

PLEASE POST – NOTICE OF PUBLIC MEETING

**Essex North Shore Agricultural and Technical School District
Personnel Subcommittee Meeting**

**Essex Technical High School
562 Maple Street
Hathorne, Massachusetts 01937
Media Center (Upper Level)
Conference Room**

**Tuesday, April 10, 2018
5:30 p.m.
Agenda**

1. Call to Order

2. Approval of Meeting Minutes

The Personnel Subcommittee will consider approval for the meeting minutes of the November 9, 2017 Meeting.

3. Job Descriptions

The following job descriptions are attached and recommended by the administration for approval:

- a. Director of Academic Programs
- b. Instructional Technology Specialist/Librarian
- c. Cooperative Education Coordinator
- d. Community Relations and Partnerships Coordinator
- e. Administrative Assistant to Career and Technical Education Directors

4. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)

5. Adjourn

Essex Technical High School
 562 Maple Street
 Hathorne, Massachusetts 01937
 Media Center (Upper Level)
 Conference Room

Thursday, November 9, 2017
 5:45 p.m.

Tentative Minutes

Essex North Shore Agricultural and Technical School District Personnel Subcommittee Meeting

Members present: Michelle Amato, Chair
 Francis DiLuna, Vice Chair
 James O'Brien
 Bill Lannon
 Alice McDonald
 Beverley Griffin Dunne
 Alan Craig
 Melissa Teixeira, Ex Officio
 Bill Lupini, Advisor
 Mary Kroesser, Human Resource Director
 Lisa Coult, Recording Secretary

1. Call to Order

Ms. Amato called the meeting to order @ 5:47

2. Approval of Meeting Minutes

Ms Amato made the motion to approve the minutes of September 14, 2017.

Mr. DiLuna seconded the motion. Ms Griffin-Dunne abstained.

The motion passed.

Ms. Kroesser explained the job descriptions and what the policy manual has at the moment. Focus on the second paragraph; approval of job descriptions. This policy describes when a new position must come before the school committee.

Mr. O'Brien asked if shouldn't this be at the same time as contract renewal? Job description and contract can go hand in hand every three years.

Dr. Lupini said yes, we generally do write a job description in the contract.

Mr. DiLuna asked if when creating a new job description can we keep the former job description? I don't know what the old job description looked like.

Ms Kroesser stated I am prepared to show you a synopsis of the old job descriptions and compare them to the new job descriptions.

Dr Lupin explained because of the reorganization these are new positions.

Some regular review perhaps should be addressed in this policy to be more proactive.

Ms. Amato stated procedural issue usually writes policy.

Dr. Lupini stated we will propose a rewrite to you and take to school committee with the sub committee's blessing.

3. Job Descriptions

The following job descriptions were recommended by the administration for approval:

- a. Assistant Principal
- b. Assistant Principal Grade 9 Transition/Admissions Coordinator
- c. Director of Guidance
- d. Director of Human Resources
- e. Director of Academic Programs- *was not voted on.*
- f. Director of Career and Technical Education
- g. Administrative Assistant to Director of Business Operations and Director of Human Resources

The following Job Descriptions were not discussed:

- h. Administrative Assistant to Career and Technical Education Directors
- i. Instructional Technology Specialist/Librarian
- j. Cooperative Education Coordinator
- k. Community Relations and Partnerships Coordinator

Ms. Kroesser reviewed the job descriptions:

Assistant Principal: formerly was Associate principal. She described former responsibilities and compared them to new responsibilities. Traditional attendance, discipline, staff coverage, parents, crisis, probation, bullying. Student centered as opposed to oversight of teachers. Also evaluate faculty and staff as assigned. The principal is their supervisor.

Dr. Lupini described their goal setting at the beginning of the year per Melissa Teixeira's request. Assistant principals have more of a role in observation than goal setting.

Mr. DiLuna questioned the qualifications of licensure per the job description.

Ms. Kroesser stated the position involves having a professional license.

Dr. Lupini described qualifications necessary to get a principal's license.

Ms. Teixeira questioned the length of the contract.

Dr. Lupini described the length of contracts.

Ms Teixeira questioned, Are you open to a longer contract than five years?

Dr. Lupini responded that historically I have been willing to go up to five year contract for principals in past districts. The goal here is three years.

Grade Nine Assistant Principal: Essex Tech enrolls 360 new students each year.

This is an admissions coordinator who: supervises operations and student supervisors, behavior, discipline, parents, culture, security, safety, attendance, dismissal. Responsible for less students than the other two principals due to the admissions piece. Admissions, compliance, recruiting, open house, community relations, outreach, applications, committee, counselors, events, freshman exploratory, reports provided to district for enrollment.

Mr. Lannon questioned the difference between the two job descriptions and suggested adding organization to the first job description

Ms. McDonald asked if there are their expectations of their parent involvement and

interaction in the job description?

Ms Kroesser agreed that, yes we can make it clearer. "working with close collaboration with parents" was suggested.

Mr. DiLuna questioned what happens to the responsibilities that are dropped from the old job descriptions and referenced responsibilities that were missing from the old job description compared to the new; used "grade 9" for example.

Ms. Kroesser explained where to find these responsibilities in the new job description. She advised that the responsibilities might not be in same order.

Ms. Amato asked if the name of this position is "Grade 9/Transition Assistant Principal"?

Mr. Craig questioned the length of the position. Is it year round at eleven months or school year?

Dr. Lupini explained the days that are worked and how they are coordinated throughout the year.

Director of Guidance: Maintains oversight of the whole admission process, supervises counselors, ie; adjustment, admissions, health and wellness, nurses. Focuses on healthy living, guidance counseling curricula, parent sessions for each grade level, awards and scholarships, career and counseling, budget, assist with supervision and evaluation, hiring for the department, civil rights Title 6 and Title 9, discrimination and harassment, bullying, graduation requirements, 504 and student support team meeting, professional development, postsecondary education, student cumulative files, MCAS administration. Ms. Teixeira questioned the "developing budgets" responsibility and stated the qualifications do not list budgeting.

