

Paraprofessional and Math Fellow Expectations During Covid-19 Closure

The Springfield Public Schools is very appreciative of the work that our paraprofessionals do throughout the year working with our students and families. We remain committed to taking proactive steps to protect our students and staff during this current pandemic to prevent community spread of the virus while understanding that our students should continue their education.

As you know, the Governor announced that schools will not re-open for the remainder of the 2019-2020 school year. We remain committed to continue paying paraprofessionals during this time period. Since the Governor's announcement, DESE has issued guidance to districts regarding district and school remote learning plans. As paraprofessionals you perform a very important role and we trust that you will continue to support our students and families who are grappling with the challenges that come with school being closed. You understand the benefit to our students by remaining connected remotely.

During the school closure period, paraprofessionals are expected to:

- Participate in remote weekly faculty meetings and in PLCs/Team Meetings with their assigned teacher. If the paraprofessional is regularly assigned to more than one teacher, the paraprofessional will be assigned to one teacher by the building principal/supervisor.
- Monitor emails from staff daily and respond within 24 hours if a response is required.
- Be accessible to consult, collaborate, and/or support the assigned teacher.
- Email any student concern to their Principal and/or Supervisor/Teacher; and maintain their obligations as a mandated reporter pursuant to Massachusetts law.
- Participate in approved online training/professional development for the purposes of facilitating learning during this school closure (minimum average of 2 hours professional development per week)
- Complete GCN on-line training
- If the assigned teacher requests communication between a paraprofessional and a student/family, the assigned teacher should direct the subject of the communication and it should be done using the SPS email or Google Voice. All communication should be followed up by an email to the assigned teacher with a summary of the communication. If there is an immediate concern the Principal should be notified. Paras can be invited by the assigned teacher to participate in remote learning with the teacher and the students.
- Complete Ethics on-line training. Retain the certificate until further notified.
- Training and access will be provided to paraprofessionals who request assistance to support the assigned teacher in delivering the required instruction.
<https://springfieldpublicschools.teamdynamix.com/TDClient/1908/Portal/Home/>
- Assigned teachers will give paraprofessional copy of "IEP at A Glance" for the students they are supporting

Math Fellows

- Monitor emails from staff daily and respond within 24 hours if a response is required.
- Email any student concern to their Principal, Site Supervisor, Math Supervisor or Math Director; and maintain their obligations as a mandated reporter pursuant to Massachusetts law
- Provide supplemental resources to support students (i.e. graphic organizers, reference sheets, etc.)
- Participate in remote weekly faculty meetings and in PLCs/Team Meetings or Meetings run by the Site Coordinator for the Math Fellows. Collaborate with educator(s) around data analysis and planning of lessons
- Complete GCN on-line training
- If the site supervisor requests communication between a Math Fellow and a student/family, the Site Supervisor should direct the subject of the communication and it should be done using the SPS email or Google Voice. All communication should be followed up by an email to the site supervisor with a summary of the communication. If there is an immediate concern the Principal should be notified. Tutors can be invited by the site supervisors to participate in remote learning with the site supervisor and the students.
- Complete Ethics on-line training. Retain the certificate until further notified.
- Training and access will be provided to Math Fellows who request assistance to support the site supervisor in delivering the required instruction.

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Daniel Warwick, Superintendent

Dated: April 28, 2020

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Dated: April 28, 2020