

Contract Help for Kindergarten Teachers

2011-12

You are special!

Kindergarten teachers have unique issues and circumstances that require specific contract language.

This brochure will assist you in understanding and utilizing those provisions of the contract that benefit kindergarten teachers.



Planning Time

- All full-time teachers, whether AM/PM or All Day Kindergarten (ADK), receive 250 minutes per week of planning time.
- .5 teachers receive 125 minutes.
- ADK planning time comes from 150 minutes per week with music, library, and PE, and an average of 100 minutes per week under the building's planning time plan.
- .5 teachers should receive their 125 minutes before/after their session and/or with specialists.
- AM/PM teachers should receive their 250 minutes between sessions (or in some cases, with specialists as well).
- Specialist Times: If specialist time is not part of the designated planning time, teachers can be expected to stay with their classes during these times. However, many specialists do not mind if the teacher doesn't stay. Check with your specialists to find out what he or she prefers.

Recess Supervision

- At the beginning of the school year, teachers are expected to supervise their students during recess and to or from buses.
- A plan should be in place to transition students to follow the rest of the building's procedures and times for recess and bus loading or unloading.
- While it's expected that some classes will transition more quickly than others, students should be able to go to recess with the other students within a reasonable amount of time.

Conferences

- ADK teachers get the same conference days as every other Grade 1-6 regular classroom teacher.
- AM/PM teachers get these same conference days, plus 3 half-days with a sub in the fall, and 3 half-days with a sub in January.
- .5 teachers get 3 half-days with a sub in the fall, and 3 half-days with a sub in January.

Extra Days

- AM/PM teachers get 3 extra days per year. The intent of these days is to have 1 day to get ready for orientation in August, and 2 days for doing report cards (since AM/PM teachers have two classes).
- ADK teachers get 1 extra day per year to get ready for August orientation.
- .5 teachers get 2 extra days per year—1 to get ready for orientation, and 2 half-days for doing report cards (since .5 teachers have only one full class of students).

Important!

You **MUST** fill out time cards for any extra days worked. Give completed cards to your building's office manager during the payroll period in which you work each of these days. Failure to do so, means that you will not get paid for them!

Class Size

- Kindergarten classes in Lake Washington are staffed at an average of 19 students each.
- Remember, this is a district-wide average—not an actual limit for individual classes. As a result, some classes will be over 19 and some will be under 19, depending on enrollment at a particular school.
- If possible, the district tries to move kindergarten students to other nearby schools in order to balance classes. This is not guaranteed, but it does help in some situations by keeping class sizes down.
- Under our contract, remedies for large class sizes do not kick in until a class exceeds 26 students. This rarely happens since the district-wide average is 19.

Contract Language for All Teachers

- The contracted workday is 7.0 hours.
- Full-time teachers get 30 minutes for a duty-free lunch. This time is not part of the 7-hour day, and is not counted as part of your planning time.
- As part of their contract, teachers are expected to be at work at least 30 minutes before and after the student day. This time is for you to be able to be reached by parents if needed. You can use this time to do planning and preparations, but you need to be on the school site. This time does not count against your planning time minutes.
- .5 teachers are expected to be on site 15 minutes before and 15 minutes after the session. Their contracted workday is 3.5 hours.
- All other provisions of the contract apply to kindergarten teachers, such as the \$2,000 Professional Fund, personal days (annual leave), LEAP days, etc.



Questions?

If you have questions about these contract provisions, please contact the LWEA office:

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