

PLEASE POST – NOTICE OF PUBLIC MEETING

Essex North Shore Agricultural and Technical School District
Personnel Subcommittee Meeting

Essex North Shore Agricultural and Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Thursday, February 7, 2019
5:30 p.m.

Agenda (Revised)

1. *Call to Order*
2. *Approval of Meeting Minutes*
The Personnel Subcommittee will consider approval of the November 1, 2018 Minutes Meeting.
3. *Dr. Thomas O'Toole, Director of Curriculum and Instruction, will provide detail regarding the hiring process for the Data & Assessment Specialist.*
4. *Personnel Proposals*
 - a. Comptroller
 - b. Administrative Recommendation: To change Job Title from Assistant Principal to Supervisor of Freshman Academy, Admissions and Student Success with additional responsibilities.
 - c. *Interim Teacher Induction Supervisor*
Administrative Recommendation: To delete "Interim" from the Teacher Induction Supervisor position.
5. *Discussion to Schedule Personnel Subcommittee Meetings to Start at 5:00 p.m.*
6. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)
7. Adjourn

Essex North Shore Agricultural and Technical School District
Personnel Subcommittee Meeting

Essex North Shore Agricultural and Technical School
565 Maple Street
Hathorne, Massachusetts 01937
Maple Street Bistro

Thursday, November 1, 2018
4:30 p.m.

Tentative Minutes

Attendance: M. Strout, M. Teixeira-Prince, J. O'Brien, B. Griffin-Dunn,

Members Absent: W. Lannon, F. DiLuna, A. McDonald, A. Craig

Others Present: Dr. Riccio, M. Kroesser, M. Znamierowski, T. Norris, S. Donnelly, Dr. O'Toole

Prior to the meeting it was announced that Joe Marino was made the Interim Director of Technology. He is a salary employee. He will be taking courses. IT is a critical need. It is one of the top three workforce needs.

1. Call to Order

Mr. Strout called the meeting to order at: 4:34pm.

2. Approval of Meeting Minutes

Ms. Griffin Dunne made the motion to approve the minutes of the September 13, 2018 Personnel subcommittee Meeting. James O'Brien asked about the licenses required for the Director of Buildings and Grounds.

James O'Brien seconded the motion. All in Favor.

3. Personnel and Salary Proposals

Two of the three of these positions were brought to the table at the last meeting. There has been some additional thinking in regard to these positions.

Mary Kroesser advised the group that the additional duties have been added in bold to the job descriptions that are included in this packet.

a. Assistant Superintendent for Curriculum, Instruction & Assessment

Mr. Strout: advised that this position was tabled until January. This will be re-visited in January. The second two will be discussed,

b. Director of Workforce Development

This was put into the teacher's union with a side letter. Tim Norris has helped with the documentation for the responsibilities within the contract.

Dr. Riccio: offered a time to review this position and taking it out of the union.

Tim Norris: This position has been reconstructed considerably. It now has different responsibilities and needs based on a true administrative position. It evaluates bargaining unit members. The need to do evaluations coupled with the other needs that were approved by the department of labor relations made it an administrative position. The bargaining unit position was removed in order to fund it.