Ms. Kroesser explained how the budgeting process would happen within the position.

Dr. Lupini described the other staff members who are involved in the budget process.

Dr. Lupini and Ms. Teixeira agreed that "budget experience preferred" should be added to the job description.

Ms. Amato spoke to inference in the job description language.

Dr. Lupini explained the difference of what is preferred and what is more important in a job description.

Ms. Amato questioned the licensure of the current staff member in this position.

Director of Human Resources: Oversees human resources matters, job descriptions, compliance with regulations and laws, staff licensures, committees, application screening, staffing, evaluations, disciplinary process for personnel, title 9, evaluate and supervise administrative assistants, unions, contracts, assist the business manager with staffing matters.

Ms. Teixeira asked if this position is responsible as the contact person for sexual harassment.

Dr. Lupini answered yes, this position is responsible for Title 9 and Title 7.

Ms. Kroesser responded that, yes it is in our policies. We have new policy and procedures for staff and reporting sexual harassment. Staff members can go to any administrator to report sexual harassment.

Dr. Lupini reminded that sexual harassment reporting is in the policy the school committee adopted last year.

Ms. Amato asked if this position is also responsible for updating the faculty handbook?

Ms. Kroesser explained why the faculty handbook needs to be updated and more

streamlined. The current contracts have language that supercede the handbook.

Mr. DiLuna asked when the faculty handbook is handed out and if staff members sign for it. He also questioned the qualifications for this position, the license requirements and education requirements. Does it require a master's degree? What is an advanced degree requirement?

Dr. Lupini explained there is no DESE license for this position.

Ms. Kroesser agreed that the language "advanced degree" is redundant and will be removed.

Mr. DiLuna stated that licensure is also redundant since there is no license for this position.

Ms. McDonald asked if professional development for the teachers is part of the Director of Human Resources role.

Director of Academic Programs: This position combined STEM and humanities, math, English, science world language and title one, submits budgets, supervise and evaluate, assess student's performance, data analysis, goals for evaluation, curriculum is mapped and aligned to frame works, school wide portfolio initiative, advanced placement, revise program of study, placement test for grade 9 students, orient new staff, help in the hiring of new teachers, MCAS appeals.

Ms. Amato asked what role they have in coaching and mentoring teachers.

Ms. Kroesser described how involved they are in this process; explained they are an instructional leader of this school.

Dr. Lupini reported that we also have a position that is devoted to mentoring new teachers and explained it is hard to be an evaluator and a coach.

****It was discovered that the committee did not have the most updated job description for this position. The subcommittee will hold on recommending this job description to the school committee until the updated job description is presented.**

Director of Career and Technical Education: The staff members previously were coordinators and did not work year round. It became obvious these people need to work year round and this has been changed. There are currently two career directors. They each have twelve programs divided by academy. They hire, orient, mentor staff, supervise the cooperative ed coordinator and administrative assistants. They have twelve budgets coming to them, issues with faculty, staff or students, articulation agreements, Skills USA, FFA, schedules teachers, professional development, mentoring and induction of new teachers, Perkins Grant. There was no additional discussion on this job description.

Administrative Assistant to Business Manager and Human Resources Director: Business Manager responsibilities include: administrative tasks, scheduling appointments, reports, financial data, spread sheets, unemployment claims, budgets, employee assistance and 403B.

Human Resources responsibilities include: similar administrative tasks, job postings, organizing applications, letters of appointment, CORI's and SAFIS fingerprints, personnel files, licensure, staffing lists, taking minutes for hearings, protocols and procedures for hiring and exiting.

Ms. Teixeira questioned when this person was hired and if they are currently doing this job?

Dr. Lupini explained that this is a reconfigured role. The Business Manager is working on a part time to full time, cross training development plan to have people train in other areas.

Ms. Teixeira asked if there will be backups for this position. Who is the back up to this position?

Ms. Kroesser explained that the Director of Human Resources and Business Manager are the backup for this position.

Mr. DiLuna asked what does the Associate's degree have to do with this position, explaining that a good high school or business background should be sufficient. Can this qualification be preferred rather than required?

Ms. Kroesser agreed that the Associate's degree can be preferred.

Mr. Craig asked how the staff data base is developed.

Ms. Kroesser explained how the staff data goes into Aspen software to create the staff data base.

Ms Amato suggested the subcommittee table the remaining four job descriptions. If we finish with the superintendent's goals we can go back, recommended moving on to Superintendent goals.

4. Superintendent-Director Goals for 2017-2018 (Proposed)

Dr. Lupini explained that these are the areas I spoke to at the end of my evaluation and carry over from last year. They are a natural continuation of the strategic planning process, action plans and implementation.

Ms. Teixeira stated there are a lot of new members on the committee tonight and requested that Dr. Lupini describe the goals for them; explaining there might be some questions tonight.

Dr. Lupini reviewed his goals with the subcommittee members:

Professional Practice Goal

- I will seek to enhance my visibility with teachers, administrators, and students by spending at least six (6) hours per month in Essex Technical High School classrooms. A log of these observations will be provided as evidence of successful completion of this goal area.

Student Learning Goal

- The District will implement our Program Review and Evaluation model across our twenty-four (24) vocational, technical, and agricultural program areas. A written summary of progress made will be provided as evidence of successful completion of this goal area.

District Improvement Goal

- We will continue to use the "Planning for Success" process to develop Action Plans for implementation of our five (5) year strategic plan for the District. The completion of these Action Plans, culminating in the sharing of documents with the School Committee, will serve as evidence of completion of this goal area.

Ms Amato recommended, you may want to reiterate your goals to the School Committee tonight

Ms Amato proposed the motion to approve the Superintendent-Director goals for 2017-2018. Mr.DiLuna made the motion to accept the goals. Ms Teixeira seconded the motion. The motion was passed unanimously. All in favor.

