

**DISTRICT - Saint Paul Public Schools**

**PROPOSAL #11\_EDUCATIONAL ASSISTANTS**

**October 28, 2021**

**ARTICLE 27. DISCOVERY CLUB WORK DAY AND ASSIGNMENTS**

**27.1 A full time Discovery Club EA1 (group leaders) works 32.5 hours per week. This includes up to 5 hours of no student contact for planning. Additional planning time may be approved and coordinated with Site Supervisor(s) and program administrators for missed prep due to program needs or planning for more than one group.**

~~**27.1.1 EA1 and EA2 Discovery Club assignments will be the responsibility of the Discovery Club Administration. Educational Assistants will be granted priority for transfer or placement in open EA positions regardless of external posting. Requests for transfer or placement must be submitted in writing within 5 business days of the posting. Discovery Club EA1 (Group Leader) placements are based on site enrollment. If enrollment changes placements may be shifted. Alternate placement is assigned based on seniority. Done. Before the end of the second full week in August, all open EA1 or EA2 Discovery Club positions will be posted internally. Employees will be notified of positions via lotus notes Discovery Club group. The open positions will be announced to internal Discovery Club employees and posted for five (5) business days not including holidays before posting externally. EAs that have been cut from their site will be able to express their preferences for open positions and will be first to be awarded positions via seniority. Special assignment positions that include hours beyond 6.5 hours a day for EA1 staff will be posted and awarded via an interview and selection process. Positions that open up within the month of September and after the first of May will be posted via lotus notes for five (5) business days and internal candidates will be awarded positions before external candidates.**~~