Ms. Kroesser: informed the bargaining unit of this move.
James O'Brien: asked if someone was losing their job.
The answer is no. The same person will be put into this position that was performing it within the bargaining unit.
Tim Norris: advised of the defense in moving this position into an administrative role. Administrators are excluded from the bargaining unit.
Mr. O'Brien: does this mean that one position was eliminated? Does this position have to be posted?
Yes, it will be posted.
Dr. Riccio: discussed the job description and workforce development. It is important that this position have a chapter 74 license. They will also hold a Supervisor/Director license and experience working in program development. They need to have a direct line to DESE and knowledge of the laws of chapter 74. She went on to read the job description and who they will report to as their supervisors. The job description and responsibilities for this position are included with this packet.
Mr. Strout: asked about this person representing the school at Mass Hire meetings.
Mr. O'Brien: offered to attend these meetings.
Dr. Riccio is the speaker at the next Mass Hire meeting/breakfast.
Ms. Teixeira: asked where the position falls on the staffing chart.
Ms. Kroesser: advised that it had been added since the last chart was reviewed.
Ms. Teixeira Prince: asked about the salary schedule, the ten step scale and how this salary was developed.
Ms. Znamierowski: explained the process of developing the steps and salary.
The group discussed how administrative contracts are developed and the percentage of salary increases.
Ms. Teixeira Prince: is concerned with a 2.33% increase.
Ms. Griffin Dunne: asked about negotiating a salary.
Dr. Riccio: advised as to how the salary structure works compared to other districts.
Ms. Kroesser: explained how the salary scale provides for future goals.
Mr. Norris: advised the group about salary positions that are not in a bargaining unit and entitled to contracts. The employment contract is for the one person.
This will be deferred to Executive Session.

c. Data & Assessment Specialist

Dr. Riccio: reminded the group of the presentation from Dr. O'Toole at the last meeting. She advised the group of how this position was developed based on other districts and the needs of the school. This is not an administrative position. It will be a non-union, non-administrative position.
Dr. Riccio: referred the questions to Dr. O'Toole; whom this person will be working very closely with.
Dr. O'Toole: advised the group of the expectations of this position that are included in this packet. He reviewed the numbers that will be part of these assessments. There is a need for real time data.
Ms. Teixeira Prince: asked what the salary would be for this position.
It is a 210 day position that requires a BA degree. It is non-union and will be negotiated outside of the union contract. It is estimated to be in the \$64,000-\$72,000 range. There will not be any additional funds needed. It will not cost the district any additional money.
Ms. Griffin Dunne: supports this position and the need for data. This is a vital position.
Mr. Strout: talked about other districts having data teams.
Dr. O'Toole: advised the group of the need for this position and how the data will be used. This person will make the connections between teaching and learning.

Dr. Riccio: advised of the response to intervention and the data that will be used.
Ms. Griffin Dunne: asked what kind of background this person should have in regard to teaching and data. She wondered about adding teaching experience to the job description.
Dr. Riccio: advised as to what experiences they will be looking for.
The group discussed the background that will be necessary for this position to be successful.
Ms. Teixeira Prince: advised that she is willing to approve the job description, but not without a proposed salary. There should be a figure to take to the Finance subcommittee. A recommended salary range will be added to the job description before taken to the Finance subcommittee.

Ms. Teixeira moved to approve the job description for Data and Assessment Specialist. Ms. Griffin Dunne seconded the motion. All in Favor.

Ms. Teixeira Prince advised that this could be added to Discussions not reasonably anticipated by the Chairperson at the next Finance Subcommittee meeting.

4. Mr. Strout made the motion to enter into Executive Session to discuss strategy with respect to collective bargaining with Hathorne Teachers Federation (HFT) and AFSCME, Local 245 as an Open Meeting may have a detrimental effect on the bargaining positions of the public body and the Chair so declares.
At 5:10 pm a Roll Call Vote was taken to enter into Executive Session.

The subcommittee returned from Executive Session at: 5:41

Ms. Teixeira Prince: made the motion to approve The Director of Workforce Development job description, but the full school committee will review the salary in 2019.
Ms. Griffin-Dunne seconded the motion. All in Favor.

5. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)
6. Mr. Strout made the motion to adjourn at 5:40 pm. Ms. Teixeira-Prince seconded the motion. All in Favor.

The meeting adjourned at 5:40pm.

