



FAMILY SUPPORT WORKERS
Memorandum of Understanding
Douglas County School District 0001
And
Service Employees Local Number 226
2024-2025
2025-2026

Para Absence Guidance for Principals

Situations may occur where a principal needs to shift staff to cover for a para absence or vacant position due to student needs and/or required child-to-staff ratios. In these cases, the principal retains discretion to assign duties as needed to address the staffing gaps within the school. This flexibility is crucial for maintaining the smooth operation of the school and ensuring that all student needs are met.

First Step -- Temporary Coverage by Current Paras

When there are vacant Para positions, the Principal should:

1. Seek Para Substitutes: Work diligently with sub desk to procure a Para Substitute to fill the vacancy/absence as soon as possible.
-Para Substitutes are only available for Early Childhood Inclusive (ECI), Early Childhood Special Education (ECSE), Special Education, and Alternative Curriculum Program (ACP) positions.
2. Reassign Existing Paras: Temporarily shift current Paras to cover the vacant positions or long-term absences.

Second Step -- Utilizing Other Staff:

If there are no available Paras or Para Substitutes to cover the vacancy, the Principal may:

1. Ask Family Support Workers to Fill In (early childhood classrooms only): Assign a Family Support Worker to temporarily take on the responsibilities of a Para.
2. Ask Certified Staff to Fill In: Assign a certified staff member (using loss of plan pay) to assist temporarily to ensure appropriate ratios are met

Limit Duration: In both cases the principal should ensure that this solution is strictly temporary and assigned on a rotating basis to allow staff to fulfill their primary responsibilities. This should not be considered a long-term or primary solution.

By following these guidelines, Principals can effectively manage staffing challenges to minimize disruption to student support services. While the process described above is preferred and recommended, Principals may also satisfy staffing needs in other ways when necessary in their

sole discretion.



Spencer Head, President, School District No.
0001 in the City of Omaha and County of
Douglas and State of Nebraska
Date: 9/5/24



Chair of Negotiating
Team, Family Support Workers
Date: