



MEMO

To: Principals, Associate Principals,
Instructional Directors and Supervisors

DATE: July 13, 2018

From: Human Resources

Re: Paraeducator and Technician Work Schedule

The following is a summary of the paraeducator and technician work schedule **before school starts**. Additional hours may be authorized to cover new staff orientation, overlap with new staff or staff going on extended leave, or the needs of the building.

General Rule for Paraeducators Work Year:

Paraeducators work the same days as students are in attendance, plus a Professional Development (PD) day before Labor Day. In 2018-2019, the PD is scheduled on Welcome Back Day. Paraeducators will attend the PD activities at Bloomfield Hills High School, which will follow the Welcome Back Day Program. At the conclusion of the PD, paraeducators will travel to the Doyle Center for lunch and additional PD. Note: Any new employees will be paid for attendance at New Staff Orientation scheduled on August 27, 2018.

Exceptions to the General Rule for Paraeducators Prior to the Beginning of School:

- **Bowers Academy:** 40 hours for student set up and scheduling (no secretary assigned to Bowers)
- **Career (CRC):** Generally **no hours** are needed except for college night preparation at Bloomfield Hills High School
- **ELL and GERT:** No summer hours needed (if used, the hours are included in the registration hours)
- **Media:** Middle School -14 hours (2 days at 7 hours per day in each middle school), 14 hours at elementary. High school has media technicians.
- **High School Registration:** A total of 80 hours may be used for high school registration
- **Middle School Registration:** 21 hours at each middle school (3 paras at 7 hours per day)
- **Elementary Office:** 40 hours
- **Special Education:** Prior approval by special education director required

General Rule for Technicians Work Year:

Technicians in the school buildings generally work the same days as students are in attendance. Any new employees will be paid for attendance at New Staff Orientation scheduled on August 27, 2018.

Exceptions to the General Rule for Technicians Prior to the Beginning of School:

- **Computer/Media:** 40 - hours per employee. Make copies and get technology ready for teachers.
- **Radio Station:** 80 - hours at the discretion of the building principal.
- **IA:** 40 hours before IA students report for orientation in August.