

Frequently Asked Questions

Staffing in the Hybrid Instructional Model

1. If a licensed staff member wishes to continue telecommuting what are their options?

If a licensed staff member qualifies as a “vulnerable person,” lives with a “vulnerable person,” or wants to continue telecommuting, the licensed staff member may obtain a Remote Work Assignment Request Form from their principal/direct supervisor and submit the completed form to their principal/direct supervisor. The employee will not be required to provide any medical documentation.

Decisions regarding licensed staff member assignments will be based on student enrollment in face-to-face instruction (Cohorts A and B) or full-time distance education (Cohort C), the licensure of the employee, the subject/grade level of the available positions, and meeting the needs of all students. This will work in the following manner:

Each school will seek licensed staff members who want to return to the school for face-to-face instruction (Cohorts A and B). Every effort will be made to seek volunteers to return to the school, as well as to respect the request of licensed staff members who want to teach full-time distance education (Cohort C). If there is an issue finding enough licensed staff members to meet student enrollment and meeting the needs of all students, then each school has the flexibility to find solutions to address these issues as part of the Memorandum of Agreement (MOA) between the Clark County School District and the Clark County Education Association (CCEA).

If a licensed staff member has questions regarding this process, they may contact CCEA or the District’s Human Resource Division at reopeninghr@nv.ccsd.net for assistance.

2. If a staff member has a medical condition or a disability, and wants to telecommute, can they apply for an accommodation through the Americans with Disabilities Act (ADA)?

Licensed staff members should notify their principal/direct supervisor and submit documentation regarding their medical condition or disability to the Office of Diversity and Affirmative Action (ODAA).

3. If a licensed staff member wants to telecommute and they have a medical condition or a disability, are they required to apply for an ADA accommodation? What can a licensed staff member do if they want to telecommute, but do not want to apply for an ADA/Nevada Pregnant Worker’s Fairness Act (NPWFA) accommodation?

A licensed staff member is not required to apply for an ADA/NPWFA accommodation. If a licensed staff member wishes to telecommute but does not want to apply for an ADA/NPWFA accommodation, they submit a Remote Work Assignment Request Form to their principal/direct supervisor and indicate they are a member of a vulnerable population.

Please note that even though a licensed staff member may submit a Remote Work Assignment Request Form, they are able to pursue an ADA/NPWFA accommodation at any time. Licensed staff members who request an accommodation through ADA/NPWFA will receive priority consideration over licensed staff members who submit a Remote Work Assignment Request Form.

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4. Are licensed staff members required to be at school on the days they are teaching distance education, including Wednesdays?

Grade 4 and Grade 5 teachers, Cohort C only teachers, and staff who can complete their work remotely and meet the needs of all students and the instructional operations of the school may telecommute from home to promote the health and safety of students and staff. If a licensed staff member assigned to full-time distance education (Cohort C) wishes to work from the school, they may speak with their principal/direct supervisor for confirmation of ability to work at the school. Approval will be based on the ability of the principal/direct supervisor to ensure that social distancing requirements and building capacity guidelines are met. Schools must also ensure that custodians have access to all classrooms and locations within the school to complete all tasks related to enhanced cleaning on Wednesday and Friday evenings. The principals, region superintendents, and licensed staff members will work collaboratively to address staffing needs to meet the needs of all students and to ensure effective instructional operations of the school.

5. Are teachers who are teaching only Cohort C required to be at the school?

Teachers who are teaching only full-time distance education (Cohort C) who can complete their work remotely and meet the needs of all students and the instructional operations of the school may telecommute from home to promote the health and safety of students and staff. If a licensed staff member assigned to full-time distance education (Cohort C) wishes to work from the school, they may speak with their principal/direct supervisor for confirmation of ability to work at the school. Approval will be based on the ability of the principal/direct supervisor to ensure that social distancing requirements and building capacity guidelines are met. The principals, region superintendents, and licensed staff members will work collaboratively to address staffing needs to meet the needs of all students and to ensure effective instructional operations of the school.

Schools must adhere to any licensed staff member's approved accommodations aligned with ADA/NPWFA. Therefore, if a licensed staff member is teaching only full-time distance education (Cohort C) based on an approved accommodation to telecommute, the licensed staff member is not required to teach at the school.

6. Can a licensed staff member in related services request remote assignment?

As aligned with other licensed staff members, related service personnel may obtain a Remote Work Assignment Request Form from their direct supervisor and submit the completed form to their direct supervisor to request remote assignment. This works in the same manner described above within question one. The direct supervisor of the licensed, related services employee is responsible for assigning the employee to in-person services or remote services through telecommuting. These decisions will be made in consultation with the schools the related services personnel supports. If a licensed staff member has questions regarding this process, they may contact CCEA or the District's Human Resource Division at reopeninghr@nv.ccsd.net for assistance.