Respectfully Submitted by the Recording Secretary

The listing of matters includes those reasonably anticipated by the Chair in accordance with M.G.L., Chapter 30A, Section 18-25, which may be discussed at the meeting. Not all items listed may in fact be discussed and other items not listed may also be brought up for discussion to the extent permitted by law.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT**JOB DESCRIPTION
DATA & ASSESSMENT SPECIALIST****QUALIFICATIONS:**

- Bachelor's degree required
- Minimum 3 years experience in data, assessment and statewide testing
- Superior verbal and written communication skills
- Demonstrated experience in working with teachers, students and parents

REPORTS TO:

Director of Academic Programs

RESPONSIBILITIES:

1. Responsible for the administration of all next-generation MCAS testing, as well as organizing additional standardized assessments in the District.
2. Order all state assessments; process and maintain security of all materials upon receipt.
3. Maintain tracking system for secure materials.
4. Monitor test day activity; report security breaches and violations to the Principal; serve as the contact to the Department of Elementary and Secondary Education, as delegated.
5. Responsible for communication of testing information to parents, students and other stakeholders.
6. Respond to questions and inquiries regarding testing and assist with troubleshooting.
7. Coordinate planning, meet with planning groups; coordinate staff training for test events; meet with student groups.
8. Compile test data that teachers can utilize to support instruction.
9. Prepare and conduct data transfers to and from EDWIN Analytics, test vendors and Student Information System. Generate school-wide specific data reports and charts using this data.
10. Prepare data mined from EDWIN Analytics and other test vendors for upload into the Student Information System.
11. Conduct regular data validation and cleaning within the Student Information System; query data to address specific information requests.
12. Process and coordinate the distribution of MCAS results to all stakeholders.


13. Maintain and support the maintenance of academic support files and records as required to support grant requirements and the needs of the Business Office.
14. Maintain annual assessment calendar and assist in planning logistics of testing and assessment needs.
15. Maintain lists of students and post-graduates who need to meet test requirements; prepare appeals for qualified candidates.
16. Maintain confidentiality of school records and follow district and state protocols for distributing data.
17. Develop Educational Proficiency Plans (EPP), updating student information as needed.
18. Assist in the creation of test preparation programs and communicate with stakeholders.
19. Assist in the management of the Student Information System.
20. Provide data to support the development of the Master Schedule; assist in inputting data for the Master Schedule.
21. Assume any other duties not inconsistent with the position, as assigned by the Principal or Director of Academic Programs.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a 210-day position.
2. The recommended salary range is \$60,000 - \$75,000.
3. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
4. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.

Profile

Application Date: Nov 5, 2018

Name	Kimberley Dickson		
Other/Birth Name(s)	n/a	Social Security #	____-____-____
Current Address		Permanent Address	
Phone Number			
Email			
Web Site	None provided		

Career Information

Highest Degree	Bachelor	Credits Beyond Degree	15
Date Available To Start	June 30, 2017		
Currently under contract? Yes If yes, where? Greater Lawrence Technical School			
Eligible to work in US without sponsorship?	Yes		

Additional Information

Referral Source	Other
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Job Posting Information

Job Title	Data & Assessment Specialist	
Job ID	3022459	

[REDACTED]

Dear Ms. Kroesser:

I am writing with interest regarding your recent Data & Assessment Specialist posting. In my current role at Greater Lawrence Technical School, I coordinate the administration of large scale assessments and package data to communicate district initiatives and inform instruction. I have been exploring new opportunities in education support and feel that my qualifications will meet your needs for this position.

After working for several years in insurance, I entered the education sector and gained a great deal of knowledge working with children with special needs. My efforts to become certified in this role encouraged me to return to college to complete my degree. While my time as an aide was enjoyable, I found that I could use my skills to further support education.

As the Assessment Data Specialist, I work to maintain relationships with all levels of faculty to ensure student support during the year – especially during testing cycles. I work closely with instructors and administration to determine data needs to support instruction. I recently had the opportunity to collaborate on a three year grant project collecting data from the Greater Lawrence Community and the college and career strategies used to prepare for success after graduation. This reflection on practices helped to create additional grant opportunities and has helped visualize Career Technical Education and student support data within the district.

