



INTENSIVE DUTY PAY CRITERIA

Paraprofessionals assigned to work with students in certain circumstances may apply for Intensive Duty Pay (IDP) at a rate of up to an additional \$.50 per hour. In order to receive this pay, the supervising teacher must complete an IDP request form and receive prior approval.

Circumstances which may qualify for IDP include:

- Assignment requiring intensive assistance with self-care for a student at the middle or high school level
- Assignment in alternative settings (such as a behavioral classroom or 18-to-21 program)
- Assignment requiring work with a student who has unique physical or behavioral needs in which physical danger is consistently present

Only those paraprofessionals assigned to students with the most intense level of services will be approved. Typical assistance in the restroom (i.e. wiping or diapering) for elementary age students will *not* be approved. Likewise, paras working with students with behavioral concerns including verbal aggression and noncompliant behavior will *not* be approved. IDP for a paraprofessional assigned to support a student with aggressive behaviors will only be approved when a consistent pattern of physical aggression directed at the paraprofessional has been established. The approval process may require observation of student behaviors and/or additional documentation such as behavioral data sheets.

Each case will be individually considered for approval by the administrative team. The time allowed for IDP should be directly tied to the need that qualifies for IDP. IDP is applicable only if the paraprofessional is assigned to students meeting the approved criteria for the majority of their work day. IDP is contingent upon specific students; therefore, IDP is not guaranteed for an entire school year or year to year. It is the responsibility of the supervising teacher to inform administration of changes in the student's needs, IEP, or attendance.

If you believe your paraprofessional's current assignment meets the criteria for IDP, please complete the Intensive Duty Pay Request form and submit it to the Special Education Director.



INTENSIVE DUTY PAY REQUEST

After reviewing the IDP criteria, please describe the circumstances to be considered for IDP. Include specific of the student's needs that should be considered.

STUDENT NAME: _____ BUILDING NAME: _____

DESCRIPTION OF STUDENT'S NEEDS: _____

NAME OF PARAPROFESSIONAL WORKING WITH STUDENT: _____

Teacher Signature

Date

CCSEC Director Approval

Approved: _____ Denied: _____

Comments: _____

CCSEC Director Signature

Date