

Educator Working Conditions (School Operational Plan): Guidance



Introduction

According to the SEA-SEZP Agreement, each school must produce and publicly post an annual School Operational Plan that outlines certain teacher working conditions in the school. Since all schools are given flexibility to differentiate their school programs—including school schedule, hours, duties, and professional development—this document enables each school to inform current and prospective teachers of their employment expectations for the following school year. SEZP expects that principals and TLTs will work together to define teacher working conditions that create an academic environment and school culture aligned with their school’s priorities.

This year’s planning process includes a standalone document that specifically addresses educator working conditions and will be called, per the SEA-SEZP contract, the “School Operational Plan.” The goal of separating out this document is to better clarify educator working conditions at each school, which the TLT and principal must vote on before submission to the SEZP Board. This year, School Operational Plans will be due in advance of the educator transfer window.

Directions for Completing Educator Working Conditions (School Operational Plan)

To support schools in undertaking this work, SEA and SEZP have collaborated to produce default language and a template for educator working conditions outlined in Article 22 of the SEA-SEZP contract. As a way of becoming familiar with this template, SEZP asks that principals first fill out this document to reflect this year’s working conditions as a starting point. Once completed, this document should be shared with the school building rep for fact-checking, and then with all building educators. After developing and socializing the baseline document, principals and TLTs will use this to create their next year (SY ’17-18) Operational Plan.

All Operational Plans must meet the specifications outlined in Article 22 of SEA-SEZP contract, including reference to all seventeen elements (see default language on next pages). SEZP expects that schools may customize different portions of this default language, particularly those in red.

Each building’s School Operational Plan must be approved by the principal and TLT, as well as socialized with all educators for their feedback, and submitted in draft form via Google Drive to SEZP by March 7. Operational Plans will then be shared with the SEA and the SEZP Board. **Your final School Operational Plan will be a public document and part of your school’s overall plan.**

Deadlines & Review

Final draft Operational Plans are due in the template below by 5pm Tuesday, March 7. Once submitted, Operational Plans will be reviewed by SEZP leadership, and then shared with the SEA. Operational Plans will be part of the Phase I school planning materials that the SEZP Board reviews at their March 20 board meeting.

SEZP 2017-18 School Planning Process

Kiley School Operational Plan: Final



[Please note that the language below is default language agreed upon by SEZP leadership and the SEA. Principals and TLTs may customize this language as desired but at minimum should fill in the sections in red]

1. Allocation of discretionary funds made available by the principal, including in areas such as: wraparound services for students and families, after-school programs, and school supplies.

****Note: Please leave this item blank for now. SEA and SEZP will continue to discuss this provision and finalize default language later this winter, during the budget process.****

2. School curriculum issues.

Kiley will use a curriculum framework aligned with the Massachusetts State Curriculum Frameworks. Teachers may be asked to assist in developing new and improved curricula for their own use and that of other teachers in the building. To the extent possible, teachers will be made aware of curriculum changes in advance and have an opportunity to provide feedback.

3. Professional development activities applicable to the school as a body. This does not include individualized professional development or coaching of teachers.

Teachers may be required to participate in professional development activities throughout the school year, including before and after the school day for students, and before or after the school year starts and ends. If possible, at least one week's notice will be given to teachers before any required professional development activities. Expected professional development activities include those below (please see school calendar for additional details):

- Up to 5 days of professional development and/or staff planning days before the school year begins;
- Up to 3 days of professional development and planning days during the school year;
- Up to 10 hours of PD after the school day ends for students during the year ("extended day")

4. School calendar.

Please see the attached 2017-18 school year [calendar](#) for staff. Any change to the school year calendar is subject to SEZP approval. If possible, at least one month's notice will be given to teachers before any change to the school calendar. In the event of a change during the year, accommodations may be made for individuals with critical scheduling conflicts on a case-by-case basis. The school calendar will include:

- Total number of school days and hours for students. Required total hours for students are a minimum of 1330 per year.
- Total number of days and hours for educators, including school days and professional development and planning days. Teachers are required to work a minimum of 1500 hours per year.
- All federal and state holidays.
- Winter break, Mid-winter break, Spring break.

5. Schedule for staff and students, provided that teachers will continue to receive duty-free lunch and regular preparatory time

Teachers at each school will receive a duty-free lunch and regular preparatory time.

