



Forward Thinking, High Achieving.

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**To:** All MCPS Para Educators & Educational Sign Language Interpreters

**From:** David Rott, Director of Human Resources

**Date:** July 14, 2021

**RE:** 2021-2022 Work Days/Hours

**Please retain this letter for reference throughout the school year.**

In an effort to clarify the calendar for Para Educators (Paras) and Educational Sign Language Interpreters (ESLIs), we are providing you with the following information for the 2021-2022 school year.

Paras & 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 their regular hourly rate for hours spent at the course. The Para/ESLI must provide a certificate of completion to payroll and their supervisor.

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  
2021-2022**

**Tuesday, Aug 24:** This is a full day of work for **Elementary, Middle School, and High School** Paras/ESLIs.

**Wed - Fri  
Aug 25-27:** These are scheduled work days for all Paras/ESLIs **except** Jefferson Pre-School and Early Kindergarten (**see below for start dates**). Please report to your building and work with your directing teachers for **your regularly scheduled hours**.

**Aug 27:** **Early Kindergarten Paras** – first regular scheduled work day work ½ day.

**Aug 31:** **Preschool Paras** – first regular scheduled work day – work ½ day.

**Oct 21 & 22** MFPE (formerly MEA) days. No school – paras do not work.

**Oct 28 & 29:** **Preschool Paras** are not scheduled to work unless helping with Early Childhood Screening event (time is paid). **Early Kindergarten Paras** are scheduled to work on these days. (ELEM, MS, and HS paras work.)

**Thur & Fri,  
Nov 11 & 12:** **K-12 Parent-Teacher Conferences:**  
**Elementary & Middle School Paras/ESLIs** work Thursday morning only and are not scheduled to work Thursday afternoon nor Friday.

**High School Paras/ESLIs** are not scheduled to work on Friday, November 12<sup>th</sup> because of parent-teacher conferences.

**Jefferson PK & EK Paras** are not scheduled to work on Thursday, November 11 nor Friday, November 12.

**Mon, Jan 24:** **Elementary and Middle School Paras/ESLIs/PK & EK Paras** work a regularly scheduled work day.

**High School Paras/ESLIs** are not scheduled to work on this day. This is a teacher records day for high schools only.

**Thur & Fri,  
Mar 17 & 18:** **K-8 Parent-Teacher Conferences:**  
**Elementary & Middle School Paras/ESLIs** work Thursday morning only and are not scheduled to work Thursday afternoon nor Friday.

**High School Paras/ESLIs** are scheduled to work their regular schedules both of these days.

**Jefferson PK & EK Paras** are not scheduled to work on Thursday, March 17 nor Friday, March 18.

**Fri, April 22:** **Elementary and Middle School Paras/ESLIs/PK & EK Paras** work a regularly scheduled work day.  
**High School Paras/ESLIs** do not work on this day.

**Fri, June 10:**     *Jefferson Preschool and Early Kindergarten Paras* - this is the last daywork for the 2021-22 school year. It is a *HALF DAY* in the a.m.

**Fri, June 10:**     **K-12 Paras/ESLIs will only work until noon.** This is the last day of work for Paras for the 2021-22 school year.

**REGISTERING FOR PROFESSIONAL DEVELOPMENT COURSES:**

**Courses offered for Paras/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](http://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 that you keep a copy of the certificate for your records as well as sending a copy to Human Resources to be placed in your personnel file.*

**See Addendum (on back)**

## **Addendum for Clarification of Work-Days for Special Education Para Educators 2021-2022**

**Monday, August 23<sup>th</sup>**: Please reach out to your directing special education teacher to see if your team is participating in a team collaboration day on August 23<sup>rd</sup>. This is a team collaboration day for Special Education Teacher/Para teams to meet **in your classrooms** and do common work and planning together. If you work, you will be paid for this day.

The agenda for August work day will include:

- Review and share IEP goals and accommodations for your students
- Plan data collection to track IEP goal progress
- Review/plan for needed Individual Behavior Plans based on Functional Behavior Assessments
- Create visual supports needed for the classroom or individual students
- Discuss staff schedules to meet student needs
- Establish your team's meeting times for continued collaboration (including meetings with CSCT)
- Plan classroom-wide Social-Emotional-Behavioral Supports and Reinforcements

You will not need to do any registration if your team is participating in the August work day; just fill out your ESS for that day, making sure to mark the appropriate number of hours your team works on this day. (Not to exceed your normal work day hours.)

**When: Monday, August 23, 2021 (Or another day chosen in collaboration with directing teacher)**

**Time: 9:00 – 3:30 (half hour lunch break)**

**Where: Your school and classroom**

**Remember: Social distancing and frequent hand washing! TBD on face masks.**