



Each Scholar: A Voice. A Dream. A Bright Future!
Department of Human Resources

Purpose: Clarify secretarial roles and responsibilities on early release days

Information Only

To: All FWEA-ESP Staff (Sent Bcc: for privacy)

CC: Principals
Shannon McCann, FWEA President
Michelle Hayes, FWEA-ESP Representative

Team,

We have been receiving some questions about secretarial duties and schedules on early release days and what we are doing to provide supervision for scholars who are awaiting family pickup. In order to improve experiences and outcomes for staff and scholars, we offer the following clarifications:

1. We are ensuring that there are paraeducators who are providing supervision for scholars, as needed, beyond the student day on early release.
Principals will be working with Paras to schedule as needed to supervise scholars after dismissal.

2. Secretarial Role and Schedule on Early Release Days.
 - Secretaries should participate in PLC by rotation (Section 4.8.1)
 - Principals should work with secretaries to establish a focused worktime rotation (section 9.12)
 - Recognizing that Secretaries have PLCs to attend, as well as focused office time, secretaries should not be expected to provide sole supervision for students for extended time, on a regular basis.
 - As always, secretaries may provide supervision, transitionally, for students who are awaiting family pick up.
3. Guidance and reminders regarding resolving concerns regarding duties, workload, and schedule as they arise.

- Open communication is key.
- If a secretary has a concern with their schedule or work load, they should talk to their immediate supervisor to resolve concerns and prioritize workload, as a first step.
- Of course, they can always consult with a union representative for guidance, as well.

Next Steps:

1. Discuss this information with your principal/supervisor.
2. Review the attached PLC rotation. (Note it has been updated from a previous version, correcting the third rotation (green) to Generalist and Secondary Attendance (not Secondary Finance).
3. Reach out to colleagues to schedule participation in job-alike PLCs.