The standard workday for educators will be 8 hours and 5 minutes (including lunch and prep time). For the majority of educators, required hours will be approximately 7:20am–3:30pm Monday through Thursday and 7:20am -2:50pm on Fridays.

Teachers will have at least 3 planning hours per week. These hours will be allocated as evenly across the school week as possible. This time can be to plan, grade, collaborate with their colleagues, etc. In extenuating circumstances, teachers may be asked to perform some duties during this time.

All staff members are expected to participate in professional development, collaboration activities and/or PLC meetings on 2 days weekly as well as after school, unless otherwise directed by the principal.

In addition to traditional responsibilities and those duties listed above, all staff at Kiley may be expected to be involved in educational and administrative activities that are necessary to fulfill the mission of the school. These activities may include, but are not limited to:

- Participation in 1 family event during the school year;
- Weekly lesson plans that are submitted to administrators by 7:35 am Monday morning
- Phone calls to families about the academic progress of students;
- Preparation of individual student weekly reports, progress reports, and report cards;
- Participating in staff recruitment and selection processes;
- Working regularly with school administrators to improve one's instructional practices;
- Homework expectations will be developed by team / teacher and assigned regularly; and
- Attending student-related meetings.

6. Scheduling of school-wide parent/teacher meetings. This does not include individual parent-teacher meetings that may occur between school-wide meetings.

Kiley will hold weekly parent-teacher conferences during the 2017-18 school year. Time will be set aside from 2:50PM to 3:30PM for these conferences but timings may change to accommodate schedules of parents.

7. Work before and/or after the regular school year.

Returning teachers are expected to report to work on August 21, 2017. The final work day for teachers is June 20, 2018. These dates assume five days built in for inclement weather and will change based on the actual number of inclement weather days. If possible, at least one month's notice will be given to teachers before any change to the start and end of the school year.

8. Notices and announcements.

Teachers will be notified in advance of special events which will involve students such as health testing, assemblies, etc. Classroom interruptions for notices or public address announcements will be kept at an absolute minimum.

9. School health and safety issues.

Working with SEZP and SPS, the school will make every effort to provide appropriate materials, space, and technology to support effective teaching and learning.

Security of school premises will be maintained and visitors to the school will be required to check in upon entry.

Every effort will be made to mitigate painting or repairs to buildings while school is in session, to avoid distractions or interruptions to student learning.

10. Staff dress code.

Staff at Kiley are asked to dress professionally for a school setting. Excessively casual clothing such as ripped jeans, revealing clothing, beach wear, and flip flops will not be permitted.

11. Rotation of duties.

During a typical Monday-Friday week, all staff members are expected to perform additional duties that are necessary to fulfill the mission of Kiley. To the extent possible, duties will be equitably distributed and rotated among staff members on a regular basis. These duties may include, but are not limited to:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- **Teachers will have a duty free lunch as well as 45 minutes per day prep time outside of PLC for prep**
- Substitute coverage of classes and duties of others who are absent from school;
- Coverage of afterschool activities, not exceeding 60 minutes per week;

Staff may be asked to perform additional duties or responsibilities not listed here. Some additional responsibilities may come with additional compensation in the form of stipends, but stipends should not be expected.

12. Class size.

Kiley commits to ensuring a reasonable class size for students and teachers. Class sizes may be differentiated, to support student learning and teacher development.

13. Bulletin boards.

Teachers may be asked to support the development and maintenance of bulletin boards in hallways. The Springfield Education Association will be provided a clearly designated bulletin board for the purpose of posting Association-related notices and other materials. Such space will be provided in each building for the exclusive use of the Association.

14. Family-teacher communication.

Teachers may be required to make regular phone calls to families about the academic progress of students, as well as respond to family inquires via email, phone or in-person meetings throughout the school year.

15. Class coverage.

During a typical Monday-Friday week, all staff members may be required to cover classes as needed, except during the teacher's duty-free lunch. To the extent possible, class coverage will be assigned equitably and on a rotated basis, including:

- Coverage of homeroom periods, not exceeding 25 minutes per day;
- Substitute coverage of classes of others who are absent from school. (When possible, duty time will be used when teachers are asked to cover class. Preference would be to hire substitute teachers)

16. Practicum teacher assignment practices, if applicable.

Teachers may be requested to supervise a student teacher during the school year. Teachers may express preference to the principal in requesting or declining a student teacher placement.