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**To:** All MCPS Para Educators & Educational Sign Language Interpreters  
**From:** David Rott, Director of Human Resources  
**Date:** August 1, 2016  
**RE:** 2016-2017 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 26<sup>th</sup> and April 24<sup>th</sup> 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. **April 24<sup>th</sup> MAY be adjusted to accommodate for trainings done prior to this - coordination and approval of those alternate dates will be forth coming.**

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  
2016-2017**

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

**Friday, Aug 26:** 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 26:** 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.

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

**Thur & Fri,  
Nov 10 & 11:**

**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 11<sup>th</sup> because of parent-teacher conferences.

**Mon, Jan 23:**

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 16 & 17:**

**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 7:**

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 24:** 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. This day MAY be adjusted to accommodate for trainings done prior to this - coordination and approval of those alternate dates will be forth coming.

**Fri, June 9:** K-12 Para-Educators and ESLIs will only work until noon. This is the last day of work for all Para-Educators for the 2016-17 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](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.*