My resume outlines my experience in education and insurance. I am confident that my experience in these fields combined with my leadership and organizational skills will bring great value to your organization. I would love to meet with you to speak more about this position. I can be reached at [REDACTED] or at [REDACTED]

Sincerely,
Kimberley Dickson

Kimberley Dickson

Kimberley Dickson

Salisbury, Massachusetts 01952
comcast.net

Education

University of Massachusetts - Lowell

Lowell, Massachusetts

Bachelor of Business Administration

Major: BSBA

GPA: 3.400

Credit Hours: 114

Attended January 2006 to July 2014

Degree conferred December 2014

Transcript

(included)

University of Massachusetts - Lowell

Lowell, Massachusetts

Associate of Science

Major: Business Administration

GPA: 3.400

Credit Hours: 105

Attended January 2006 to April 2014

Degree conferred January 2010

Transcript

(included)

Experience

Greater Lawrence Technical School

Data Specialist

Jan 2010 - Present

Andover

- Prepare and conduct data transfers to and from EDW, test vendors and SIS. Generate classroom specific data reports and charts using this data. Query data to address specific information requests.
- Utilize MS Office applications including Excel, PowerPoint, Publisher, and Access to maintain records, create databases and visual presentations of data.
- Assist in maintaining year-long assessment calendar and assist in planning logistics of standardized testing.
- Maintain lists of students and post graduates who need to meet test requirements; prepare appeals for qualified candidates.
- Order all state tests; process and maintain security of all materials upon receipt.
- Meet with planning groups; coordinate staff training for test events; monitor test day activity; serve as the contact to DESE as delegated.
- Maintain confidentiality of school records and follow district and state protocols for distributing data.
- Assist in the creation of test preparation programs.
- Responsible for communication of testing information to parents, students, and stakeholders.
- Process and distribute M.C.A.S. results to all students, Guidance Counselors and stakeholders.
- Assist in monitoring E.P.P. information and updating student information as needed.
- Support the maintenance of academic support files and records as required to support grant requirements and the needs of the Business Office.
- Maintain confidentiality of school records and follow district and state protocols for distributing data.

Supervisor: Elizabeth Freedman ([REDACTED])
Experience Type: Public School, Full-time
Please **do not** contact this employer

Methuen Public Schools

Jan 2007 - Feb 2009

Program Assistant

Methuen, MA

- Provided support to students in the seventh and eighth grade enrolled in the Language Intervention Program.
- Assisted in the modification of curriculum to meet the needs of individual students.
- Prepared study guides and assisted with class assignments in an inclusionary setting.

Supervisor: Marilyn Spitalere ([REDACTED])
Experience Type: Public School, Full-time
It is **OK** to contact this employer

Test Scores

No tests taken or reported

Certifications

Title	State	Expires	License #
SPEDIAC	Massachusetts	Never Expires	n/a

Language Skills

No language skills received or reported

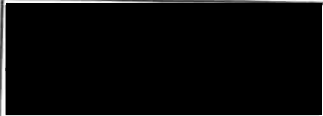


Extracurricular Activities

Below are activities this applicant is willing and qualified to lead as a coach, supervisor or other role listed.

- | | | |
|--|---|--|
| <input type="checkbox"/> Academic Teams | <input type="checkbox"/> Drill Teams | <input type="checkbox"/> Sailing |
| <input type="checkbox"/> Athletic Director | <input type="checkbox"/> Fencing | <input type="checkbox"/> Shooting |
| <input type="checkbox"/> Athletic Trainer | <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Skiing |
| <input type="checkbox"/> Band | <input type="checkbox"/> Flying | <input type="checkbox"/> Sky Diving |
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Football | <input type="checkbox"/> Soccer |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Cheerleading | <input type="checkbox"/> Gymnastics | <input type="checkbox"/> Speech |
| <input type="checkbox"/> Chess | <input type="checkbox"/> Hockey | <input type="checkbox"/> Student Government |
| <input type="checkbox"/> Chorus | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Surfing |
| <input type="checkbox"/> Class Advisor | <input type="checkbox"/> Marching Band | <input type="checkbox"/> Swimming |
| <input type="checkbox"/> Club Advisor | <input type="checkbox"/> Model United Nations | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Crew/Rowing | <input type="checkbox"/> Newspaper/Journalism | <input type="checkbox"/> Track and Field |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Photography | <input type="checkbox"/> Video/Film Production |
| <input type="checkbox"/> Dance Teams | <input type="checkbox"/> Polo | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Debate | <input type="checkbox"/> PTA | <input type="checkbox"/> Water Polo |
| <input type="checkbox"/> Diving | <input type="checkbox"/> Robotics | <input type="checkbox"/> Wrestling |
| <input type="checkbox"/> Drama | <input type="checkbox"/> Rugby | <input type="checkbox"/> Yearbook |

