



STATE OF HAWAII
DEPARTMENT OF EDUCATION
P.O. BOX 2360
HONOLULU, HAWAII 96804

OFFICE OF TALENT MANAGEMENT

September 9, 2020

TO: Complex Area Superintendents
Principals (All)
Charter School Directors

FROM: Dr. Cynthia A. Covell *Cynthia A. Covell*
Assistant Superintendent Cynthia A. Covell (Sep 8, 2020 19:42 HST)

SUBJECT: Supervision of Paraprofessionals for Distance Learning

The current Coronavirus Disease 2019 (COVID-19) global pandemic has created an unprecedented situation for our State. Pursuant to the Hawaii Board of Education (Board) resolution adopted on June 18, 2020, the Board decrees that the Department of Education (Department) may consider distance learning and hybrid learning equivalent to in-person learning.

Given our current COVID-19 status, as part of this new normal for the different delivery of instruction models, the Department recognizes that paraprofessionals who traditionally provide direct instructional support face-to-face and in close and frequent proximity of a classroom teacher, now require a modification to the requirement to work under the "direct supervision and in close and frequent proximity of a classroom teacher" in order to provide support to students during online or hybrid/blended instruction.

To ensure that students continue to receive the educational support needed to be successful, the following modifications are approved for school models where student instruction is provided online or by hybrid/blended models. To allow paraprofessionals who provide instructional support from their school designated work location through distance learning for students, the definition "in close and frequent" proximity is modified to include any of the following:

- A. Adding the classroom teacher to participate in virtual meetings;
- B. Obtaining the classroom teachers' approval of all communication/instruction/materials prior to delivery and copying the teacher on all communication going out to students;
- C. Recording one/one tutoring for the classroom teacher to review; and
- D. Creating a communication log that documents the paraprofessional's communication with students that can be reviewed by the teacher.

The role and responsibility of paraprofessionals in a distance learning environment should remain the same as with face-to-face instructional settings.

Activities involving paraprofessionals during distance learning remains a teacher initiated and guided process. The paraprofessional must maintain routine communication with the classroom teacher(s) and related service providers.

Should a teacher be unable to utilize their casual personnel paraprofessional for distance learning instructional support during the online or hybrid/blended instruction, they should notify their Principal. The Principal will determine if the casual personnel services are required during this time and make the necessary changes to the casual personnel's duties or employment to best meet the needs of the students (pursuant to the applicable funding source's allowability requirements).

We recognize that the current COVID-19 pandemic has presented unprecedented issues and requires us to be thoughtful in how we provide support to our students. If you have any questions, please email Carol Tenn at carol.tenn@k12.hi.us or Sean Arai at sean.arai@k12.hi.us.

Thank you for the support you continue to provide to your teachers, staff, and students.

CAC:ct

c: Deputy Superintendent
Monitoring and Compliance Branch
Office of Strategy, Innovation and Performance
ESSA Program Managers
State Public Charter School Commission
Office of Talent Management – Personnel Management Branch, Personnel Assistance
Branch, Personnel Development Branch