

MEMORANDUM OF UNDERSTANDING #7
2023 Summer Institute – Paraprofessionals, Program Assistants,
Bus Operators and Bus Monitors
April 26, 2023

To further invest in upskilling of employees, Orange County Public Schools wish to offer the opportunity to participate in voluntary professional learning for select education support employees through the 2023 Summer Institute. These select classified employees include paraprofessionals, program assistants, bus operators and bus monitors. Funding for these courses comes from several grants. Courses will be offered in June and July to create equitable opportunities for those supporting summer school. If the employee is working summer school, the employee must attend sessions offered during July.

Employees are limited to a no more than six (6) hours of instruction per week. The delivery mode of the course is dependent on each offering, either face-to-face or live online sessions. The District will release course descriptions Friday, April 28, 2023, with registration beginning Friday, May 5, 2023, at 4:00 PM. Space is limited on a first come, first serve basis. The course listing may be found at <http://summerpd.ocps.net>.

Participants must complete the planning sheet found at <http://summerpd.ocps.net>. The planning sheet must have a signature of approval from the education support employee's supervisor. A signature indicates the education support employee is the intended audience for the course(s) requested and the supervisor supports completion. If any courses are denied, staff must remove themselves from the course roster. If an employee believes they were the intended audience for course(s) requested and denied by his/her supervisor, the employee may contact Labor Relations for assistance.

The signed planning sheet showing supervisor approval must be uploaded into the online course or physically brought to the face-to-face course. There will be no access to a class without a supervisor signed approval for Summer course(s). Education support employees who are not the intended audience for the course will not be granted access.

Participants will receive compensation for courses after full completion of the course(s) within the start and end dates. The rate of pay for education support employees will be \$15.00 per hour per completed course.

For School Board of Orange County, Florida:


LeighAnn Blackmore
Director, Labor Relations

For Orange Education Support Professionals
Association:


Ronald Pollard
President