



Forward Thinking, High Achieving.

Mark Thane
Director of Human Resources
Missoula County Public Schools
215 South 6th West
Missoula, MT 59801
728-2400, Ext. 1038

To: All MCPS Para Educators & Educational Sign Language Interpreters
From: Mark Thane, Director of Human Resources
Date: June 2, 2014
RE: 2014-2015 Work Days/Hours

Please retain this letter for reference throughout the school year.

In an effort to clarify the calendar for Para Educators and Educational Sign Language Interpreters (ESLIs), we are providing you with the following information for the upcoming school year.

Para Educators & ESLIs will have the opportunity to take professional development courses throughout the year, provided the courses have been pre-approved by their supervisor.

If a Para/ESLI is *directed* by their supervisor to attend a professional development course during their work day, they are paid their regular rate of pay for their regularly scheduled hours on that day or for hours spent at the training if it is more than their regularly scheduled hours.

If a Para/ESLI is interested in taking a course offered on an unscheduled work day, they must also have the request pre-approved by their supervisor. They will be paid for hours spent at the course. The Para/ESLI must provide a certificate of completion to payroll and their supervisor.

The Sept 29th and April 27th non-student days are REGULAR DAYS OF WORK FOR ALL PARAS and ESLIs. They are to report to their buildings for Professional Development arranged by their supervisors or to other buildings if directed to do so by the Special Education Coordinators. These days are NOT optional.

Paras/ESLIs taking Mandt recertification during the summer will be paid their regular hourly rate for their regularly scheduled number of hours or for all hours in attendance at the training (whichever is greater).

Mandt training/recertification, when scheduled during a Para's work day, is considered a REGULAR WORK day.

***SEE FOLLOWING PAGES FOR CLARIFICATION OF SPECIFIC DATES
AND INSTRUCTIONS ON REGISTERING FOR PROFESSIONAL
DEVELOPMENT COURSES***

**Clarification of Work-Days for Para Educators &
Educational Sign Language Interpreters
2014-2015**

Monday, Aug 25: This is a scheduled full work-day. Para Educators and ESLIs will report to their building. Follow the building schedule.

Tuesday, Aug 26: An **orientation** for Classified Staff who have not previously attended an orientation is scheduled from 8:00 a.m. – 9:30 a.m.

This is a half (½) day of work for all Para Educators/ESLIs. They are to report to their buildings and work with their directing teachers **for exactly half (½) of their regularly scheduled hours.** (i.e. 7 hour paras work for 3.5 hours)

Monday, Sept 29: This is a scheduled work-day for Para Educators and ESLIs. Please report to your building. Your building principal will have a schedule/plan for you to follow. **The day is NOT optional.**

**Thur & Fri,
Nov 13 & 14:** **K-12 Parent-Teacher Conferences:**
Elementary & Middle School Para Educators and ESLIs work Thursday morning only and are not scheduled to work Thursday afternoon **nor** Friday.

High School Para Educators and ESLIs are not scheduled to work on Friday, November 14th because of parent-teacher conferences.

Mon, Jan 26: Elementary and Middle School Para Educators and ESLIs work a regularly scheduled work day.

High School Para Educators and ESLIs are not scheduled to work on this day. This is a teacher records day for high schools only.

**Thur & Fri,
Mar 26 & 27:** **K-8 Parent-Teacher Conferences:**
Elementary & Middle School Para-Educators and ESLIs work Thursday morning only and are not scheduled to work Thursday afternoon nor Friday.

High School Para-Educators and ESLIs are scheduled to work their regular schedules both of these days.

Fri, April 17: Elementary and Middle School Para Educators and ESLIs work a regularly scheduled work day.

High School Para-Educators and ESLIs do not work on this day.

Mon, Apr 27: This is a scheduled work-day for all Para Educators and ESLIs. They are to report to their buildings and follow schedules/professional development as directed by their supervisors. **The day is NOT optional.**

Thu, June 11: K-12 Para-Educators and ESLIs will only work until noon. This is the last day of work for all Para-Educators for the 2014-15 school year.

REGISTERING FOR PROFESSIONAL DEVELOPMENT COURSES:

Courses offered for Para Educators and ESLIs are available for viewing on the District's Professional Development link. Please see directions below on how to register.

To register on the **Montana Professional Development Portal:**

- Go to www.mcpsmt.org to the STAFF tab and select PROFESSIONAL DEVELOPMENT.
- **First time users:** Follow the link and click on CREATE AN ACCOUNT.
- **Registered users:** Once you have an account you can login and register for courses.

There is no longer any REQUIREMENT for "PIR" or Professional Development.

To be paid and to verify attendance at Professional Development offerings after pre-approval by your supervisor:

1. Obtain a certificate of completion at the workshop.
 2. Show the certificate to your Building Principal.
 3. Add the hours to your timesheet and note "Professional Development".
 4. Attach a copy of your certificate of completion to your timesheet. It is also recommended you keep a copy of the certificate for your records as well as a copy to Human Resources to be placed in your personnel file.
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