

Explanation of Contract/Days for:

Teaching & Learning Specialists, Assessment Specialists, Professional Learning Specialists, Technology Integration Specialists, Consulting Teachers, and Program Specialists for CTE, Intervention Services, and Special Services

1. What kind of contract do certificated staff members in the above groups receive and how many days do they work?

Staff members work on a regular certificated teacher contract of 188 days and receive an additional/extended 21 day contract for a total of 209 days.

Staff members also receive the teacher *Responsibility Contract* and one leadership stipend. Both the *Responsibility Contract* and the one leadership stipend are for responsibilities associated with the position and neither equate to days/hours worked.

2. How do the 209 work days get calendared?

The calendar year for staff members in the above groups begins on August 11th and ends on August 10th. Supervisors should sit down with the staff members/teams they supervise to develop an annual work calendar, which the supervisor must approve. Supervisors should work with their staff members/teams to establish an annual work calendar well in advance so staff members can plan vacations and time off accordingly.

3. Staff members may be required to facilitate committees or conduct trainings in the evening, which fall outside of the typical work day. How are these additional hours accounted for?

With supervisor pre-approval, these hours may be “flexed.” For example, if a staff member conducts training from 5:00 -8:00 p.m. in the evening, with supervisor pre- approval, the staff member may come in later the following day. Typically, these hours are not accrued and counted toward fulfillment of the 21 additional days unless the training/workshop requires the staff member to work a full Saturday or other non-traditional work day.

4. What other kinds of flex options are allowable?

Supervisors should work with their staff members/teams to determine other possibilities for flexing of time. For example, should a department have a heavy work load during a particular “peak” time during the year, it may be feasible for work to occur on Saturdays or during other non-traditional periods (e.g. the last week of July) in exchange for additional time off during the school year (e.g. an additional week off in December or the full week of Thanksgiving). These options are department specific and should be developed between supervisors and their staff members/teams. Calendar documentation of all such flex options should be maintained by supervisors.
