

Hybrid or Dual-Role Positions

At Foley Public Schools- District 51, some employees serve in hybrid or dual-role positions, meaning they hold more than one job title or set of responsibilities within a single workday or workweek. These roles are designed to meet the diverse needs of our students and school community while recognizing the unique skills and flexibility of our staff.

Definition

A hybrid or dual-role employee is one who fulfills two or more distinct positions during the course of their regular employment. Examples may include:

- A paraprofessional who also works as a bus driver
- A support staff member who also fulfills part-time custodial duties and part time kitchen duties

Assignment and Approval

Hybrid roles are assigned based on:

- School and student needs
- Employee qualifications
- Administrative approval

All hybrid role assignments must be approved in writing by a supervisor or school administrator and will be reflected in the employee's contract or offer letter. All hirings are subject to school board approval.

Job Descriptions

Employees will receive a written job description for each assigned role, which should be reviewed and signed at the time of assignment.

Work Schedule

Employees in hybrid roles will be provided with a clear, structured daily or weekly schedule outlining when and how time is allocated to each position. Scheduling will be coordinated to avoid role conflicts and ensure expectations are clear.

Compensation

Compensation for hybrid positions may be structured in one of the following ways:

- Salary: Salary will be based on contractual agreements of hired positions.

Details of pay structure will be included in the employee's contract or pay agreement.

Benefits and Leave

Employees who are contracted to work 30 or more total hours per week will be eligible for a prorated board share per each contractual bargaining agreement.

For more details, please refer to the District Benefit Coordinator

Leave accrual and usage apply across roles unless otherwise specified in writing.

Supervision and Evaluation

Employees in hybrid roles may be supervised and evaluated by more than one administrator or director depending on the roles performed. Performance evaluations will address each role separately using the appropriate criteria and tools.

Any changes will be communicated in writing and may require a revised contract or role description.