

Date: September 20, 2022
To: Board of Education
From: Logan Hall, Executive Director, Human Resource Services
Alan Kearsley, Business Administrator

SUBJECT: Special Education Staffing and Hourly Salary Modifications

In recognition of the current and ongoing staffing challenges in filling critical special education roles, we are proposing a modification to the hourly salary schedule, and the creation of a new Self-Contained Paraeducator position. This position would give all paraeducators working at: an academic support classroom, behavior support classroom, ASCEND, ATLAS, PreK self-contained classrooms, and Essential Elements classroom, a pay increase. The new role makes a distinction for special education paraeducators working in identified self-contained classrooms and recognizes the unique responsibilities and skill sets required to meet the needs of our most highly impacted students.

In modifying the salary schedule, paraeducators working in self-contained classrooms will be paid on lane O of the hourly salary schedule.

In addition, we are proposing allowing up to 20 of the Self-Contained Paraeducators at select school locations to work up to 40 hours/week and become eligible for medical benefits in accordance with the Affordable Care Act.

These efforts are intended to increase recruitment and retention of critical, hard to fill positions.

Additionally, corrections are being made to the hourly salary schedule by appropriately noting historic positions that were missing from previous versions of the schedule.

It is proposed that the changes to the hourly salary schedule and availability of full-time hours be funded with ongoing district resources.

We are seeking Board approval for the proposed modifications to the hourly salary schedule. If approved, the new rates would take effect with the next pay period starting on 10/1/2022.

Hourly Employees 2022-23
Schedule 86

Lane	Steps					POSITIONS
	1	2	3	4	5	
AAA	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	
A	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	Student Sweeper I; Student Day Care Assistant; Student Stage Crew; Student Nutrition Worker
B	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	
BBB	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00	
CC	\$12.50	\$12.50	\$13.00	\$13.50	\$14.00	
C	\$12.50	\$13.00	\$13.50	\$14.00	\$14.50	
DD	\$13.00	\$13.00	\$13.50	\$14.00	\$14.50	
D	\$13.00	\$13.50	\$14.00	\$14.50	\$15.00	
E	\$13.50	\$14.00	\$14.50	\$15.00	\$15.50	
F	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	
G	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	
H	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	Sweeper II, Office Assistant, Bus Attendant, Student Support Assistant, Day Care Assistant, Group Leader, Grounds Crew, Student Advocate, Campus Safety, Enrichment Instructor, AVID Tutor, Driver, Summer Program Leader
I	\$15.50	\$16.00	\$16.50	\$17.00	\$17.50	Testing Compliance Assistant; OT/PT Motor Aides, Personal Care and Service, Nutrition Technician, Community Scholarship Advisor
J	\$16.00	\$16.50	\$17.00	\$17.50	\$18.00	Student Support Assistant-Special Education, School Support Assistant
K	\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	Lead Nutrition Technician/Child Nutrition Floater
L	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	Community Ed. Program Trainer, Paraprofessional I, Paraprofessional Pre-K, Paraprofessional PE, Volunteer Coordinator, Work Based Learning Coordinator
LL	\$18.01	\$18.53	\$19.05	\$19.57	\$20.09	
LLL	\$17.00	\$17.00	\$17.50	\$18.00	\$18.50	Summer Program Leader
M	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	Paraprofessional II-Special Education
N	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00	After School Coordinator, Assistant Coordinator-Community Learning Center, Assistant Medicaid Coordinator
O	\$18.50	\$19.00	\$19.50	\$20.00	\$20.50	Paraprofessional - Special Education Self-Contained
P	\$19.00	\$19.50	\$20.00	\$20.50	\$21.00	
Q	\$19.50	\$20.00	\$20.50	\$21.00	\$21.50	
R	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	
RR*	\$21.94	\$21.94	\$22.44	\$22.94	\$23.44	Bus Driver*
S	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	
T	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	High School Instructor, Adult ESL Instructors, Pre-K Instructor, CTE Instructor
U	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	
V	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	
W	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	
X	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	
Y	\$23.50	\$24.00	\$24.50	\$25.00	\$25.50	
Z	\$24.00	\$24.50	\$25.00	\$25.50	\$26.00	
OVR	TBD by HR	TBD by HR	TBD by HR	TBD by HR	TBD by HR	for HR use only

* For the 2022-23 Fiscal Year, Hourly Bus Drivers will be paid at the same hourly rate as step 1 of the contracted bus driver schedule (#77)

2022-2023 Subs, Interns, Hourly Administrators & Hourly Teachers, Counselors, Psychologists, Etc.

Schedule 20

Lane	1	2	3
A - NSUB (daily)	\$120.00		
B - BSUB (daily)	\$130.00		
C - CSUB (daily)	\$140.00		
D - RSUB (daily)	\$155.00		
E - Bachelors Intern (hourly)	\$17.76		
F - Masters Intern (hourly)	\$19.76		
G - Licensed Teacher - Bachelors (hourly)	\$35.52	\$35.52	\$36.91
H - Licensed Teacher - Masters (hourly)	\$39.51	\$39.51	\$40.85
I - Licensed Administrator (hourly)	\$63.69	\$65.28	\$66.91

DRAFT

(Draft)
Job Description
Salt Lake City School District (SLCSD)
Paraeducator – Special Education Self-Contained

At Salt Lake City School District educating children is our primary business. Salt Lake City School District proudly employs four of the past seven Utah Teachers of the Year and the 2021 Utah School Nurse of the Year, and many of our schools have been recognized as Blue Ribbon Schools. At Salt Lake City School District, our strength is in our diversity. Our 20,000 students include students from across the globe who speak over 80 different languages. Most of our students come to our District from historically underserved populations. We invite you to join our world-class learning organization as we prepare our students for life, learning and citizenship.