3A. Job Description Follow up:

Ms Amato recommended the last four job descriptions and Director of Academic Programs can be revisited at our next meeting.

Ms Teixeira stated, there is a lot of information here. Can you do an administrative flow chart for our next meeting?

Dr. Lupini said yes, we have that and it was part of our budget last year. There is nothing new here; this is what we budget for last year.

Mr..Lannan asked if all of these positions are filled?

Dr. Lupini reminded there is nothing new here. They are all on the organizational chart and part of the FY18 budget.

Ms Amato said the sub-committee would like synopsis' of prior job descriptions compared to new job descriptions.

Dr. Lupini added that some of these positions did not have job descriptions, but the Assistant Principal positions did. We can do prepare a synopsis of old job descriptions compared to new job descriptions.

MsAmato asked if a vote needed to be taken?

Dr.Lupini recommended voting on the job descriptions that were reviewed tonight. The subcommittee can bring the remaining positions to the December School Committee meeting. This is a good stopping point.

Mr. O'Brien asked if the sub-committee can get this information sooner, because this was a large packet to review prior to the meeting?

Mr. DiLuna recommended the sub-committee take a motion approve the job descriptions as amended: Assistant Principal, Assistant Principal Grade 9 Transition/Admissions Coordinator, Director of Guidance, Director of Human Resources, Director of Career and Technical Education, Administrative Assistant to the Director of Business Operations and Director of Human Resources.

Ms Amato asked if there was any further discussion?

Mr. DiLuna verified the job description for Director of Academic Programs was not included in the vote. Ms Amato made the motion approve the job descriptions as amended, Mr. DiLuna seconded the motion, all in favor, the motion passed.

5. Discussion items that were not reasonably anticipated by the Chairperson (M.G.L., Chapter 30A - Sections 18-25)

There was no discussion.

6. Adjourn:

Ms Teixeira made the motion to adjourn, F. DiLuna seconded the motion, all in favor. The Personnel sub-committee meeting adjourned at 6:52 pm.

****All Documents on File in the Superintendent/Director's office.***

Respectfully Submitted by: The Recording Secretary

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

PROPOSED

JOB DESCRIPTION
DIRECTOR OF ACADEMIC PROGRAMS

QUALIFICATIONS:

- Requires Supervisor/Director licensure in a Core Content
- Advanced degree preferred
- Minimum 5 years experience in an administrative role
- Demonstrated leadership skills

REPORTS TO:

Principal

RESPONSIBILITIES:

1. Oversee curriculum development within departments to ensure that all school academic curricula is aligned to the state frameworks; ensure that all curricula is mapped, regularly reviewed and updated as needed.
2. Supervise the following academic programs: English, History, Mathematics, Science, World Language, and Title I.
3. Oversee individual content area facilitators and ensure their facilitation of content meetings; ensure that agendas and meeting minutes are provided.
4. Develop and submit all academic program budgets to the Principal; approve the selection of instructional resources, ensure that materials and textbooks are reviewed on a regular basis, and process related purchase requisitions.
5. Assist with the District supervision and evaluation model, including evaluating faculty and staff, as assigned by the Principal; work jointly with the administrative team to ensure that effective strategies for improving instruction and student outcomes are implemented.
6. Ensure that instruction is implemented effectively through a system of assessing student learning and program outcomes through common assessments; lead data teams to develop these assessments, and coordinate their implementation.
7. Supervise academic program staff; develop annual goals for teaching and learning; oversee the development of goals for individual teachers; assist in the hiring of highly qualified teachers in designated academic programs.
8. In conjunction with other Directors, ensure that the instructional program relates closely to research-based practice; develop and recommend a plan for the integration of curricula

among academic, career and technical instruction, guidance, technology, and special services.

9. In collaboration with the Principal and other Directors, develop and implement a project-based learning model that integrates Career and Technical Education and Academics.
10. Assist the Cooperative Education Coordinator with the school-wide Portfolio initiative by ensuring that academic components are included in the students' Portfolios.
11. In collaboration with the Principal, coordinate the administration of MCAS Assessments, together with the Special Education Director, Special Education Coordinator, Guidance Director, and Technology Director.
12. Coordinate with the Special Education Director and/or the 504 Coordinator, depending upon referent student status, all MCAS Cohort Appeals to the Massachusetts Department of Elementary and Secondary Education.
13. Oversee the District's Advanced Placement academic program content in collaboration with the Guidance Director.
14. Direct and oversee the annual review of the academic portion of the Program of Studies to ensure that it is rigorous and meets the needs of all students; work in conjunction with departments to make any necessary changes to the academic programs.
15. Develop and implement a placement assessment for incoming grade 9 students; coordinate course recommendations and scheduling of students with technology; work with guidance regarding course sequence and pre-requisites; determine course sections and recommend teaching assignments for all academic program staff.
16. Collect and analyze performance data to evaluate the effectiveness of all instructional programs; present District performance results and plans for improvement to the Principal and Superintendent-Director.
17. In collaboration with the Principal and other Directors, oversee district-wide professional development programs; train and assist staff in becoming proficient in the District's model of inclusion in conjunction with the Special Education Director.
18. Stay current with educational developments and the literature in the field of education; attend professional organization meetings and conferences; collaborate with others in the field.
19. Participate in the orientation for new staff members in collaboration with the Principal, the Director of Human Resources, and the Mentoring and Induction Supervisor.
20. Maintain awareness of changing local, state and federal mandates affecting academic and technical programs.
21. Develop and administer area-specific grants in collaboration with the Grants Coordinator.
22. Perform such other tasks and assume such other responsibilities as the Principal or Superintendent-Director 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 and set hours accordingly.
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
HUMANITIES DIRECTOR****QUALIFICATIONS:**

Requires a Professional License as a Supervisor/Director in ELA and Licensure in English

REPORTS TO: Principal

RESPONSIBILITIES:

