



L.A. UNIFIED SCHOOL DISTRICT

POLICY for @ HOME CONTINUITY OF LEARNING FOR PARAPROFESSIONALS

Goals: The purpose of this document is to provide an overview of expectations for L.A. Unified paraprofessionals (i.e. Special Education Paraprofessionals, Teacher Assistants, Instructional Aides, Educational Aides, Early Education Aides) during the interim period of @Home Continuity of Learning until we return to educating all students in brick and mortar public schools.

GUIDING PRINCIPLES FOR @HOME CONTINUITY OF LEARNING

- Focus on equity and access - Support those in need the most
- Strive for excellence and high expectations - Find the balance between high expectations and recognizing the wide variations in the circumstances of students, families, and staff
- Model mutual respect - Value the input from all stakeholders and assume the best intentions for everyone involved in supporting our students
- Practice collaboration - Accomplish more by working with and caring for one another during these times

DEFINITION OF @HOME CONTINUITY OF LEARNING

@Home Continuity of Learning provides high-quality educational opportunities to students to the extent feasible through, among other options, distance learning and/or independent study. There are many resources for teachers, parents, and students. L.A. Unified offers a wide range of subscription-based, paid online resources to continue learning, workbooks and other materials, as well as a historic partnership with PBS SoCal, KCET, and KLCS to bring over the air television programming aligned to K-12 standards directly into the homes of students without devices.

GUIDELINES AND EXPECTATIONS FOR PARAPROFESSIONALS @ HOME CONTINUITY OF LEARNING

Paraprofessionals should be assigned work during their regularly scheduled work hours. In accordance with collective bargaining agreements and L.A. Unified class descriptions, paraprofessionals will be assigned to provide instructional support to students remotely and participate in professional development to enhance their skills as instructional support providers. Administrators should communicate with paraprofessionals and the teacher they support about what each of their roles are within the distance learning environment.

Please see the following suggested activities that fit within current class description guidelines.

- Attend virtual staff meetings.
- Check in with teachers and school administrators via email.
- Make calls home on behalf of teachers/schools, particularly for students who have not checked in electronically or for whom there has been no contact in the last five days.
- Participate in and support the delivery of instruction through virtual class lessons.
- Under the direction of the teacher, grade objective test materials, assist with progress monitoring, and record scores.
- Provide translation/interpretation for teacher/parent virtual meetings and instructional sessions and instructional materials (staff with bilingual differential or Sign Language Interpreter or related classification, only).
- Attend MyPLN virtual courses as professional development.



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- Attend Virtual PD as instructed by supervisor, school administrators, or District staff.
- Participate in L.A. Unified online learning forums (i.e. Schoology groups) with students and teachers as directed.
- Participate in Continuity of Learning (COL) courses as appropriate.
- Assist students with accessing District-approved technology using available job aids.
- Paraprofessionals who do not have access to technology should coordinate with their school site administrator for support.

When conducting online conferencing with students, paraprofessionals should maintain the same dress code as if they were physically going to work.

Mandated child abuse and neglect reporting requirements remain in effect.

The following District policies and guidelines regarding the appropriate interaction with all stakeholders remain in effect and should be observed virtually as they would be in a physical setting:

- The LAUSD Code of Conduct with Students
- The LAUSD Code of Ethics
- The LAUSD Responsible Use Policy (RUP)
- The LAUSD Social Media Policy for Employees and Associated Persons



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Action Steps for Administrators to Assign Paraprofessionals to Support @Home Continuity of Learning

Preparatory Activities

- Create a Global Outlook Contact List for all paraprofessionals assigned to your school site.
- Survey paraprofessionals to determine their access to technology, internet connection and equipment.
- Allow access to the District's learning platforms (i.e. Schoology, Unique/N2Y, etc.).
- Provide staff with job aides, resources, and guidance for accessing and utilizing instructional technology.
- Meet remotely with certificated staff to review guidelines for assigning appropriate instructional duties to paraprofessionals.
- Work with your other school administrators and/or Supervising Special Education Assistant (if available) to evaluate staffing needs, develop student instructional support plans, and plan virtual meetings.

Implementation

- Set up a remote staff meeting with paraprofessionals, to assess the student(s) needs and how paraprofessionals can support instruction remotely.
- Ask teachers to schedule regular meetings with paraprofessionals to review instructional plans and collaborate on strategies for supporting remote learning.
- Provide staff training to support utilizing Zoom, Schoology, or other online platforms to provide whole class instruction.
- Provide a memo to paraprofessionals that includes expectations for supporting students' instructional needs remotely, reminders about District policies (Responsible Use Policy, Code of Conduct with Students, etc.)
- See list of suggested activities for paraprofessionals and reference links

Resources

- Login to [MyPLN](#) to complete District mandated trainings, which may be found in an employee's Transcript.
 - Special Education assistants may use the keyword "Paraprofessional" to search and enroll in required courses within MyPLN.
- Access to District Email Accounts [Login in to LAUSD email account](#)
- L.A. Unified LMS Online Meeting/Conferencing Options [Download Flyer](#)
- LAUSD/UNIT B Collective Bargaining Agreement [2017-2020 Unit B Agreement](#)