References

Name:	[REDACTED]	Relation:	Supervisor	Known Since:	Feb 2010
Title:	Director Research & Development of Grants & DESE Reporting				
Employer:	Greater Lawrence Technical School 57 River Road Andover, Massachusetts 01810	Contact:	[REDACTED]	Letter below Submitted by reference on Jul 14, 2017	
Name:	[REDACTED]	Relation:	Supervisor	Known	Sep

				Since:	2013
Title:	Assistant Principal Math & Science				
Employer:	GLTS (Retired) 57 River Road Andover, Massachusetts 01810		Contact:		
			<u>Letter below</u> Submitted by reference on Jul 8, 2017		
Name:			Relation:	Family/Friend	Known Since: Sep 1985
Title:	History Teacher				
Employer:	North Andover High School 15 Scotland Heights Road Haverhill, Massachusetts 01850		Contact:		
			No letter		

Letter of Recommendation

Kim Dickson provides the organizational structure for data, data collection, and the distribution of meaningful information about our students in order to truly improve student learning. She comes from a business background originally in claims and claims adjustment which seems to give her a thread of knowledge about numbers and how numbers can affect lives that carries over to her school work. She takes that same sensitivity and skill and brings it forward with a high degree of technical skill in navigating the different data bases with which she interacts, and then taking all of the information and compiling it by connecting related source documents to bring it from her desktop to the teacher's desktop or hand-held device (or I-Pad) so that information literally at-hand creates relevance and meaning for teachers in the classroom even as they are instructing.

At times I kid Ms. Dickson and call her "A.P." and that is because not only does she manage data and fashion it into useful information that teachers can actually use, but she is the central organizer in the building for everything involving testing and assessment; she conducts herself as if the school has a third assistant principal who takes care of all assessment "from beginning to end." The principal trusts her implicitly and allows her to run the entire process by coordinating with the state, understanding all of the rules, compiling and reproducing all of training documents, conducting all professional development for staff and student meetings for test-takers, and then managing the assessments themselves from the day they arrive in the building until the very last test is counted and out the door. In that capacity and in others, she functions exceptionally performing tasks that might represent an entire additional position in another building. And she performs all of her work in the calmest, most professional manner that one could imagine.

Teachers and administrators go to her when they need help. Leadership goes to her when they are trying to set up a new program and ask her if she has an idea as to how it might work. She understands the entirety of MCAS from beginning to end, and she formulates and organizes every appeal for students who are unable to reach competency determination in all of their assessments. As someone who has done this process, it is tedious and demanding of time and energy, and challenging to "get it right" because a child's whole future depends on it. She understands the importance of her work and demonstrates it in her forthright humility.

If you have the opportunity to employ Kim Dickson, I would recommend whole heartedly that you enable her to become a part of your professional organization. She will add and adapt to whatever condition you put before her, and she will smile and you will know the job will get done. For daily work, for quarterly outcomes, and the overall coordination for anything involving information and student services, Kim will not disappoint you and only impress you.

