of hours scheduled) to conduct business that cannot be conducted outside of the regular school day.

### **Sick Days**

Paraprofessionals can earn a sick day for every 20 days worked. Sick day pay is accorded by the regular workday hours. They can accumulate 22 days. After the 22-day accumulation, paraprofessionals will be paid 25% of their daily wage for additional days.

### **Bereavement Leave**

Paraprofessionals will receive 3 days of paid bereavement leave in the event of the death in the immediate family. Immediate family is defined as: husband, wife, children, mother, father, brother, sister, father-in-law, mother-in-law, brother-in-law, sister-in-law, grandparents, grandchildren, grandparents-in-law, son-in-law, daughter-in-law.

### **Jury Duty**

If an employee is called for jury duty that interferes with the regular work schedule, they will receive regular salary during this service, less the amount received for jury duty.

### **Inclement Weather**

When the district is officially closed for the day, paraprofessionals will not report to work. They will be granted compensation for a maximum of 2 inclement weather days in the event that school is closed. Hours missed due to inclement weather (fog delays, ice, snow, etc.) may be made up within one month of the delay. The date of the delay must be recorded on the timesheet along with the make up hours. Days added to the calendar to meet legislative standard will be work days.

### **Seniority and Job Placement**

When a paraprofessional is hired to work every day in a regular assignment, they will have that hire date recorded as a seniority date. The guidelines used for job placement will include: individual student needs; academic preparation; life experiences; principal's evaluation. At the end of each year the paraprofessional will meet with the building principal to discuss their 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 August 1 of each year, returning paraprofessionals will receive information indicating their assignment for the coming year.

The paraprofessional's first day of work each school year will be a 4-hour day that includes the convocation for all teachers and administrators. The principal will reassign paraprofessionals assigned to inclusion students on days that the student is absent. 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 lunch period each day.

## **Evaluation**

Each year every paraprofessional will have a written evaluation.

## **LAYOFFS, TRANSFERS, AND TERMINATION OF EMPLOYMENT**

In the event of a necessary reduction in workforce, the least senior paraprofessional in each category will be laid off first. 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 qualification.

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

If an employee quits or is discharged for any reason, they 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.

## SALARY SCHEDULE

### Library/Media/Technology Aide

	<u>2004-05</u>	<u>2005-06*</u>	<u>2006-07**</u>
Step 1	\$10.88	\$10.99	\$11.10
Step 2	\$11.03	\$11.14	\$11.25
Step 3	\$11.24	\$11.35	\$11.46

### Lunchroom/Playground/Transportation Aide

Step 1	\$ 9.61	\$ 9.71	\$ 9.81
Step 2	\$10.32	\$10.42	\$10.52
Step 3	\$10.70	\$10.81	\$10.92

### Classroom Aide

Step 1	\$ 9.62	\$ 9.72	\$ 9.82
Step 2	\$ 9.89	\$ 9.99	\$10.09
Step 3	\$10.18	\$10.28	\$10.38

**\*In the event that the school district total revenues increase by six percent (6%) or more from the 2004-05 school year, the Board of Education will consider adding an additional one-half percent (1/2%) to the salary schedule for the 2005-06 school year.**

**\*\*In the event that the school district total revenues increase by six percent (6%) or more from the 2005-06 school year, the Board of Education will consider adding an additional one-half percent (1/2%) to the salary schedule for the 2006-07 school year. For that school year, should the Mason Education Association (MEA) receive an additional increase greater than that provided by this agreement, the Mason Consolidated Paraprofessionals shall have the option of accepting the one-half percent (1/2%) increase, or reopening the agreement for the negotiation of the wage schedule only, for the 2006-07 school year.**