

WESTPORT BOARD OF EDUCATION

***AGENDA**

(Agenda Subject to Modification in Accordance with Law)

PUBLIC SESSION/PLEDGE OF ALLEGIANCE:

7:30p.m., Staples High School, Cafeteria B (Room 301)

ANNOUNCEMENTS FROM BOARD AND ADMINISTRATION

PUBLIC QUESTIONS/COMMENTS ON NON-AGENDA ITEMS (15 MINUTES)

DISCUSSION/ACTION:

1. 2016-17 Proposed Budget of the Superintendent of Schools (Encl.) Dr. Landon
 - 1.a. Addition of Part-Time Science Coaches at the Elementary Schools
 - 1.b. Reduction of Bus Monitors
 - 1.c. Reduction of Team Leaders and Liaisons at Middle School
 - 1.d. Reduction of 3rd Grade Paraprofessionals
 - 1.e. Reduction of Two of Four Grade Level Assistants at Staples High School

ADJOURNMENT

*A 2/3 vote is required to go to executive session, to add a topic to the agenda of a regular meeting, or to start a new topic after 10:30 p.m. The meeting can also be viewed on cable TV on channel 78; Frontier TV channel 99 and by video stream @www.westport.k12.ct.us

PUBLIC PARTICIPATION WELCOME USING THE FOLLOWING GUIDELINES:

- Comment on non-agenda topics will occur during the first 15 minutes *except* when staff or guest presentations are scheduled.
- Board will not engage in dialogue on non-agenda items.
- Public may speak as agenda topics come up for discussion or information.
- Speakers on non-agenda items are limited to 2 minutes each, except by prior arrangement with chair.
- Speakers on agenda items are limited to 3 minutes each, except by prior arrangement with chair.
- Speakers must give name and use microphone.
- Responses to questions may be deferred if answers not immediately available.
- Public comment is normally not invited for topics listed for action after having been publicly discussed at one or more meetings.

WESTPORT PUBLIC SCHOOLS WESTPORT, CONNECTICUT

JOB DESCRIPTION

K-5 Science Coach

Role and Responsibilities

- A. Participate in all professional development as needed to support the district's transition to the Next Generation Science Standards
- B. Produce turnkey professional development about the NGSS, focusing on disciplinary core ideas, cross-cutting concepts, and science practices
- C. Assist classroom teachers in improving their instruction through job-embedded ongoing professional development (modeling new instructional practices that include hands-on, authentic problem-based activities and experiences; co-teaching; observing instruction; providing specific feedback to improve practice)
- D. Set up and maintain science lab, including makerspaces
- E. Develop and model orientation lessons about science equipment and lab expectations
- F. Develop, administer and analyze problem-based assessments
- G. Assist teachers in preparing students for the new state assessments in science
- H. Help teachers differentiate science instruction
- I. Extend the science and engineering content and provide engaging, real-world challenges for all students, including those in the gifted program
- J. Lead professional study groups
- K. Participate in district-level curriculum meetings
- L. Support administrators and other staff members (ie, special education teachers, interventionists, special area teachers, paraprofessionals) in understanding scientific literacy and best practices
- M. Consult with teachers to plan engaging science lessons

WESTPORT PUBLIC SCHOOLS WESTPORT, CONNECTICUT

JOB DESCRIPTION

Middle School Team Leaders

Performance Responsibilities:

The middle school team leader will be responsible for the following:

Instructional Leadership:

- A. Provides additional support and mentoring for new staff members on the team
- B. Coordinate interdisciplinary units of study on the team and PBL
- C. Participates in opportunities at the building and district level that support the effectiveness of the team
- D. Plans, develops and organizes learning opportunities during team meetings that are aligned to district/building goals

Building Leadership:

- A. Serve as liaison between building administrators and team members
- B. Attends and contributes to leadership meetings

Team Management & Communication:

- A. Fosters teamwork, collaboration and collegiality
- B. Responds to requests for information in timely manner
- C. Coordinate field trips for teams (coordinate dates with master calendar, complete field trip request packet)
- D. Coordinate dates for open pod meetings, direct the development of open pod presentations
- E. Coordinate and plan Prime Time/Connections activities for team
- F. Develop Agenda and record minutes for team meetings
- G. Develop and disseminate weekly team schedule
- H. Attends management team meetings and voices the concerns of the team as needed
- I. Provide assistance to substitute teachers
- J. Acts as consultant to principal regarding team needs and concerns
- K. Addresses parent questions and concerns regarding team practices and policies
- L. Delegates and ensures the tools designed for team and student/parent communication are maintained and updated in timely manner (extra help schedule and schoology,)
- M. Communicate and coordinate with parents for parent-team meetings to discuss academic and/or behavioral concerns the team is observing with their child across multiple settings.

**WESTPORT PUBLIC SCHOOLS
WESTPORT, CONNECTICUT**

JOB DESCRIPTION

Middle School Special Liaison

Performance Responsibilities:

The middle school special liaison will be responsible for the following:

Instructional Leadership:

- A. Provides additional support and mentoring for new staff members on the team
- B. Participates in opportunities at the building and district level that support the effectiveness of the team
- C. Plans, develops and organizes learning opportunities during management team meetings that are aligned to district/building goals
- D. Serve as liaison between building administrators and assigned departments

**WESTPORT PUBLIC SCHOOLS
WESTPORT, CONNECTICUT**

JOB DESCRIPTION

Regular Education Paraprofessional

I. Responsibilities:

Duties of this job include, but are not limited to:

- A. Assists students with all instructional and non- instructional tasks as assigned by the teacher;
- B. Works with individual students or small groups of students to reinforce learning of materials or skills initially introduced and outlined by certified staff;
- C. Provides appropriate support and supervision of students across school settings;
- D. Demonstrates ethical behavior and confidentiality of information about students in both the school environment and the community;
- E. Support the development of social/interactive skills of students;
- F. Anticipates needs and provides support to promote participation in large group activities.
- G. Understands or seeks clarification of curriculum strategies to support students' successful introduction, review, practice and mastery of that curriculum;
- H. Assists in preparing and maintaining materials needed for educational activities;
- I. Assists in moving furniture (e.g. tables, chairs) and instructional equipment as part of the routines of the classroom;
- J. Participates in approved in-service training programs;
- K. Performs such other duties/assignments as directed by the certified staff.

II. Qualifications:

- A. Associate's Degree, two years of college credit or proof of passing grade on the ParaPro Exam;

**WESTPORT PUBLIC SCHOOLS
WESTPORT, CONNECTICUT**

JOB DESCRIPTION

Grade Level Assistants – High School

I. Responsibilities:

Duties of this job include, but are not limited to:

- A. Assist administration with monitoring student attendance and addressing concerns as needed;
- B. Assist administration with investigating issues including, but not limited to, disciplinary concerns;
- C. Provides appropriate support and supervision of students across school settings;
- D. Demonstrates ethical behavior and confidentiality of information about students in both the school environment and the community;
- E. Support the development of social/interactive skills of students;
- F. Participates in approved in-service training programs;
- G. Performs such other duties/assignments as directed by the certified staff.

II. Qualifications:

- A. Associate's Degree, two years of college credit or proof of passing grade on the ParaPro Exam;

* Grade level assistants are considered members of the Westport Educational Association of Paraprofessionals