

## Danielle Lueking

---

**From:** David K. Larner <David\_Larner@hcpss.org>  
**Sent:** Friday, August 21, 2020 12:23 PM  
**To:** ES Principals; ES Assistant Principals; MS Principals; MS Assistant Principals; HS Principals; HS Assistant Principals  
**Cc:** Juliann M. Dibble  
**Subject:** Expectations for Paraeducators  
**Attachments:** Circular 03 - Revision to Circular 44 from 2019-2020 Circular Series 2020-2021 Work Year for ESP 10 - and 11-Month Employees rev 7-15-20[3].pdf

Administrators,

We have received questions from some of you regarding expectations for paraeducators during the nine preservice days. In addition to attending any full staff or other appropriate school level meetings you have scheduled and the three hours for new paraeducators and the two hours for returning paraeducators to complete modules, please see the expectations below.

All paraeducators:

- Must complete the two asynchronous centrally-based professional learning modules that teachers are slated to complete on the morning of 9/1:
  - Racial Equity Asynchronous Module (90 minutes)
  - Building Classroom Environment/ SEL (90 min)
- Please note, since these are asynchronous modules paraeducators do not need to complete them at the same time as your teachers are completing them. If you already have something scheduled for your paraeducators at that time, feel free to have them do the modules at any time after the morning of 9/1.
- Paraeducators are not able to attend the content specific synchronous sessions.

Special Education paraeducators:

- In addition to what is above, they also need to fulfill the requirements shared with you in last week's SMIL Post

Student assistants do not begin working until 9/2 (see attached circular for details). If possible we would like student assistants to complete the Racial Equity Module. However, if other demands prevent this from happening their completion of the module is not mandatory.

Enjoy the rest of your Friday and good luck on Tuesday when your staff returns.

Dave

David Larner  
Chief Human Resources and Professional Development Officer  
Howard County Public School System  
410-313-7498