

ARTICLE VI

Teaching Conditions and Physical Setting

6.1 ~~CLERICAL AIDES~~SUPPORT AND EQUIPMENT

The Board agrees to provide technology and equipment that are determined to be necessary for each individual site, school or program by the Board or its designee: examples of technology and equipment may include, but are not limited to, keys, FOBs, laptops, smart boards or tablets. In addition, ~~the~~ Board agrees to make available in each school adequate duplicating, electronic documentation or comparable copying facilities to aid teachers in the preparation of instructional materials. The Board shall provide adequate support to all teachers for technology, equipment and the preparation of instructional materials and non-teaching tasks.

Support shall be provided to all teachers for the preparation of instructional materials and related non-teaching tasks. This support shall be provided for not less than the total number of student attendance days. The staffing level and hours for secretarial and clerical work are set forth in accordance with the DUSA Agreement.

~~During the term of the Agreement clerical time will be assigned as follows~~

- ~~(a) Each high school at the rate of 6 hours per day~~
- ~~(b) Each middle school at the rate of 3 hours per day~~
- ~~(c) Elementary schools will be paired, based upon staff size, with each pair allocated a total of 15 hours per week~~

~~to give adequate clerical support to all teachers for the preparation of instructional materials and related non-teaching tasks. These clerical aides shall be available for not less than the total number of student attendance days for the equivalent of three hours per day. The exact dates shall be determined by the committee.~~

The teachers at each school shall select annually a committee who, with the principal or supervisor in each school, shall mutually describe in writing the duties to be performed by the ~~aides support personnel who are to be~~ assigned to their school or department, with the primary, but not exclusive, duties being the preparation of instructional materials. The committee is responsible for the ongoing monitoring and configuration of the support plan.