Sincerely,


Director of Grants and DESE Reporting
Greater Lawrence Technical School, Andover MA 01810

It is a pleasure to recommend Kim for an administrative position supporting technical education. Kim and I worked extensively together from 2013 to 2016. First, as the supervisor of the math and science programs I observed her work as MCAS testing coordinator. She excelled at meeting the scheduling challenges of conducting this testing and maintaining the high standard for test security. Second, Kim and I worked together to create a School Accountability progress report portfolio. Greater Lawrence had more than ninety accountability measures that Kim kept current and formatted to showed the rate of progress for all key measures. During this time, Greater Lawrence achieved and maintained a Level 1 designation for School Accountability. Kim was a vital team member for this effort. And third, Kim and I worked together on a three-year federal grant focusing on economic gaps in the Lawrence community and what public schools can do to close these gaps. This work required data modeling, reporting, presenting, and working with a diverse set of stakeholders including education researchers, government officials, and education policy organizations such as the Massachusetts Institute for Career and College Readiness.

Throughout the work cited above Kim exhibited numerous qualities and skills. She is proficient in the use of Excel, Word, PowerPoint, Access, AspenX2 and Edwin. She is highly confidential and understands the security requirements in record/file keeping. More importantly, she understands both the strategies and goals of public education and is committed to finding ways to contribute. Kim works easily and competently with everyone. In addition to long-term tasks, Kim is very responsive to completing unplanned tasks with accuracy and efficiency. Kim is smart, energetic, and has a good sense of humor.

And finally, Kim is fully invested in technical education. She believes that preparing students for the working world is vital on an individual and community level and she enthusiastically works in any capacity where she believes she makes a difference. I recommend Kim without reservation. Please don't hesitate to call if you wish additional information.

Sincerely,

Paul Moore



Applicant Statement & Authorization

"I certify that the facts contained in my application and any additional material submitted are true and complete to the best of my knowledge. I understand that intentional falsification of statements, incomplete or misleading information on this application or additional material will result in automatic removal of my application from further employment considerations, and, if employed, shall be grounds for immediate dismissal. When it is determined that an employee or prospective employee failed to disclose or fully disclose his or her background through misunderstanding or inadvertence, I understand that such failure will be considered a significant factor in employment or termination considerations."

"If employed, I also understand that although my employment may commence prior to the completion of the criminal records check process, continued employment would be contingent upon a satisfactory criminal records check."

"I authorize investigation of all statements contained herein. I also give permission to the references and previous employers listed on the application and any attachments to provide to you any and all information concerning my employment and any other pertinent information they may have. I agree to release all parties from all liability for any damage that may result from furnishing such information to you."

"I understand that, if offered the position, I will be required to verify my employment eligibility as required by law, including the completion of an I-9 Form."

Digital Signature of Applicant Kimberley Dickson **Date** Nov 5, 2018

SchoolSpring ID 2917732 **Time** 11-05-2018 22:34:25 -0500 GMT

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
COMPTROLLER**

QUALIFICATIONS:

- Bachelor's degree in Business or a related field
- Experience in municipal accounting, budgeting practices, and general ledger
- Work experience in a public-school business office preferred
- Knowledge of municipal accounting software and Microsoft Office suite
- Strong analytical skills and problem-solving capabilities
- Excellent verbal and written communication skills

REPORTS TO:

Director of Business Operations

RESPONSIBILITIES:

1. Assist the Director in the preparation of budgets, analyze costs, project financial data and provide support to appropriate staff in the administration of their budget accounts.
2. Review and analyze all receipts.
3. Analyze and reconcile general ledger balance sheet accounts and prepare monthly journal entries and closing entries.
4. Prepare and submit on-line use and meals tax.
5. Prepare grant-funding requests, as well as close out reports for submission to the State; convert grant expenditures to DESE codes for inclusion in the end-of-year report.
6. Prepare invoices and reconcile payments for Ch. 74 tuition assessments and transportation fees.
7. Cross-trains on all modules of the financial management system, ie. payroll, requisitions, purchasing, and payables.
8. Assist the Director in training all staff members in the use of the District's various financial management software packages.
9. Assist the Director in the preparation of bid documents and packets in accordance with M.G.L. Chapter 30 (B) and other pertinent procurement laws in accordance with legal provisions and deadlines.
10. Assist in the preparation of year-end financial statements for State and other agencies, including the annual audit.