As a paraprofessional for our special education students, you will work alongside teachers to support students in developing daily living and behavioral skills. Paraprofessionals typically enjoy work hours that coincide with the school day, with school breaks, evenings, weekends, and holidays off work.

Hourly Non-Contract (180 day calendar)

FTE: 1.00 (40 hrs per week)

Anticipated Start: Immediately

Open Until Filled

FLSA Status: Non-Exempt

Starting wage: \$18.50 per hour (86-0)

Note: As required by the Affordable Care Act, this position is eligible for medical benefits only

Purpose Statement

The Paraprofessional – Special Education Self-Contained position provides assistance to teaching personnel in the supervision and instruction of special education students; performs classroom clerical tasks; and assists students by meeting special health care needs and developing students' daily living and behavioral skills.

This position reports to the principal or administrative designee.

Per Every Student Succeeds Act (ESSA), interested applicants must be Highly Qualified to be considered for the position. This includes having a high school diploma or a recognized equivalent, along with one of the following three items: 1) completed at least two years at an accredited higher education institution (minimum 48 semester hours), or 2) obtained an associates (or higher) degree from an accredited higher education institution, or 3) satisfied a rigorous state or local assessment (Parapro Assessment/PRAXIS ETS) with a score of 460 or higher. The higher education institution official transcripts or diploma, or a copy of the Paraprofessional Assessment must be provided with your application or upon a contingent offer of employment.

Minimum Qualifications

1. High school diploma or equivalent
2. Ability to pass a fingerprint and criminal background check
3. Must meet the Highly Qualified Requirements (ESSA)

4. Speak, read, write, analyze, understand, and follow written and verbal communication in English including grammar and punctuation; listen to, and understand information and ideas presented verbally and in writing.

Preferred Qualifications

1. Experience in a K-12 special education or public employment environment
2. Spanish or other language proficiency, including ability to read, write, speak, and understand

Essential Functions

1. Communicate effectively orally and in writing with diverse individuals and groups of people while maintaining confidentiality and building positive working relationships with employees and stakeholders.
2. Collect data pertaining to student behaviors, academics, and self-care under the direction of the lead teacher.
3. Work with students who may have significant behavior, academic or personal health care needs, including feeding, toileting, etc.
4. Assist and supervise students as they attend general education classes and provide support according to their IEP needs.
5. Provide some small group and 1:1 support to students within the classroom.
6. Provide support in helping students get safely on and off the bus in the AM/PM.
7. Attend additional training opportunities as deemed necessary.
8. Support classroom teacher in monitoring students out in the community during school sanctioned events.
9. Under the direction of the teacher, document your duties with students to support Medicaid funding.
10. Provide assistance in the Extended School Year (ESY) program for students who qualify for additional services over the summer.
11. Administer first aid and adhere to safety practices.
12. Assist others as required and needed to ensure an efficient and effective work environment.
13. Report incidents (fights, suspected child abuse, suspected substance abuse, etc.) to maintain the personal safety of students and adhere to district policies, procedures and state law.
14. Administer assessment instruments under the direction of teachers; confer with teachers to assist in evaluating student progress and implement student objectives; prepare and maintain accurate records.
15. Lead small groups and present information to others; participate in various meetings as assigned for the purpose of conveying and gathering information required to perform functions.
16. Perform basic math, including calculations using fractions, percentages and ratios, read a variety of manuals, write documents following prescribed formats.
17. Under the direction of the teacher, use knowledge of age-appropriate activities and stages of child development to implement classroom management techniques, provide classroom interventions, develop effective lesson plans and manage time effectively.
18. Provide a variety of activities under the direction of the teacher (constructive play, learning in small groups, behavior modification activities, etc.).
19. Perform record keeping and clerical functions using basic job-related equipment (e.g., copying, grading, etc.).

20. Operate physical education equipment and supervise playground activities using standardized methods.
21. Utilize knowledge of students' Individualized Education Plan (IEP) and concepts for Special Education learning to implement learning and behavior plans that meet students' social and behavioral interventions, health care plans, and ensure compliance with IEPs.
22. Adapt to changing work priorities and work with frequent interruptions; work as part of a team by collaborating with own and other work units; be attentive to detail.
23. Work under limited supervision; utilize time-management and prioritization strategies; accurately process detailed information; meet deadlines.
24. Maintain regular and predictable attendance to fulfill job requirements efficiently and effectively.
25. As needed, roll, push, pull, bend, reach, stoop, and lift up to 30 pounds.
26. Other duties as assigned.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 40% sitting, 30% walking, and 30% standing. This job is performed in a generally clean and healthy environment.