



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
UNIT 29649 BOX 7000
APO AE 09096

November 30, 2006

MEMORANDUM FOR PRINCIPALS, DODDS-EUROPE

SUBJECT: Standard Operating Procedures (SOP) for Special Educational
Paraprofessional Duty Days

References:

- (a) Memorandum, Guidance for Requesting Additional Paraprofessional Aide Hours, September 13, 2006
- (b) DoDDS-Europe Fact Sheet, Collaboration Time With Paraprofessionals, updated August 2006
- (c) SPOTLIGHT on Special Education, Issue 20, dated August 20, 2006
- (d) DoD Financial Management Regulation, Volume 8, Chapter 5, Updated October 2006
- (e) DoD Instruction 1342.12, Provision of Early Intervention and Special Education Services to Eligible DoD Dependents, dated April 11, 2005

A. PURPOSE: This SOP establishes the procedures for scheduling duty days of Special Education paraprofessionals.

B. APPLICABILITY: This SOP applies to all Special Education paraprofessionals.

C. WORK SCHEDULE: The SEI (Special Education Initiative) authorized and funded an increase in the number of workdays for paraprofessionals putting them on the same calendar as teachers; they are required to work teacher workdays, in-service days, and orientation days. The extended work schedule also provides an opportunity for paraprofessionals to be available for, and to participate in, training as required by the Individual Disabilities Education Act in accordance with DoD I 1342.12. Additionally, the authorization for daily work hours was increased allowing for paraprofessionals to work beyond 60 hours per pay period. The total number of hours worked by

paraprofessionals is not to exceed the allocated amount received from DoDDS-Europe/DoDEA.

Paraprofessionals must have approved leave for absences on duty days.

D. EFFECTIVE DATE: This SOP is effective December 1, 2006.

A handwritten signature in black ink, reading "Diana J. Ohman". The signature is written in a cursive style with a large, looped "D" and "O".

Diana J. Ohman
Director, DoDDS-Europe

cc:

Chief, HRO, DoDDS-E

Personnel Customer Representatives, DoDDS-E

Superintendents, DoDDS-E