11. Responsible for the coordination and record-keeping of all aspects of capital projects.
12. Carry out routine procedures within the areas of responsibility, ie. budgeting, accounting, contract maintenance, contract schedules, lease schedules, and insurance schedules.
13. Assist the Director with updating and maintaining the District's fixed assets.
14. Assist the Director with updating, developing and administering Business Office procedures for the District.
15. Cultivate and maintain a positive rapport with all personnel, member communities, and citizens, as well as State and Federal agencies.
16. Assume any other duties consistent with the position, as assigned by the Director of Business Operations.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve-month position.
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

Supervisor of Freshman Academy, Admissions, and Student Success

QUALIFICATIONS:

- Must hold valid Supervisor/Director License
- Superior organizational skills and attention to detail
- Master of Education Degree
- Guidance background preferred
- Minimum five years teaching experience
- Demonstrated leadership ability
- Excellent communication and interpersonal skills

REPORTS TO:

Principal

RESPONSIBILITIES:

RECRUITMENT AND ADMISISIONS

1. Develop annual budget and allocate funds for recruitment and admissions.
2. Ensure compliance with the Admissions Policy in accordance with the Department of Elementary and Secondary Education regulations; revise District Admissions Policy, as appropriate.
3. Coordinate recruitment activities for prospective students, including students in our member communities, as well as those in our surrounding communities.
4. Oversee the annual Open House activities for prospective students and their families, in collaboration with the Director of Workforce Development.
5. Assist with development of community outreach programs designed to increase interest in Essex North Shore Agricultural & Technical School and its programs.
6. Supervise the application process, including the scoring, interviewing and selection of students for admission.
7. Supervise the Admissions Counselors.
8. In collaboration with the Guidance Department, organize the Contact Counselor's Breakfast, placement testing, Freshman Orientation, and New Parent Night.
9. Oversee the Freshman Exploratory Program in collaboration with the Director of Guidance and Directors of Career and Technical Education.

10. Develop and maintain professional collegial relationships with guidance staff in the area middle schools.
11. Prepare admissions annual enrollment reports for the District.

FRESHMAN ACADEMY

12. Responsible for management of all Grade 9 students; facilitate students' transition to high school.
13. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; assist in the development of goals for individual teachers assigned to evaluate.
14. Via the evaluation process, ensure that effective strategies for improving instruction and student outcomes are implemented.
15. Collaborate as needed with the Assistant Principals to implement student behavior development.
16. Ensure that all policies that are approved by the District are followed.
17. Work with the Assistant Principals to monitor and address student attendance, tardy and dismissal rates; develop appropriate interventions for students with attendance concerns as it relates to Freshman Academy.
18. Attend Student Support Team meetings; assist in the development and implementation of strategies and interventions to promote student success.

STUDENT SUCCESS PROGRAM

19. Develop procedures and protocols for daily operations of the Student Success Program.
20. Develop and implement procedures and protocols as these relate to the Student Success program with the Principal or Designee.
21. Implement, assess, and adjust as needed the procedures and protocols of the Student Success Program.
22. Supervise daily operation of Student Success Program and staff members.
23. Collect, analyze, and communicate data on use, effectiveness, and recidivism with Building and District leadership.
24. Communicate with faculty, staff, and parents the purpose and expectations of the Student Success Program, student progress, and prevention.
25. Develop and implement a system to track students after intervention.
26. Collaborate with the guidance and special education departments to manage assigned student's academic program when enrolled in the Student Success Program.

Approved:
Draft 2/1/19

27. Schedule and facilitate re-entry meetings with student, their parent/guardian, staff member, and Assistant Principal.

OTHER

28. Perform such other tasks and assume such other responsibilities not inconsistent with the role as the Principal may assign.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a twelve month position.
2. The nature of this position requires hours beyond the regular school day. It is expected that the person filling this position will give priority to completing the necessary tasks.
3. Salary and fringe benefits to be established by the Superintendent-Director in accordance with the policies established by the School Committee.