

**Francis Howell
School District**



LEARNING TOGETHER

SPECIAL EDUCATION

PARAPROFESSIONAL

HANDBOOK

FRANCIS HOWELL SCHOOL DISTRICT

August 2022

Introduction

This handbook is designed as a resource for Francis Howell paraprofessionals. This book contains general information about district practices and procedures. This handbook is not designed to be the sole source of information for staff. In addition, individual buildings may have processes that vary slightly.

Overview of Special Education

Special education services are provided to students throughout the Francis Howell School District. These services are embedded in programs and classrooms in each early childhood center, elementary school, middle school, and high school.

The Francis Howell School District's special education department has leadership at each building and centrally located support from the administration building. This structure includes the Director of Alternative Learning and Program Coordinators. A lead administrator is designated for each school. These administrators are called Special Education Administrative Members or SEAM Principals. The SEAM Principal typically leads the building level special education department along with the department chair. They may also evaluate paraprofessionals and other support staff.

Individual Education Program

Every student receiving special education services has an Individualized Education Program (IEP). The IEP contains documentation of the student's learning priorities for the current school year. These learning priorities are stated as annual goals and short-term objectives or benchmarks. The student's educational team and parents develop the IEP annually. Some students require additional personnel support in order to benefit from their special education services. These supports are referred to as related services and include speech/language therapy, occupational therapy, physical therapy, etc.

You are encouraged to take time to review the IEPs of students with whom you will be working. This should give you a good understanding of each student's strengths, needs, and preferred learning style. Each school will determine a schedule or plan for paraprofessionals to accomplish this. It is important to emphasize IEPs are confidential and the information in them is NOT to be shared with others unless that person has a legitimate need.

General Information

- Paychecks are issued on the 10th and 25th of the month.
- A 15-minute break is provided for each 4-hour shift. A 30-minute unpaid lunch break is scheduled for paraprofessionals working 5 hours per day.
- Professional development hours are required. The district will provide a number of PD activities that will meet these requirements. Paraprofessionals are expected to attend PD events. Absences from PD events will need to be entered into Aesop.
- Paraprofessionals are evaluated by their supervising administrator each year with input from the supervising teacher(s). These evaluations become a part of the paraprofessional's personnel file in the Administration Building and are due to be completed by May 1st.
- Paraprofessionals providing instructional support must work under the direct supervision of a teacher. A paraprofessional works under the direct supervision of a teacher if (1) the teacher prepares the lessons and plans the instructional support activities the paraprofessional carries out, and evaluates the achievement of the students with whom the paraprofessional is working, and (2) if the paraprofessional works in close and frequent proximity with the teacher.
- The paraprofessional evaluation tool is available on HowellNet. It is important that you are familiar with all the expectations found in this document.
- With prior administrative approval, paraprofessionals may be permitted to leave early or arrive to work late up to one hour. This time is considered unpaid.
- Reporting an Absence:

Absence Management

Employees can report absences via the Absence Management system by either the website, App.frontlineeducation.com or on the phone at 1-800-942-3767.

Username and Password are Employee created. To retrieve forgotten credentials, select "Forgot Username/Password" (new employees will receive an email invitation to create an account)

To access via the phone:

Your PIN number is your 10-digit home/primary phone number and your password is the 4 or 5 digit pin given by the district upon hire.

Mobile App Access

After you have created your Frontline ID, you can download the Frontline Education mobile app. The four-digit invitation code is **7354**. After entering the invitation code, enter your Frontline ID credentials to sign in. For more information regarding the mobile app click [here](#).

If you have additional questions, please contact Jessica Young at 636-851-4003.

