

August 12, 2025

Optional Employee Preparation Day Guidance

Tuesday, August 12, 2025, has been designated an Optional Employee Preparation Day for all Classified and Certificated C-basis employees. ***It is the choice of the employee whether or not to work on Optional Employee Preparation Days.*** C-basis employees who choose to work this day may work up to their regularly assigned hours and will be compensated at their regular hourly rate. The August 12th Optional Employee Preparation Day shall be utilized for individual preparation at the work site as determined by each C-Basis employee.

If an employee seeks guidance regarding activities to be performed on this date, please refer to the information below which lists potential tasks that may be performed as individual preparatory activities.

Certificated Staff

Classroom Teachers/Counselors/Itinerant Staff

- Classroom/office setup
- Review of incoming student data
- Voluntary meeting with grade level/department peers
- Lesson planning
- Scheduling
- Parent Outreach

Classified Staff

May take mandatory trainings provided through MyPLN in preparation for the new school year such as:

- 2025-2026 Annual IT Cyber Security Training (45 minutes)
- 2025-2026 Annual Child Abuse Awareness Training (30 minutes)
- 2025-2026 Annual Suicide Prevention and Awareness Training (1 hour)

May assist school administrators in calling students with a history of chronic absenteeism to remind them about the first day of school, hours, etc.

In addition, below are examples of job specific duties that may be performed:

Campus Aides

- May deliver, set up, or collect equipment and other materials in preparation for the new school year.
- May assist school administrators in contacting parents regarding campus safety and student expectations.

Special Education Paraprofessionals

- May review the MyPLN training SPED Paraprofessional Roles and Responsibilities.
- May attend training for Preventing & Responding to Escalating Behavior.
- May assist the teacher in setting up the classroom.
- May review Individual Education Programs (IEPs) with teachers to assist students.

Teacher Assistants

- May also assist with instructional materials, audio-visual equipment, and the maintenance of student records.

Community Representatives

- May update the learning and instructional environment of the Parent/Family Center.
- May assist with parent communication to teachers and other school personnel.
- May interpret community needs as they relate to the local educational process.

Early Education Centers (EECs)

Special Education Teachers and Special Education Assistants assigned to Early Education Centers are C-basis employees and have the option to come to work on August 12, 2025, as noted above.

If you have any questions, please reach out to your Staff Relations Field Director or Senior HR Representative.