

THE SCHOOL DISTRICT OF
PALM BEACH COUNTY, FL

VICKI EVANS-PARÉ
DIRECTOR

GONZALO S. LA CAVA, Ed.D.
CHIEF OF HUMAN RESOURCES

LABOR RELATIONS
3322 FOREST HILL BOULEVARD, SUITE C-301
WEST PALM BEACH, FL 33406-5813

PHONE: 561-357-7696 / FAX: 561-357-7609

WWW.PALMBEACHSCHOOLS.ORG/LABORRELATIONS/

October 11, 2017
Bulletin #P 18-116 CHR

Contact:

Vicki Evans-Paré, PX 48479

vicki.evans-pare@palmbeachschools.org

Action By:
Information Only

TO: All Principals

FROM: Gonzalo S. La Cava, Ed.D., Chief of Human Resources 

SUBJECT: USE OF NON-INSTRUCTIONAL EMPLOYEES AT SCHOOL SITES

Non-instructional employees at school sites (including, but not limited to, Instructional Technical Support Assistants [ITSAs], Secondary Technology Support Technicians [STSTs], and Paraprofessionals I and II) are not to be used as substitute teachers or assigned to in-classroom teaching/supervisory responsibilities over students except in emergency situations. This assignment should only be on a very short-term basis until a regular certified instructional employee, substitute teacher, or certified administrator can be located and assigned to take charge of the students in that classroom.

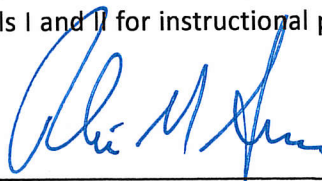
The District's Labor Contract with the Association of Educational Secretaries and Office Professionals (AESOP) Article 3, Section B, 6 (a), second paragraph states:

"It is understood by the Parties that every incidental duty connected with the functions enumerated in the job description is not specifically described. This does not preclude the requirement of performance by the employee of related duties. Employees may be requested to perform other duties as assigned not directly related to their job description for the safety of the school/department provided all Association represented employees in that school/department are assigned to such duties on an equitable basis. Principals/Directors will take into consideration the time such duties detract from the employee's duties as found in his/her job description, provided such duties are performed in good faith by the assigned employee, these duties will not negatively influence the annual evaluation of the employee."

Please take all steps necessary to comply with these contractual provisions and to abstain from assigning these employees to classrooms without instructional employees present, responsible for providing instruction and overall supervision. Only certified instructional employees are to teach instructional lessons to students; however, teachers may be assisted by ITSAs, STSTs, and/or Paraprofessionals I and II for instructional purposes when it is either practical or necessary to do so.

RMA/GSL/VEP:cbt

Approved:



Robert M. Avossa, Ed.D., Superintendent