

**PART-TIME STAFF ATTENDANCE PLANNING- Olathe Public Schools**

Form Available HR Website/....

|           |              |
|-----------|--------------|
| Educator: | School Year: |
|-----------|--------------|

Home School:

FTE (Identified by HR/Contract):  
*Please contact HR for any questions regarding FTE.*

|  |      |           |        |      |
|--|------|-----------|--------|------|
| <p><b>Section 1: Total Contract Hours</b><br/>                 Find your FTE on the chart. Record the total number of <b>hours</b> the chart in the “Total Hours for Section 1” space below.</p> | FTE  | FULL DAYS | HOURS  | from |
|  | 0.1  | 18.7      | 149.6  |      |
|  | 0.2  | 37.4      | 299.2  |      |
|  | 0.3  | 56.1      | 448.8  |      |
|  | 0.33 | 61.71     | 493.68 |      |
|  | 0.4  | 74.8      | 598.4  |      |
|  | 0.5  | 93.5      | 748    |      |
|  | 0.6  | 112.2     | 897.6  |      |
|  | 0.66 | 123.42    | 987.36 |      |
|  | 0.7  | 130.9     | 1047.2 |      |
|  | 0.75 | 140.25    | 1122   |      |
|  | 0.8  | 149.6     | 1196.8 |      |
|  | 0.9  | 168.3     | 1346.4 |      |
| 1  | 187  | 1496      |        |      |

**Total Hours for Section 1:**

**Section 2: Student Instructional Hours**  
 Step 1: Determine your Part-Time Category below.

|   |  |   |  |
|---|--|---|--|
| <b>A</b>  | <b>B</b>   | <b>C</b>  | <b>D</b>   |
| Work a partial day of each student instructional day. _____ hours per day | Work specific days of the week and fewer than five student instructional days per week at 8 hours per day. | Work specific days of the A-E elementary rotation schedule for student instructional days at 8 hours per day. | Work some days at 8 hours and other days at less than 8 hours. |

Step 2: Determine the total number of Student Instructional Hours using the calculations for your Part-Time Category below.

|  |   |   |  |
|--|---|---|--|
| <b>A</b>   | <b>B</b>  | <b>C</b>  | <b>D</b>   |
| Multiply the number of hours you work each day by 170 Student Instructional Days to determine your Student Instructional Hours. Record this number in the “Total Hours for Section 2” space below. | Using the District School Year Calendar, count the number of Student Instructional Days you will be working based on your specific work days. Multiply this number by 8. Record this number in the “Total Hours for Section 2” space below. | Using the District A-E Rotation Schedule (Elementary), count the number of specific A-E days you will be working. Multiply this number by 8. Record this number in the “Total Hours for Section 2” space below. | Using either the District School Year Calendar or the District A-E Rotation Schedule, count the number of days you will be working 8 hours. Multiply this number by 8. Then count the number of days you will be working less than 8 hours. Multiply this number by the number of hours you work on those days. Add these two numbers together and record it in the “Total Hours for Section 2” space below. |

**Total Hours for Section 2:**

*Continue on page 2*

**Section 3: Parent-Teacher Conference Hours**  
 Step 1: Record the times you will be available for Parent-Teacher Conferences for the Fall and Spring. (Example 4:30pm-8:30pm or 11:00am-6:00pm). Individuals serving multiple schools will need to collaborate with the administrators/supervisors to determine the schedule.

| Fall                | Spring              |
|---------------------|---------------------|
| Hours on Wednesday: | Hours on Wednesday: |
| Hours on Thursday:  | Hours on Thursday:  |

Step 2: Add the total number of hours you will be available for conferences in the Fall and Spring. Record this number in the "Total Hours for Section 3" space below.

**Total Hours for Section 3:**

**Section 4: Professional Development and Preparation Hours**  
 Step 1: Record the Total Hours for Sections 1, 2, and 3 in the chart below to determine the Total Hours for Section 4.

|                           |            |  |
|---------------------------|------------|--|
| Total Hours for Section 1 |            |  |
| Total Hours for Section 2 | subtract - |  |
| Total Hours for Section 3 | subtract - |  |
| Total Hours for Section 4 | =          |  |

**Total Hours for Section 4:**

Step 2: 67% of the Total Hours for Section 4 must be designated as District or Building/Individual Level Professional Development while the remaining 33% may be designated as Educator Preparation. Multiply the "Total Hours for Section 4" by 67% and the "Total Hours for Section 4" by 33% and record the totals in the spaces below. The adopted Professional Development (PD) and Preparation Days Calendar provides the dates/times from which you and your supervisor can select the times you will plan to attend. Modifications can be made when necessary with collaboration between the educator and the principal/supervisor.

| Total Hours for Section 4 x 67%:        |  | Total Hours for Section 4 x 33%: |
|---|--|----------------------------------|
| District Level Professional Development | Building/Individual Level Professional Development | Educator Preparation             |
|   |  |                                  |

|                     |                                 |
|---------------------|---------------------------------|
| Educator Signature: | Principal/Supervisor Signature: |
| Date:               | Date:                           |

**Attending Additional Professional Development:** As indicated in policy GBZEA, Professional Development points for salary schedule movement are available for attending sessions that are beyond those required by contract FTE. Educator Preparation time is not considered Professional Development. Educators will need to submit a copy of this form to Jenna Kuder or Cathy Swanson in the Professional Development Office at the IRC between May 1 and August 31 of each year to request that salary movement purpose be added to MLP records for any additional professional development sessions attended.

As a part-time staff member, you should complete this form on a yearly basis, working with your home school principal/administrator or supervisor. If you serve multiple schools, please share this completed form with the non-home school administrator/supervisor.