1. Oversee curriculum development within the Humanities department and among departments (in collaboration with other Directors) and ensure that all Humanities related academic and technical curricula is aligned to the Common Core and state frameworks; Ensure that all Humanities related curricula is mapped, regularly reviewed, and updated as needed
2. Advise the Principal of all Humanities related curricula needs
3. Develop and submit (to the Principal) a Humanities department budget, approve the selection of all Humanities related instructional resources, ensure that Humanities related materials are reviewed on a regular basis, and process all Humanities related purchase requisitions
4. Assist with the District supervision and evaluation model including evaluating faculty and staff, as assigned by the Principal; Work jointly with the administrative team to ensure that teachers are using data and providing instruction to improve student performance
5. Supervise Humanities department staff; Oversee the development of goals for individual teachers and the department; Assist the Principal and the Administrator for Human Resources in the hiring of highly qualified Humanities department staff
6. In conjunction with the STEM Director and the CTE Director, ensure that instruction is implemented effectively through a system of assessing student learning and program outcomes through common, formative and summative assessments; Lead data teams to develop these assessments as well as DDMs and coordinate their implementation
7. In conjunction with the STEM Director, oversee the coordination and administration of State Assessments (e.g., MCAS) and the District's Advanced Placement Program
8. In collaboration with the Guidance Department and the STEM Director, develop and implement Educational Proficiency Plans (EPPs).
9. Collect and analyze performance data to evaluate the effectiveness of all Humanities related instructional programs; In collaboration with the STEM Director, present district performance results and plans for improvement to the Principal and Administrator for Pupil Personnel Services

10. In conjunction with the STEM Director, the CTE Director and the Special Education Director, ensure that effective strategies for improving instruction and student outcomes are implemented
11. In collaboration with the Principal, the Administrator for Pupil Personnel Services, and the other Directors, oversee district wide professional development programs; Train and assist staff in becoming proficient in the Districts' model of inclusion; Facilitate department meetings and ensure that agendas and meeting minutes are provided
12. In conjunction with the other Directors, ensure that the instructional program relates closely to current and sound practice; Develop and recommend a plan for the integration of learning among academic, and career and technical instruction, guidance, technology, reading and special services; Ensure the integration of technology into instruction
13. Direct and oversee the annual review of a Program of Studies that is rigorous and meets the needs of all students and work in conjunction with departments and the STEM Director to make any necessary changes to the Program of Studies
14. Develop a placement process for incoming grade 9 students; Coordinate course recommendations and scheduling of students; Work with guidance regarding course sequence, content, and requirements; Determine course sections and recommend teaching assignments for all Humanities department staff
15. Stay current with educational developments and literature in the field, attend related professional organization meetings and conferences, and collaborate with others in the field; Participate in regional Curriculum Directors organizations
16. Develop and administer area specific grants
17. Administer the Mentoring and Induction programs for new staff members in collaboration with the Principal, the Administrator for Human Resources, the STEM Director, the CTE Director, the Special Education Director, and the Technology Director
18. Develop annual goals and action planning for the Humanities related teaching and learning program
19. Maintain awareness of changing local, state and federal mandates affecting Humanities related academic and technical programs; Ensure that all state and federal mandates such as Academic Frameworks based on the Common Core and State Graduation Requirements are implemented
20. Assist with the school-wide Portfolio initiative
21. Serve as a member of the School Safety and Security Team
22. Perform such other tasks and assumes such other responsibilities as the Principal or Superintendent-Director may assign

TERMS AND CONDITIONS OF EMPLOYMENT

1. The nature of this position requires hours beyond the regular workday. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, number of work days and fringe benefits are established by the Superintendent-Director, in accordance with the policies established by the School Committee.

Drafted: May 12, 2015

PREVIOUS

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
STEM DIRECTOR****QUALIFICATIONS:**

Requires a Professional License as a Supervisor/Director in Mathematics or Science

REPORTS TO: Principal**RESPONSIBILITIES:**

1. Oversee curriculum development within the STEM department and among departments (in collaboration with other Directors) and ensure that all STEM related academic and technical curricula is aligned to the Common Core and state frameworks; Ensure that all STEM related curricula is mapped, regularly reviewed, and updated as needed
2. Advise the Principal of all STEM related curricula needs
3. Develop and submit (to the Principal) a STEM department budget, approve the selection of all STEM related instructional resources, ensure that STEM related materials are reviewed on a regular basis, and process all STEM related purchase requisitions
4. Assist with the District supervision and evaluation model including evaluating faculty and staff, as assigned by the Principal; Work jointly with the administrative team to ensure that teachers are using data and providing instruction to improve student performance
5. Supervise STEM department staff; Oversee the development of goals for individual teachers and the department; Assist the Principal and the Administrator of Human Resources in the hiring of highly qualified STEM department staff
6. In conjunction with the Humanities Director and the CTE Director, ensure that instruction is implemented effectively through a system of assessing student learning and program outcomes through common, formative and summative assessments; Lead data teams to develop these assessments as well as DDMs and coordinate their implementation
7. In conjunction with the Humanities Director, oversee the coordination and administration of State Assessments (e.g., MCAS) and the District's Advanced Placement Program
8. In collaboration with the Guidance Department and the Humanities Director, develop and implement Educational Proficiency Plans (EPPs).
9. Collect and analyze performance data to evaluate the effectiveness of all STEM related instructional programs; In collaboration with the Humanities Director, present district performance results and plans for improvement to the Principal and Administrator for Pupil Personnel Services

