

WBCSD#83 Extra Work Days for Paraprofessionals Protocol

The following will be the protocol followed to schedule extra work days for paraprofessionals. Federal funding (pink time sheets) will only be used to pay for collaboration time or training for paraprofessionals. Building budgets (green time sheets) will be used for other approved time/days.

Process to Follow:

- 1. Any extra days/time must be pre-approved by:**
 - a. Building administrator for work and/or training to be completed in building, or in district.
 - b. Special Education Director for work and/or training to be completed for Special Education purposes.
 - c. Speech Director for work and/or training to be completed for speech purposes.
2. When requesting extra days/time the request must be submitted in writing at least 5 working days in advance.
 - a. Included must be what the outcome or the extra days/time will be.
3. A time sheet listing the days/time worked must be submitted to the building administrator to sign off on.
 - a. Building administrator will send pink time sheets to Susie Luckey for approval.

Department to Approve Request:

4. The Special Education Director will schedule and/or approve extra days/time for Special Education Paraprofessionals.
 - a. Special Education Director will notify building administrator of days/time scheduled.
 - b. Extra days/time must be submitted on a time sheet to the Special Education Director to sign off on.
5. Building administrators need to schedule and/or approve extra days/time for building Paraprofessionals to work on school professional development and/or work days.
 - a. Building budgets must be used to pay for building Paraprofessional days/time.
6. Title I Paraprofessionals are already scheduled to work on the same scheduled days as certified staff.
7. The Speech Director will contact building administrator to gain approval to schedule extra days/time for Speech Paraprofessionals.
 - a. Speech Director will notify building administrator of days/time scheduled.
 - b. Speech Paraprofessionals can be scheduled and/or approved for a maximum of 3 extra days/time per year.
 - i. The time allotted must match up with the number of hours the Paraprofessional is scheduled to work on a normal work day.
 - c. General budget is used to pay for extra days/time. Building administrator will sign off on time sheet and send it to district Superintendent.

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8. Extra days/time for any other reason that a Paraprofessional would need to work needs to be scheduled and/or approved by the building administrator (I.e. Data input, etc.).
 - a. Building budgets must be used to pay for this extra time.