



Para Substitute Handbook

The mission of the Minnetonka Public Schools, a community that transcends traditional definitions of excellence and where dreams set sail, is to ensure all students envision and pursue their highest aspirations while serving the greater good, through teaching and learning which:

- Value and nurture each individual,
- Inspire in everyone a passion to excel with confidence and hope, and
- Instill expectations that stimulate extraordinary achievement in the classroom and in life.

The objectives of the Minnetonka Public Schools are that:

- All students will meet or exceed District academic standards.
- All students will achieve according to their individual potential.
- All students will continually achieve their stated aspirations.
- All students will possess an enlightened view of themselves, others and the world.

CONFIDENTIALITY

It is extremely important and vital that as part of your job you protect the data privacy rights of the students in our District. Therefore, you will need to hold all student information with the utmost care and not discuss it with parents, other staff members, volunteers, or in the community. As a para, substitute you will only have student(s) information on a need to know basis. It's important to remember to maintain this confidentiality at all times, including during lunch or on breaks with other staff members.

Paraprofessional Positions by Class

Class A	Lunchroom/Playground Paraprofessionals Recreation Para
Class B	Childcare Paraprofessionals Child Associate Paraprofessionals Confident Kids Paraprofessionals Early Childhood Family Education (ECFE) and Minnetonka Preschool Paraprofessionals Hall Paraprofessionals (High School) Layreader Paraprofessionals (High School) Print Shop Paraprofessionals (Service Center) Production Room Paraprofessionals (High School) Science Paraprofessionals (High School) Student Supervisory Paraprofessionals (Middle School) Supervisory Paraprofessional for Swimming (Middle School) World Language Paraprofessionals (High School)
Class C	American Sign Language Para Assurance of Mastery Paraprofessionals (AOM) Behavior Planning Paraprofessionals Chinese Immersion Paraprofessionals Classroom Paraprofessionals High Potential Paraprofessionals (HP) Kindergarten Paraprofessionals Learning Lab/ADHD Paraprofessionals Math Support Para Navigator Para Project Think Paraprofessionals Spanish Immersion Paraprofessionals Student Behavior Resource Room Paraprofessionals (High School and Middle School) Study Hall (MHS) and Study Lunch (Middle School) Paraprofessionals Teaching and Learning Paraprofessionals (DSC)
Class D	Early Childhood Special Education Paraprofessionals (ECSE) Special Education Behavior Paraprofessional Special Education Paraprofessionals English Language Learners Paraprofessionals (ELL) Media Paraprofessionals Swimming Paraprofessionals (Middle Schools)
Class E	Health Paraprofessionals
Class F	Licensed Practical Nurse

*Bus Traffic Paras will be paid according to the class to which the employee is currently assigned. If the employee has no other para assignments, then the Bus/Traffic para will be paid at Class A.

Wages Rates Authorized under School Board Policy 431

Section 1: Wage Rates pertaining to substitute and part time employees as of August 17, 2017.

1.0 Paraprofessionals

- 1.1 \$12.70 per hour for Class A
- 1.2 \$13.50 per hour for Class B
- 1.3 \$13.80 per hour for Class C
- 1.4 \$14.50 per hour for Class D
- \$15.00 per hour for Class E

2.0 Clerical

- 2.1 \$13.35 per hour for Level I
- 2.2 \$13.85 per hour for Level II
- 2.3 \$15.10 per hour for Level III
- 2.4 \$16.00 per hour for Level IV
- 2.5 \$16.50 per hour for Level V+

3.0 Child Nutrition Personnel

- 3.1 \$13.70 per hour for all levels

4.0 Custodial Personnel

- 4.1 \$13.70 per hour for all levels

5.0 Registered Nurse

- 5.1 \$22.50 per hour for Substitute
- 5.2 \$22.50 per hour for Early Childhood Screening RN

The minimum requirement to remain an active para substitute is to work at least one day per school quarter.