10. In conjunction with the Humanities Director, the CTE Director and the Special Education Director, ensure that effective strategies for improving instruction and student outcomes are implemented
11. In collaboration with the Principal, the Administrator for Pupil Personnel Services, and the other Directors, oversee district wide professional development programs; Train and assist staff in becoming proficient in the Districts' model of inclusion; Facilitate department meetings and ensure that agendas and meeting minutes are provided
12. In conjunction with the other Directors, ensure that the instructional program relates closely to current and sound practice; Develop and recommend a plan for the integration of learning among academic, and career and technical instruction, guidance, technology, reading and special services; Ensure the integration of technology into instruction
13. Direct and oversee the annual review of a Program of Studies that is rigorous and meets the needs of all students and work in conjunction with departments and the Humanities Director to make any necessary changes to the Program of Studies
14. Develop a placement process for incoming grade 9 students; Coordinate course recommendations and scheduling of students; Work with guidance regarding course sequence, content, and requirements; Determine course sections and recommend teaching assignments for all STEM department staff
15. Stay current with educational developments and literature in the field, attend related professional organization meetings and conferences, and collaborate with others in the field; Participate in regional Curriculum Directors organizations
16. Develop and administer area specific grants
17. Administer the Mentoring and Induction programs for new staff members in collaboration with the Principal, the Administrator for Human Resources, the Humanities Director, the CTE Director, the Special Education Director and the Technology Director
18. Develop annual goals and action planning for the STEM related teaching and learning program
19. Maintain awareness of changing local, state and federal mandates affecting STEM related academic and technical programs; Ensure that all state and federal mandates such as Academic Frameworks based on the Common Core and State Graduation Requirements are implemented
20. Assist with the school-wide Portfolio initiative
21. Serve as a member of the School Safety and Security Team
22. Perform such other tasks and assumes such other responsibilities as the Principal or Superintendent-Director may assign

TERMS AND CONDITIONS OF EMPLOYMENT

1. The nature of this position requires hours beyond the regular workday. It is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, number of work days and fringe benefits are established by the Superintendent-Director, in accordance with the policies established by the School Committee.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

PROPOSED

JOB DESCRIPTION
INSTRUCTIONAL TECHNOLOGY SPECIALIST/LIBRARIAN

QUALIFICATIONS:

- Requires dual licensure in Instructional Technology and Library Science
- Minimum of three (3) years experience in Instructional Technology
- Completed a master's level program in library and information studies
- Excellent communicator and strong interpersonal skills

REPORTS TO:

Technology Director

RESPONSIBILITIES:

Instructional Technology

1. Responsible to create an environment that is conducive to active and participatory learning, resource-based instructional practices, and collaboration with teaching staff.
2. Encourage the use of instructional technology to engage students and to improve learning, providing access to digital information resources for the entire learning community.
3. Collaborate with teachers to design and implement lessons and units of instruction, and assess student learning and instructional effectiveness.
4. Serve as a member of the Technology Team to identify strengths and weaknesses of the district technology program; provide guidance in software and hardware evaluation.
5. Collaborate with the Technology Team to update and maintain the Staff and Student Acceptable Use Policy.
6. Vision and create a welcoming center utilizing technology to create a project-based learning space and/or environment.
7. Maintain and utilize evolving technology trends and applications of state of the art technology.
8. Plan and deliver professional development sessions within the school and district for all staff; develop "how to guides" to support teachers and students.

9. Host training and technology lessons to support teachers in the classroom utilizing technology to match designated lessons.
10. Showcase at MASCUE and other technology events the work at Essex Technical High School.
11. Remain current in professional practices and developments, information technologies, and educational research applicable to school library programs.
12. Assist with the preparation of teachers for the upcoming high stakes CBT (computer based testing) platform.
13. Through the “coach” model assist staff to implement their technology goals in their classroom.

Library/Media Center

14. Create and maintain the school library as a teaching and learning environment that is inviting, safe, flexible and conducive to student learning.
15. Participate in the curriculum development process to ensure that curricula include the full range of literacy skills (information, media, visual, digital and technological literacy) necessary to meet the content standards.
16. Develop up-to-date district policies concerning such issues as materials selection, circulation, copyright, and privacy.
17. Empower students to be critical thinkers, enthusiastic readers, skillful researchers and ethical users of information.
18. Review and maintain a digital data base-lesson plan and host meetings with teachers to utilize these online data base tools to support learning.
19. Prepare, justify and administer the school library budget to support specific program goals.
20. Remain NEASC proficient with library expectations; benchmark the school library program to school, state and national program standards.
21. Update and maintain a school library website to promote communication.
22. Stay current with educational developments and the literature in the field of career and technical education; attend professional organization meetings and conferences; collaborate with others in the field.
23. Perform such other tasks and assume such other responsibilities not inconsistent with the role as the Principal or Technology Director may assign.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This position is part of the Hathorne Teachers Federation Collective Bargaining Agreement.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
COOPERATIVE EDUCATION COORDINATOR

QUALIFICATIONS:

- Licensed or licensable as a Vocational Technical Cooperative Education Coordinator
- Must hold Educator Licensure from the Massachusetts Department of Education
- Minimum five years teaching experience as a vocational-technical teacher or guidance counselor
- Excellent interpersonal and organizational skills

REPORTS TO:

Career and Technical Education Directors

RESPONSIBILITIES:

1. Coordinate the Cooperative Education program for all eligible students in grades 11 and 12, giving qualifying students the opportunity to participate in paid and unpaid apprenticeships or employment programs in their career areas for academic credit.
2. Develop relationships and maintain ongoing communication with partners and prospective employers who might participate in the Cooperative Education Program.
3. Oversee the application process, including the work permit, the Student Agreement, the Employer Agreement, coordination of the CORI background checks, and maintaining student and employer files.
4. Arrange for, and assist students with, preparation for all aspects of the employment process, including interviewing skills, resumes, cover letters; provide general employment counseling.
5. Communicate with parents and caregivers on an ongoing basis to support students throughout the placement process.
6. Organize a career informational exposition to provide students the opportunity to network with professionals in various fields.
7. Make required periodic visits to the places of employment; evaluate employers and worksites for safety and educational suitability.
8. Adhere to the Chapter 74 Cooperative Education guidelines.
9. Evaluate student performance and implement a grading and progress report system for cooperative education students.