Time Clock / Paid Time Off

- All hourly work completed for the district must be logged in the Time Clock Plus electronic time tracking system. Please review the Time Clock Policy and Guidelines Manual for more information. The manual is available on HowellNet.
- Paraprofessionals who participate in CBI trips will be paid for their lunch breaks. The expectation is that staff work through their lunch and assist students. A time clock adjustment form should be completed and provided to the person who reviews your time. This will ensure the lunch break will be paid.
- If working 20 or more hours, a paraprofessional is entitled to sick leave. If a paraprofessional works 20 hours and five days per week, she/he is eligible for 10 paid holidays. If a paraprofessional works 20 hours and less than 5 days per week, she/he is eligible for 5 holidays.
- Up to 3 sick days can be used as personal days for reasons designated in policy. Please refer to Policy/Regulation 4320 GE for specific personal day information.
- Jury duty has a special code. Since the district pays the normal pay for jury duty, an employee is required to endorse the jury duty check and send to payroll.
- When paraprofessionals are absent, they should get paid for their normal working hours.
- Misrepresentation of hours to be paid is subject to disciplinary action up to and including dismissal.

Benefits

- Paraprofessionals who work less than 105 days and/or less than 20 hours per week receive no benefits.
- Paraprofessionals, who hold a valid Missouri teaching certificate and work at least 17 hours per week in a position budgeted for a minimum of 600 hours in a school year, participate in the teacher retirement system (PSRS).
- Paraprofessionals who do not hold a valid Missouri teaching certificate and work at least 20 hours per week in a position budgeted for a minimum of 600 hours in a school year participate in the public education employee retirement system (PEERS).
- Paraprofessionals who work 20-29 hours per week and 105 days a year receive the following benefits.
 - Retirement (PEERS)
 - Paid Sick Leave
 - Short Term Disability Insurance

- Three paid personal days from your sick leave award. Personal days must be approved at least three days in advance, unless it is an emergency situation.
 - Ten paid holidays are provided if the paraprofessional works five days per week. (Labor Day, Thanksgiving, the day after Thanksgiving, Christmas Eve, Christmas, New Year's, Martin Luther King's day, President's day, Good Friday and Memorial Day).
 - If a paraprofessional works less than five days per week, he/she receives five paid holidays (Thanksgiving, Christmas, New Year's Day, Good Friday, Memorial Day)
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- Paraprofessionals who work 30 or more hours per week and 174 work days per year receive the following benefits.
 - Retirement (PEERS)
 - Paid Sick Leave
 - Short Term Disability Insurance
 - Life Insurance
 - Medical, Dental and Vision Insurance
 - Three paid personal days from your sick leave award. Personal days must be approved at least three days in advance, unless it is an emergency situation.
 - Ten Paid Holidays (Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King's Birthday, President's Day, Good Friday, and Memorial Day)

Mark Delaney is the Director for Human Resources. He is your resource contact. He can be reached at 636- 851-4057.

Professional Development

The Department of Elementary and Secondary Education (DESE) requires all paraprofessionals to complete training yearly. Professional development opportunities are provided throughout the year, as designated by the paraprofessional calendar. If you are unable to attend one of these events, your absence must be recorded in Aesop.

Francis Howell School District requires all Paraprofessionals to keep a list of their trainings on the Paraprofessional Training Log, form FHSE 0068. A copy of this form can be found in this handbook. This will serve as verification to DESE as well as provide district documentation that training has been completed. The building SEAM principal will collect this document yearly and keep it in your building personnel file. This record is due April 1st yearly.

Staff Leveling

The Special Education Department conducts a review immediately prior to the close of the school year regarding the anticipated special education student enrollment for each of the District's school locations. This review is conducted so that paraprofessional staffing can be adjusted (i.e. Staff Leveling) at each building based upon the overall student IEP needs for the upcoming school year. Paraprofessionals need to be aware consequently that those with less District service time are subject to either administrative transfer to another district school building where paraprofessionals will be needed, or laid-off if no openings exist for the new school year.

If you are affected by a staff leveling event, every effort will be made to inform you prior to the end of the current school year. The Human Resources Department administers the staff leveling job transfer process for the district. Human Resources will contact those employees who are affected by a staff leveling event regarding their employment status prior to the start of the new school year.

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ACKNOWLEDGMENT SHEET**

It is understood that this Paraprofessional Handbook has been prepared as a guide of the various policies and general information which should assist you during your employment. Note, however, the District reserves the right to make changes in its content as it deems appropriate. Any changes will be communicated to you.

I acknowledge receipt of the “Special Education Paraprofessional Handbook”, and I agree to read and abide by the information set forth in the Handbook.

Employee Signature

Date

SEAM Principal Signature

Date