



WINOOSKI SCHOOLS

We are the future.

PROCEDURE WSD 415:

City of Winooski Use of Winooski School District (WSD) Multilingual Liaisons (MLL)

Procedures

1. During regular working hours
 - a. Regular working hours are 7:30am-3:15p, Monday-Friday
 - i. Some MLLs are on a school year contracts (181 days) and their work days [can be found here](#)
 - ii. Some MLLs are on full-year (12 month) contracts
 - b. A written request must be made to the Director of Multilingual Learner (MLL) Programs, Mohamed Diop (mdiop@wsdvt.org) at least ten (10) business days prior to the requested day(s) of support from one or more of WSD's MLLs.
 - c. The Director of MLL Programs will respond within three (3) business days to the request. The Director will consider the request within the following criteria:
 - i. [MLL job description](#)
 - ii. Current capacity and workflow of requested WSD MLLs
 - iii. Benefit of the requested work to WSD students and/or families
2. Outside regular working hours
 - a. See 1. (i & ii) above for regular working hours
 - b. The City of Winooski may directly contact WSD MLLs and offer an agreement/contract for services outside of WSD regular working hours which each WSD MLL may decide to accept or not.
 - c. WSD MLLs shall not use sick, personal or vacation leave to fulfill an agreement/contract for services with the City of Winooski
 - d. The City of Winooski and WSD MLLs are not required to notify WSD of any agreement/contract for services outside of regular working hours

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