

**Letter of Agreement
between
The Detroit Public Schools Community District (“DISTRICT”)
and
The Detroit Federation of Teachers (“DFT”)**

2023-2024 ESE LEAD ANCILLARY STAFF MEMBER

By the representatives' signatures below, the parties agree to establish responsibilities for the additional, voluntary position in the DFT Bargaining Unit of "Exceptional Student Education Lead Ancillary Staff Member".

1.0 STIPEND

DPSCD shall offer a \$3,500 stipend to Exceptional Student Education Lead Ancillary Staff Member for the 2023-2024 academic school year only.

2.0 ELIGIBILITY

The Exceptional Student Education ("**ESE**") **Lead Ancillary Staff Member** is a volunteer position within the Ancillary Staff Member's respective ancillary work unit (i.e., School Social Work, Psychological Services, OT - PT, and Communication Disorders) that is approved by the ESE Executive Director. There shall be one ESE Lead Ancillary Staff Member allocation per ancillary work unit unless the Director determines that there is sufficient need for an additional ESE Lead Ancillary Staff Member.

The ESE Lead Ancillary Staff Member must be able to work collaboratively with the building administration, staff, and ESE central office. This is a leadership role that requires leadership characteristics such as: Timeliness, understanding of compliance, ability to problem-solve, a willingness to develop professionally, and the ability to support the processing of Exceptional Student Education (ESE) documentation. The ESE Lead Ancillary Staff Member must possess strong written, spoken, and interpersonal communication skills.

Proven record of the following: **1.** Timely submissions, over a period of two consecutive school years, of Medicaid logs with all required information **2.** Timely submission, over a period of two consecutive school years, of all quarterly progress reports, including supporting data. **3.** Timely submission, over a period of two consecutive school years, of evaluation reports (uploaded in PSSP a prior to IEPT meeting and within the 30 school day timeline). **4.** Comprehensive Knowledge of the School-Based Evaluation Team Process.

3.0 RESPONSIBILITIES

The ESE Lead Ancillary Staff Member will be responsible for providing a variety of supports for both the ESE ancillary department and the District at large in addition to their daily duties as school itinerant staff. These duties include but are not limited to:

1. Assist in the purchasing of test materials by contacting various vendors, obtaining quotes and assessing needs of staff, as well as otherwise assisting as needed with respect to test materials
2. Designate support time at Frederick Douglass to be available for staff consult or supplies
3. Running/supporting weekly staff meetings and supporting with "office hours"
4. Assisting in 1:1 consultation with staff members
5. Provide training to staff and other departments

6. Caseload/assessment list analysis
7. Create training materials to assist with new hires
8. Assisting with training new staff and development of support groups
9. Assisting in the support/supervision of interns from graduate programs, including but not limited to assisting in processing needed paperwork, and assisting as liaison between the District and the university in the onboarding process.

4.0 DISTRIBUTION

4.1 2023-2024 Stipend Payment: The ESE Lead Ancillary Staff Member stipend is to be paid in three increments of \$1,166.67 each. Incremental payments shall occur in November 2023, March 2024 and June 2024 and shall be by separate pay advice.

4.2 Payment Eligibility: The ESE Lead Ancillary Staff Member must serve in the position for the academic school year to be eligible for the payment. The payment shall be prorated for ancillary staff serving less than a full year.

THEREFORE, by the representatives' signatures below, the parties agree to the terms of the LOA as outlined above.

For the Union:


Jayon A. Posey (Oct 16, 2023 18:38 EDT)

Signature

Signature


Oct 16, 2023

Date

For the District:


Luis Solano (Oct 16, 2023 18:39 EDT)

Signature



Signature

Oct 16, 2023

Date

Approved:


Lakhia Wilson-Lumpkins (Oct 16, 2023 18:35 EDT)

Lakhia Wilson, President, Detroit Federation of Teachers

Approved:


Nikolai P. Vitti, Ed.D, General Superintendent