10. Supervise the distribution, collection and tabulation of all work hours for students participating in the Cooperative Education Program.
11. Review students' reports cards, attendance and discipline each trimester to determine continued eligibility; monitor students in danger of failing.
12. In collaboration with the Career and Technical Education Directors organize and schedule the Senior Showcase Portfolio reviews for seniors; invite industry partners.
13. Collaborate with the North Shore Career Center and the Workforce Investment Board of the North Shore with regard to employment opportunities and programs for students, such as job fairs, summer youth employment programs, etc.; attend meetings and events, as appropriate.
14. Work with instructors in all of the Career and Technical programs, as well as members of the Advisory committees, for assistance in preparing and placing students.
15. Work closely with guidance counselors and technical teachers to place identified students in their career fields upon graduation; form partnerships with potential employers throughout the region to assist graduates with job placement.
16. Accept any additional responsibilities not inconsistent with the position when assigned by the Career and Technical Education Directors.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is part of the Hathorne Teachers Federation Collective Bargaining Agreement.
2. In addition, the position includes school year plus up to ten (10) additional days beyond, to ensure coverage of the Cooperative Education Program through the summer months.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION
COOPERATIVE EDUCATION COORDINATOR

REPORTS TO: Principal; Career and Technical Education Directors

QUALIFICATIONS:

Licensed or licensable as a Vocational Technical Cooperative Education Coordinator

RESPONSIBILITIES:

- 1) Coordinate the Cooperative Education program for all eligible students in grades 11 and 12, giving qualifying students the opportunity to participate in paid apprenticeship or employment program in their career areas for academic credit.
- 2) Develop partnerships with prospective employers who might participate in the Cooperative Education programs.
- 3) Arrange for, and assist students with, preparation for interviews between candidates and employers; provide general employment counseling.
- 4) Make required periodic visits to the places of employment; evaluate students, employers and sites for safety and educational suitability.
- 5) Adhere to the Cooperative Education guidelines in the Student Handbook; implement the grading and progress report system for Coop students, as outlined in the Student Handbook.
- 6) Supervise the distribution, collection and tabulation for all hours for Co-op students.
- 7) Review students' reports cards each trimester to determine continued eligibility.
- 8) Assist the Career and Technical Education Directors with the Senior Showcase Portfolio process; assist students in the development of resumes, and cover letters; organize and schedule Portfolio reviews for seniors; invite industry partners.
- 9) Become a member of the Workforce Investment Board; attend meetings as appropriate
- 10) Work with teachers in all of the Career and Technical programs, as well as members of the Advisory committees, for assistance in placing students.
- 11) Work closely with guidance counselors and technical teachers to place identified students in their career fields upon graduation; form partnerships with potential employers throughout the region to assist graduates with job placement.

- 12) Accept any additional responsibilities not inconsistent with the position when requested by the Principal or Career and Technical Education Directors.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, number of work days and fringe benefits are annually established by the Superintendent-Director, in accordance with the salary policies established by the School Committee.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

JOB DESCRIPTION

COMMUNITY RELATIONS AND PARTNERSHIPS COORDINATOR

QUALIFICATIONS:

- Must hold valid educator license with Department of Elementary and Secondary Education
- Administrative licensure preferred
- Demonstrates strong verbal and written communication skills
- Possesses superior interpersonal skills

REPORTS TO:

Superintendent-Director, Principal

RESPONSIBILITIES:

COMMUNITY RELATIONS

1. Direct district-wide communication efforts, including press releases, periodic newsletters and updating of promotional materials; disseminate press releases and digital photos/images to news media with District approval.
2. Foster community relations between the District and the communities it serves (both member and non-member) by developing and implementing a strategic communications and identity plan to include community outreach focused on the school's unique identity and value.
3. Consult regularly with administration regarding the mission and public image of the District and high school to ensure consistent and accurate public information.
4. In collaboration with the administrative staff, coordinate the content and identity presented via the school's website; develop and coordinate information published to the website with administration, staff, web developers, consultants, and contracted support services to ensure appropriate communication.
5. Serve as the Liaison to local and social media to maintain accurate informative publicity, to market the school strategically, and to publicize events and initiatives.
6. Write features, interviews, articles and speeches, as needed. Develop or assist with all published materials in the District.

7. Cultivate contacts with media, local newspaper and cable television personnel and social media platforms.
8. Integrate publicity and communications activities in Career and Technical Education areas to increase career/technical awareness in the public domain.
9. Assist with all written materials for publication in the District, such as Admissions, Programs of Study, Mailings, Handbooks, Updates for the Website, Invitations, Scripts, Speeches, etc.
10. Work with potential partnership (higher education, employers, member districts) to design creative approaches to programming, promoting courses, etc.
11. Assist the Admissions Coordinator with the development of promotional materials for all of the middle schools that send students to our district.
12. Assist the Admissions Coordinator with advertisement of all recruitment and/or admissions events open to the public.
13. Assist in the planning and promotion of the annual Open House in collaboration with the Admissions Coordinator.

COMMUNITY PARTNERSHIPS

14. Increase awareness of District programs among prospective students, parents, employers, business and industry professionals, organizations, community leaders and citizens, sending school districts and public officials/agencies.
15. Oversee and develop partnership programs with higher education and other post-secondary institutions.
16. Work with appropriate administrators to increase the number of articulation agreements with higher education institutions.
17. Serve as Liaison between Essex Technical High School and area colleges.
18. Seek to identify other types of partnerships, including those with business and industry, member districts, governmental agencies, etc.

ADULT EDUCATION PROGRAM

19. Act as the lead administrator in the design and implementation of the Adult Education Program consistent with the District's philosophy, mission and goals.
20. Supervise the administration of Adult Education, including personnel working within these instructional programs.

