



Date: February 16, 2023
To: All Principals
From: LeighAnn Blackmore, Director
Labor Relations
James Preusser, Senior Executive Director
Human Resources
Recipients: Principals, Assistant Principals
Subject: Itinerant Instructional Personnel

Itinerant Instructional Personnel

Itinerant instructional personnel provide valuable support to schools. As such, when they work on your campus it is important to provide them with appropriate workspace(s) in the same manner as other instructional employees.

Article VI.V.6. of the CTA Contract states: "Access to a printer and a confidential area shall be provided to school psychologists, social workers, speech therapists and other itinerant instructional personnel [to] meet with students.

Article XIV.J. of the CTA Contract states: "An itinerant employee shall provide a weekly schedule to the administrator of each school s/he serves during the week. The schedule shall include a duty-free lunch, planning time (if applicable) and travel time. Each itinerant teacher shall be assigned a private space to provide instruction.

Please ensure compliance with contract language and provide your itinerant instructional personnel with workspace(s) so they may continue providing support to your schools.

If you have any questions regarding this memo or any other Labor Relations matter, please contact LeighAnn Blackmore at leighann.blackmore@ocps.net or Scott Lindsey at scott.lindsey@ocps.net.