7. Can learning strategists and/or the Read by Grade 3 Literacy Specialist request remote assignment?

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As aligned with other licensed staff members, learning strategists and/or Read by Grade 3 Literacy Specialists may obtain a Remote Work Assignment Request Form from their principal/direct supervisor and submit the completed form to their principal/direct supervisor. This works in the same manner described above within question one. The District intends for these licensed staff members to serve students in alignment with their primary educational purpose outlined within their job description. However, with the implementation of the hybrid instructional model, there may be instances when these licensed staff members are required to support classroom instruction and the instructional operations of the school. If a licensed staff member has questions regarding this process, they may contact CCEA or the District's Human Resource Division at reopeninghr@nv.ccsd.net for assistance.

8. Can specialists working from a school teach from their classrooms?

Based on an extremely small student enrollment at a certain grade level at the school and agreement with the specialists, principals may work with the specialists to allow the specialists to teach from their classrooms. Students must not encounter any other students in the hallways and students must carry their individual, required materials for the lesson to the specialists' classrooms. All health and safety protocols must be followed and enhanced cleaning between students must be implemented.

Student Cohorts in the Hybrid Instructional Model

9. When can the school communicate with parents/guardians regarding students' Cohort assignments?

Communication with parents/guardians regarding their students' Cohort assignments may begin when the school receives approval from the Region superintendent on the school's staffing plan, teacher assignments, and any modifications to preparation periods. Parents/Guardians will be notified regarding their students' Cohort assignments during the week of February 16, 2021.

10. Will the students assigned teacher change in the hybrid instructional model?

Maximum flexibility is allowed for educators and administrators to work collaboratively on student assignments to minimize the number of class changes necessary; however, it is possible that the students' assigned teacher may change.

11. If the school's student enrollment is low enough to only have Cohort A or Cohort B, can the school only have Cohort A or Cohort B?

Schools must implement and operate Cohorts A, B, and C.

12. If the school's student enrollment is low enough, can the school assign one teacher to either Cohort A or Cohort B and Cohort C?

Yes, working in collaboration with licensed staff members, schools may develop schedules where one teacher is assigned to either Cohort A or Cohort B and Cohort C. However, schools must accommodate parents/guardians and students who change their option to return to the school through a prioritized wait list and will have to implement and maintain Cohorts A, B, and C.

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13. If the school's student enrollment is low enough, can the school have the same students come to the school for face-to-face instruction four days during the week?

The school cannot have the same students come to the school for face-to-face instruction four days during the week.

14. Can a teacher teach Cohorts A, B, and C?

A teacher may agree in collaboration with their administrator to teach Cohorts A, B, and C. Schools must be aware of the teacher workload within the hybrid instructional model and provide structures and processes to assist teachers; therefore, principals must work through the staffing plan to determine teachers who may teach only full-time distance education (Cohort C). Administrators should work collaboratively with their staff when creating assignments, but if circumstances based on student enrollment, teacher licensure, and meeting the needs of all students, warrants a teacher teaching Cohorts A, B, and C every effort will be made to seek volunteers. If there is an issue that arises finding enough educators to meet student enrollment needs and meeting the needs of all students, each school has the flexibility to find solutions to address the issue as part of the MOA between CCSD and CCEA. If a licensed staff member has questions regarding this process, they may contact CCEA or the District's Human Resource Division at reopeninghr@nv.ccsd.net for assistance.

15. Will there be support materials available for teachers to use for distance education?

Support materials will be available. These materials may be utilized by the teacher if they desire to supplement their instruction of the standards. These instructional materials will be provided to licensed staff members as soon as they are approved.

16. Will special education teachers be provided with additional personal protective equipment (PPE)?

Yes, per the MOA between CCSD and CCEA additional PPE based on the special education teacher's assignment will be provided, as well as additional protocols to expedite COVID-19 testing for staff, if needed. Additional training will also be provided for specific situations unique to special education teachers.

Hybrid Instructional Model Pre-Kindergarten through Grade 3

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Health and Safety

17. What protection does a licensed staff member have if they believe they have been assigned to an assignment that is not consistent with the guidance outlined in this FAQ or other contractual or legal rights?

Please share your concern through your chain of command or contact CCEA.

18. What protections will be in place for specialists or other licensed professionals who must interact with more than one classroom?

Any plan requiring a licensed staff member to instruct, provide services, or supervise instruction in more than four classrooms must be reviewed by a region superintendent with special considerations for health and safety. If a particular circumstance makes a licensed staff member feel they are in danger due to safety and health protocols not being followed, the licensed staff member may notify their supervisor for immediate investigation per the Negotiated Agreement between CCSD and CCEA.