21. Oversee the distribution of all promotional materials for Adult Education.
22. Oversee the preparation of facilities and class schedules for Adult Education.
23. Recommend personnel for employment within the instructional programs; evaluate staff and personnel, as appropriate.
24. Manage course registration, payment and program budgets.
25. Develop and promote special events, seminars and workshops for Adult Education.
26. Represent the District at community meetings.
27. Develop written materials for Admissions in collaboration with the Admissions Coordinator, including advertisements, policies, application materials, and parent and student communications.
28. Assume any additional job responsibilities not inconsistent with the role when assigned by the Superintendent-Director or Principal.

TERMS AND CONDITIONS OF EMPLOYMENT:

1. This position is part of the Hathorne Teachers Federation Collective Bargaining Agreement.
2. In addition, the position includes school year plus up to ten (10) additional days beyond.

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
PUBLIC RELATIONS AND LITERACY COORDINATOR****QUALIFICATIONS:**

Must hold a Professional license in English
Licensure as an Academic Supervisor Director in a Core Content required
Strong communication and writing skills necessary

PUBLIC RELATIONS

REPORTS TO: Superintendent-Director, Principal

RESPONSIBILITIES:

- 1) Direct district-wide publicity, including press releases, periodic newsletters and updating of promotional materials; disseminate press releases and digital photos/images to news media with District approval
- 2) Foster community relations between the District and the communities it serves by developing and implementing a District/school strategic communications/identity plan to include community outreach focused on the school's unique identity and value.
- 3) Increase awareness of District programs among prospective students, parents, employers, business and industry professionals, organizations, community leaders and citizens, sending school districts and public officials/agencies.
- 4) Consult regularly with District and School administration regarding the mission and public image to ensure consistent and accurate public information
- 5) Coordinate the content and identity presented via the school's website; develop and coordinate information published to the website with administration, staff, web developers, consultants, and contracted support services to ensure appropriate communication
- 6) Serve as the Liaison to local and social media to maintain accurate informative publicity, to market the school strategically, and to publicize events and initiatives
- 7) Write features, interviews, articles and speeches, as needed. Develop or assist with all published materials in the District.
- 8) Assist with Admissions; this includes but is not limited to publicity, Open House program, Building Tours, recruiting activities, interviewing, and parent information events.

- 9) Cultivate contacts with media, local newspaper and cable television personnel and social media platforms
- 10) Integrate publicity and communications activities in appropriate CTE areas to increase career/technical awareness in the public domain
- 11) Develop or assist with all written materials for publication in the District, such as Admissions, Programs of Study, Mailings, Handbooks, Updates for the Website, Invitations, Scripts, Speeches, etc.

LITERACY COORDINATOR

REPORTS TO: Humanities Director, STEM Director, CTE Director and Principal

RESPONSIBILITIES:

- 1) Assist with the District Supervision and Evaluation model, including evaluating faculty and staff, as assigned by the Principal.
- 2) Coach both Academic and CTE educators (Literacy Coach) to implement literacy activities, initiatives, and assessments.
- 3) Develop and integrate literacy-based curricular elements aligned to the Common Core in concert with the Humanities, STEM and CTE Directors.
- 4) Review academic and CTE curriculum maps to support literacy integration; recommend projects, activities, and lessons in concert with the Curriculum Directors.
- 5) Review Common Assessments and District Determined Measures in collaboration with the Curriculum Directors to ensure literacy integration.
- 6) Assist with the coordination and administration of District and State assessments for English Language Arts in collaboration with the Humanities Director and the Special Education Director
- 7) Assist with the administration the District's English Language Learners (ELL) Program under the direction of the Administrator for Pupil Personnel Services.
- 8) Contribute literacy direction and support to the District Portfolio initiative.
- 9) Assist with development of the Career and College Readiness (CCR) Curricula
- 10) Accept some teaching assignments.
- 11) Assume any additional duties assigned by the Principal or his Designee

TERMS AND CONDITIONS OF EMPLOYMENT:

1. The nature of this position may require time beyond the regular workday, and it is expected that the person filling this position will give priority to completing the necessary tasks and set hours accordingly.
2. Salary, number of work days and fringe benefits are established by the Superintendent-Director, in accordance with the policies established by the School Committee.

Drafted: September 28, 2017

Approved:

ESSEX NORTH SHORE AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

**JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT TO CAREER AND
TECHNICAL EDUCATION DIRECTORS**

QUALIFICATIONS:

- Superior verbal and written communication and interpersonal skills
- Proficient in Microsoft Office including Excel, Word Processing, PowerPoint, and Google documents
- Experience working in a school/office environment
- Ability to create promotional materials
- Competent with student information systems (i.e., Aspen, SkillsPlus)
- Ability to maintain multiple calendars and build appointments

REPORTS TO:

Career and Technical Education Directors

RESPONSIBILITIES:

1. Provide administrative support to the Career and Technical Education Directors, the Community Relations and Partnerships Coordinator and the Cooperative Education Coordinator.
2. Maintain Advisory Committee membership; plan and coordinate Advisory Committee meetings; follow up with program instructors submission of program agendas, meeting minutes, membership forms, curriculum bias sheets, program evaluation, safety audits, and other required materials; responsible for data entry and reporting.
3. Assist Career and Technical Education Directors in all aspects of the Budget Process including purchasing, receiving, and invoicing; request quotes, prepare bids, and follow up with vendors.
4. Process Purchase Requests for Career and Technical Education teachers, as requested.
5. Assist with Construction Academy Outside Projects; respond to inquiries regarding outside projects from District Communities, Non-Profits, Open House and recruitment visits; maintain records; assist the Career and Technical Education Directors and Outside Project Team with administrative tasks; assist with Donations from the community.

6. Assist with the coordination of OSHA safety training and maintaining safety records.
7. Compile career related data from the graduate follow-up surveys in collaboration with the Guidance Department.
8. Assist with all aspects of Perkins for budgetary purposes; meet Perkins accountability deadlines, when appropriate.
9. Assist the Cooperative Education Coordinator in maintaining student and employer records; provide assistance to students, parents, and employers with information pertaining to the Cooperative Education program/placements; assist with the completion of required reports; assist with scheduling presentations to students, as well as career and technical education events.
10. Provide support to the Community Relations and Partnerships Coordinator with various administrative tasks, including such things as assisting in the scheduling of events; sending out invitations, advertisements, publications and other communications.
11. Assist in meeting state and federal monthly, quarterly and annual deadlines as well as other various reporting requirements by the Department of Elementary and Secondary Education.
12. Assume any other duties not inconsistent with this position assigned by the Career and Technical Education Directors.

