



## MEMO

**To:** Principals, Associate Principals,  
Instructional Directors and Supervisors

**From:** Human Resources

**Re:** Paraeducator and Technician Work Schedule

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The following is a summary of the paraeducator and technician work schedule **before school starts**. Additional hours may be authorized to cover new staff orientation, overlap with new staff or staff going on extended leave, or the needs of the building.

**General Rule for Paraeducators Work Year:**

Paraeducators work the same days as students are in attendance, plus a Professional Development (PD) day before Labor Day. Any new employees will be paid for attendance at New Staff Orientation.

**Exceptions to the General Rule for Paraeducators Prior to the Beginning of School:**

- **Bowers Academy:** 40 hours for student set up and scheduling (no secretary assigned to Bowers)
- **Career (CRC):** Generally **no hours** are needed except for college night preparation at Bloomfield Hills High School
- **ELL and GERT:** No summer hours needed (if used, the hours are included in the registration hours)
- **Media:** Middle School -14 hours (2 days at 7 hours per day in each middle school), 14 hours at elementary. High school has media technicians.
- **High School Registration:** A total of 80 hours may be used for high school registration
- **Middle School Registration:** 21 hours at each middle school (3 paras at 7 hours per day)
- **Elementary Office:** 40 hours
- **Special Education:** Prior approval by special education director required

**General Rule for Technicians Work Year:**

Technicians in the school buildings generally work the same days as students are in attendance. Any new employees will be paid for attendance at New Staff Orientation.

**Exceptions to the General Rule for Technicians Prior to the Beginning of School:**

- **Computer/Media:** 40 - hours per employee. Make copies and get technology ready for teachers.
- **Radio Station:** 80 - hours at the discretion of the building principal.
- **IA:** 40 hours before IA students report for orientation in August.