**FISCAL YEAR
PAYROLL SCHEDULE
2018-2019**

Payroll #	Start Date	End Date	Check Date
1	9/2/2018	9/15/2018	Friday, September 28, 2018
2	9/16/2018	9/29/2018	Friday, October 12, 2018
3	9/30/2018	10/13/2018	Friday, October 26, 2018
4	10/14/2018	10/27/2018	Friday, November 9, 2018
5	10/28/2018	11/10/2018	Friday, November 23, 2018
6	11/11/2018	11/24/2018	Friday, December 7, 2018
7	11/25/2018	12/8/2018	Friday, December 21, 2018
8	12/9/2018	12/22/2018	Friday, January 4, 2019
9	12/23/2018	1/5/2019	Friday, January 18, 2019
10	1/6/2019	1/19/2019	Friday, February 1, 2019
11	1/20/2019	2/2/2019	Friday, February 15, 2019
12	2/3/2019	2/16/2019	Friday, March 1, 2019
13	2/17/2019	3/2/2019	Friday, March 15, 2019
14	3/3/2019	3/16/2019	Friday, March 29, 2019
15	3/17/2019	3/30/2019	Friday, April 12, 2019
16	3/31/2019	4/13/2019	Friday, April 26, 2019
17	4/14/2019	4/27/2019	Friday, May 10, 2019
18	4/28/2019	5/11/2019	Friday, May 24, 2019
19	5/12/2019	5/25/2019	Friday, June 7, 2019
20	5/26/2019	6/8/2019	Friday, June 21, 2019

Payday is every other Friday. **There is a waiting period of two weeks to receive salary earned during the previous two week pay period.** This waiting period is to allow the checks to be processed.

PROCEDURES FOR PARA SUBSTITUTES

Listed below are the actual student contact hours at each building.

Please note: the expected work schedules will be listed in Absence Management (Aesop), the reserve teacher/para scheduling system.

<u>Building</u>	Student Hours	
	<u>Begin</u>	<u>End</u>
Minnetonka High School (9-12)	8:00 a.m.	2:40 p.m.
Minnetonka Middle School East (6-8)	9:15 a.m.	3:55 p.m.
Minnetonka Middle School West (6-8)	9:15 a.m.	3:55 p.m.
Clear Springs (K-5)	8:40 a.m.	3:20 p.m.
Deephaven (K-5)	8:00 a.m.	2:40 p.m.
Excelsior (K-5)	8:00 a.m.	2:40 p.m.
Groveland (K-5)	8:40 a.m.	3:20 p.m.
Minnewashta (K-5)	8:40 a.m.	3:20 p.m.
Scenic Heights (K-5)	8:40 a.m.	3:20 p.m.
Minnetonka Community Education (ECFE/ECSE)	Class Times Vary	

In order to facilitate payroll, we are asking para substitutes to follow a specific reporting procedure.

1. When reporting to a building for an assignment, stop at the main office* to check in.
2. At the end of each day, check out in the main office*. This should be done each day even if the assignment is for longer than one day. Be certain to indicate to the office assistant if you have performed any other activity for which you should receive additional pay.
3. At the end of the assignment, the para substitute folder for the para you are replacing must be returned to the main office.

*When working at Minnetonka High School, check in and out in the Guidance Office.

Minnetonka Public Schools District Service Center
5621 County Road 101
Minnetonka, MN 55345
952-401-5000

Building	Contacts
Clear Springs Elementary 5701 County Road 101 Minnetonka, MN 55345	Curt Carpenter, Principal Debbie Guido, Head Office Assistant 952-401-6950
Deephaven Elementary 4584 Vine Hill Road Deephaven, MN 55391	Bryan McGinley, Principal Stephanie Pearson, Head Office Assistant 952-401-6900
Excelsior Elementary 441 Oak Street Excelsior, MN 55331	Stacy DeCorsey, Principal Sherry Sullivan, Head Office Assistant 952-401-5650
Groveland Elementary 17310 Minnetonka Boulevard Minnetonka, MN 55345	David Parker, Principal Elizabeth Burton, Head Office Assistant 952-401-5600
Minnewashta Elementary 26350 Smithtown Road Excelsior, MN 55331	Cindy Andress, Principal Carol Johnson, Head Office Assistant 952-401-5500
Scenic Heights Elementary 5650 Scenic Heights Drive Minnetonka, MN 55345	Joe Wacker, Principal Christine Best, Head Office Assistant 952-401-5400
Minnetonka Middle School East 17000 Lake Street Extension Minnetonka, MN 55345	Pete Dymit, Principal Robin Chandler, Head Office Assistant 952-401-5200
Minnetonka Middle School West 6421 Hazeltine Blvd. Excelsior, MN 55331	Paula Hoff, Principal Ellen Schilling, Head Office Assistant 952-401-5300
Minnetonka High School 18301 Highway 7 Minnetonka, MN 55345	Jeff Erickson, Principal Geri Murphy, Guidance Office 952-401-5812
Minnetonka Community Education Center 4584 Vine Hill Road Deephaven, MN 55331	Michelle Lorinser, ECSE - 952-401-6806 Denise Nelson, ECFE – 952-401-6812 952-401-6800