



**FEDERAL WAY
PUBLIC SCHOOLS**

Department of Human Resources
Each Scholar: A Voice. A Dream. A BRIGHT Future.

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Purpose: Clarify ESP roles and responsibilities on early release days

Information Only

To: All FWEA-ESP Staff (Sent Bcc: for privacy)

CC: Principals, Shannon McCann, FWEA President, Kathy Miller, FWEA ESP Representative

Team,

We have been receiving some questions about FWEA Education Support Professional (ESP) duties and schedules on early release days.

We are proud to have Professional Learning Communities (PLCs) as an expectation for all ESPs, as an important professional opportunity for ongoing collaboration and learning.

ESP Role and Schedule on Early Release Days: <https://www.fwps.org/earlyrelease>

- ESPs should participate in their PLC by rotation (CBA Section 4.8.1)
- Establish a focused worktime rotation for those not in the PLC that day (CBA section 9.12)

To support all ESPs and Principals, here is the PLC rotation:

- Office Managers and Library Assistants and Focused Work Rotation
- Data Secretaries and Counseling Secretaries and Focused Work Rotation
- Attendance Secretaries and Finance Secretaries and Focused Work Rotation
- Building PLC ***“On the fourth early release, building ESP PLC, school offices will be closed starting (45) minutes after the end of the student day”*** and the Focused

Work Rotation:

- We recommend that Secretary Generalists attend the PLC that closest fits their work, given the work varies by level.
- The Building PLC at the site supports the ESPs meeting as a team, and cross-training on certain duties, and collaborating about systems and work to best support the work school.
- ESPs at ESC and other non-school locations may schedule their PLCs at times other than the Early Release since the workday looks different for non-school locations.
- A focused work rotation means there is a separate rotation for the ESPs who are not in the PLC that day, to accomplish work. Another ESP may cover the phones, for example.

General Reminders:

- Please remember that as per state guidance, any in-person meetings must be able to maintain 6 feet of physical distancing. PLCs may decide to hold their PLC by zoom from the building. ESPs participating via zoom are encouraged to work from a space in the building that allows for limited interruptions to maximize engagement unless there is an emergency.
- As a reminder, ESPs are not considered "supervisory staff", and should not be left solely responsible for students awaiting pick up on Early Release or other days. The ESP CBA reads in part: *"In schools with space/personnel outside of the office to which students can be sent, this plan will use the front office only transitionally. In schools without space/personnel outside of the office for students, certificated staff members or designated para-educators will be primarily responsible for maintaining the behavior of students who are sent out of class."*

Next Steps:

1. Discuss this information with your principal/ supervisor.
2. Reach out to colleagues to schedule participation in job-alike PLCs.

Thank you for all you do!

Tony

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