TERMS AND CONDITIONS OF EMPLOYMENT

1. This is a 195-day position at 37.5 hours per week.
2. This position is part of the Collective Bargaining Agreement between the American Federation of State County and Municipal Employees, Council 93, Local 245 and the School District.

Accepted Job Descriptions for New and/or Reconfigured Positions 12/14/2017

Assistant Principal

Grade 9 Assistant Principal/Admissions Coordinator

Director of Guidance

Director of Human Resources

Director of Career and Technical Education

Administrative Assistant to Business Manager and Human Resource Director

Proposed Job Descriptions for New and/or Reconfigured Positions 4/10/2018

Director of Academic Programs

Librarian/Instructional Media Specialist (HTF)

Cooperative Education Coordinator (HTF)

Community Relations and Partnerships Coordinator (HTF)

Administrative Assistant to Career and Technical Education Directors (AFSCME)

PROFESSIONAL STAFF POSITIONS

All professional staff positions in the school system will be created initially by the Essex North Shore Agricultural and Technical School District Committee. It is the Committee's intent to activate a sufficient number of positions to accomplish the school system's goals and objectives and to provide for the equitable staffing of the school building. Although such positions may remain temporarily unfilled, only the Committee may abolish a position it has created.

Each time a new position is established by the Committee, the Superintendent-Director will present for the Committee's approval a job description for the position, which specifies the jobholder's qualifications and the job's performance responsibilities. The Superintendent-Director will maintain a comprehensive set of job descriptions for all positions.

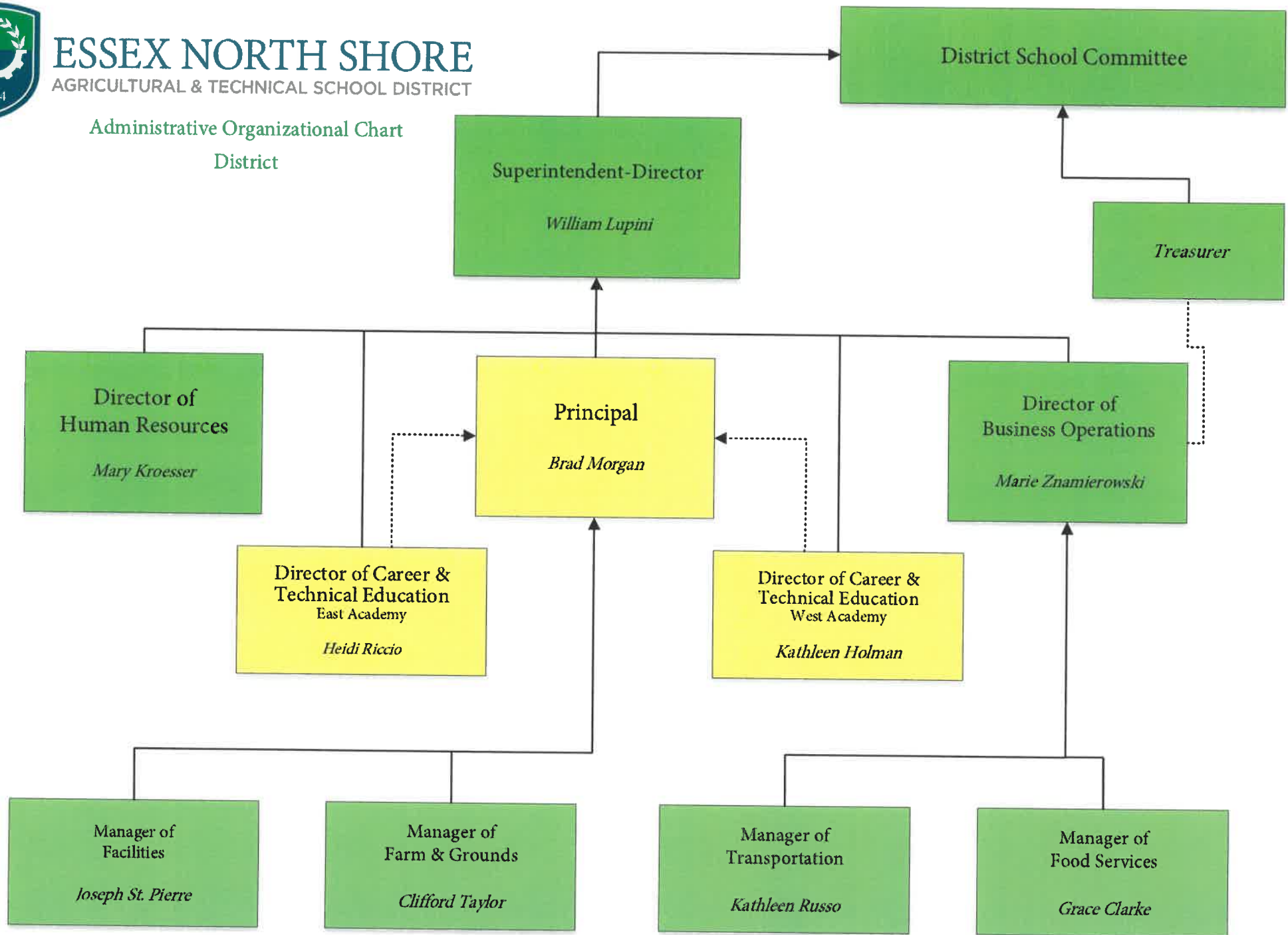
SOURCE: North Shore



ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Administrative Organizational Chart District





ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

Administrative Organizational Chart High School

