Reviewing Educator Union Contracts Checklist

Purpose: Ensure tutoring services involving teachers and paraprofessionals comply with labor contract obligations. This checklist ensures that tutoring services are effective and utilize teachers and paraprofessionals while following union contracts for the benefit of students.

Roles and Responsibilities	☐ Define distinct roles for teachers and tutors, specifying how they support students and complement each other. ☐ Create or revise job descriptions to reflect the tutoring responsibilities of teachers and tutors, ensuring alignment with union agreements and district policies.
Educator Compensation and Prep Time	☐ Verify pay, prep time, and work hours to ensure contract compliance when using teachers or paraprofessionals as tutors. ☐ Explore additional compensation options for teachers and paraprofessionals who take on support roles, such as stipends or salary adjustments.
Stakeholder Engagement and Program Design	☐ Engage union leaders early in the design process to align the tutoring program vision with labor priorities. ☐ Emphasize how tutoring programs benefit teachers and paraprofessionals. Include opportunities for professional growth, reduced workloads due to improved student outcomes, and potential career pathways, such as para-to-teacher pipelines.
Training and Support	☐ Provide tailored training for teachers and paraprofessionals serving as tutors, focusing on curriculum, instructional strategies, and the learning environment. ☐ Plan regular coaching and development to enhance effectiveness and support program goals.
Legal Compliance	☐ Collaborate with legal teams to ensure tutoring responsibilities comply with existing labor agreements for both groups. ☐ Address any potential contract restrictions, such as limitations on duties or scheduling conflicts, to maintain compliance and program integrity.