

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

Communications Assistant

BARGAINING UNIT CLASSIFICATION:

Non-Union

DEPARTMENT:

Communications

REPORTS TO:

Works under the direction of the Director of Communications.

INCUMBENT NAME:

Grant Funded

FLSA DESIGNATION:

Non-Exempt; 12 months; \$20 -\$25 per hour; Note: This is a Grant-funded, Non-union position with benefits that exist as long as funds are available.

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for providing administrative support to the Communications Specialist and the Director of Communications, helping to implement communication strategies and projects, as well as being responsible for the drafting and editing of social media posts, website content, Parent Square messaging and other communications material. Work activities are complex and others rely on the accuracy and reliability of the information, analysis or advice to make decisions, and affect the overall image of the District.

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. EDUCATION AND EXPERIENCE:

General Experience:

1. Bachelor's Degree in Journalism, Communications, Marketing, Business Administration, or a related field.
2. Equivalent experience will be accepted in lieu of post-secondary education.
3. Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying.

B. CREDENTIALS:

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents in this class may be required to possess and retain a current Connecticut Motor Vehicle Class D Operator's License.

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to adapt to frequent changes in workload;
- Ability to be creative and innovative;

- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Ability to multitask;
- Above average knowledge of various social media platforms including: Instagram, Twitter and Facebook;
- An understanding of social media strategies and media relations;
- Excellent communication skills;
- Excellent interpersonal skills;
- Excellent organizational skills;
- Experience and expertise in social media platforms and composing creative content;
- Experience in marketing and communications, public information, graphic design or a related field;
- Outstanding attention to detail;
- Outstanding verbal and written communication skills;
- Proficiency in office management software and design software such as: Photoshop, Parent Square, Canva, iMovie, etc;
- Strong attention to detail;
- Strong proofreading and editing skills;
- Substantial administrative and technical work experience;
- Work well independently as well as in a cooperative environment;

PART III - POSITION SUPERVISES:

Not applicable

PART IV - ESSENTIAL FUNCTIONS:

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- Act as Parent Square administrator for edits, updates and additions;
- Assist the Director of Communication with the management of Waterbury Public School's external image;
- Assist to implement internal and external communications strategies and projects;
- Create, draft and post messaging on Parent Square;
- Draft and edit communications copy and material;
- Draft and post social media and web content according to Waterbury Public School's social media strategy;
- Frequent and direct contact with school principals, vice principal and staff;
- Frequent contact with Board of Education staff and becoming the liaison for stories and events occurring on all school levels;
- Maintain calendars and Holiday notices;
- Manage District webpage including edits, changes, additions and uploads;
- Oversee and manage social channels for all Waterbury Public Schools including: Instagram, Facebook, YouTube and Twitter;
- Performs various research support functions;
- Preparing presentations and reports;
- Provide customer service via social media channels when inquiries occur via direct messaging or comments;

- Provide significant support services to others both within and outside of the department that substantially influences decision-making processes;
- Providing administrative support to internal teams;
- Record, edit and publish video content;
- Supports the marketing and promotion of the City of Waterbury and each Public School within the District;
- Track projects and media exposure;
- Performs related duties as required by the Director of Communication or the Superintendent.

0PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements: Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction			X	
Walking		X			Peripheral Vision		X		
Sitting			X		Driving	X			
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)		X		
Pushing		X			Light Work (-20 lbs.)		X		
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)	X			
Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse	X			

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury and Waterbury Public Schools is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.

Created on: February 7, 2022

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

Non-Union

JOB CLASSIFICATION TITLE

Communications Specialist

REPORTS TO:

Receives direction from the
Director of Communications.

DEPARTMENT

Communication

FLSA DESIGNATION

Exempt; 12 Month; Pay Rate \$50,000 - \$60,000.
Note: This is a grant-funded, Non-Union position
with benefits that exists as long as funds are
available.

INCUMBENT NAME

Grants

BARGAINING UNIT CLASSIFICATION**PART I - SUMMARY OF CLASSIFICATION**

Working under the general supervision of the Director of Communications, this class is accountable for developing and editing communication materials that promote a positive public image of Waterbury Public Schools to various audiences. Work activities are complex and others rely on the accuracy and reliability of the information, analysis, or advice to make decisions, and affect the overall image of the district.

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES**A. EDUCATION AND EXPERIENCE****General Experience:**

1. Bachelor's Degree in Journalism, Communications, Marketing, Business Administration, or a related field; Equivalent experience will be accepted in lieu of post-secondary education.
2. Two (2) years of progressively responsible experience in marketing and communications, public information, graphic design or a related field.
3. Any combination of education and experience that would likely provide the required knowledge and abilities.

Special Requirement:

1. In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made prior to appointment.

B. CREDENTIALS:**C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

Incumbents in this class may be required to possess a current Connecticut Motor Vehicle Class D Operator License.

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES

- Ability to adapt to frequent changes in workload;
- Ability to advise on marketing, communications management and public relations programs including planning and preparing media releases and news conferences;
- Ability to analyze situations and identify pertinent problems/issues; collect relevant information; evaluate realistic options and recommend/implement appropriate course of action;
- Ability to determine story emphasis, gather and verify news information through interviews, observation and research, and present stories/articles suitable for publication;
- Ability to establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work;
- Ability to exercise sound judgement in the release of information;
- Ability to interpret, apply and explain applicable policies, procedures and laws;
- Ability to interact effectively with all stakeholders;
- Ability to maintain composure during difficult situations;
- Ability to maintain confidentiality and to demonstrate consistent good judgment, tact and courtesy;
- Ability to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines;
- Ability to prioritize work, to self-motivate, and to use time effectively;
- Ability to quickly learn new skills;
- Ability to utilize computer software;
- Ability to work as part of a team;
- Ability to work independently as well as in a cooperative environment, with great attention to detail;
- Ability to work with individuals from diverse backgrounds;
- Basic knowledge of relevant laws (e.g. copyright), basic principles and practices of public agency budgeting, archiving, archiving, recordkeeping and reporting, applicable City policies and practices;
- Communication and customer service skills sufficient to deal effectively with the public, vendors, and staff, sign written and/or verbal communication;
- Excellent verbal, written, graphic design and interpersonal communication skills including an ability to effectively present information and engage diverse audiences;
- Experience with analytics for various social media platforms;
- Experience with Canva, video editing programs and social media channels;
- Experience with communications and media consisting of communication and dissemination techniques and methods. Includes alternative ways to inform and entertain via written, oral and visual media;
- Experience with Customer Service consisting of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction;
- Experience with Sales and Marketing including principles and methods for marketing and promotions;
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, and other office procedures and terminology;
- Possess problem-solving skills;

- Proficiency in the English Language including structure and content, word usage, grammar, spelling, vocabulary and punctuation;
- Skills to establish and maintain a variety of filing, recordkeeping and tracking systems;
- Strong organizational, planning and project management skills;
- Strong proofreading and editing skills;
- Substantial administrative and technical work experience;
- Time, project management and problem-solving skills;
- Understand and carry out complex oral and written instructions;
- Working knowledge of various software programs, including MS Office (Word, Excel, PowerPoint, etc.), Adobe software, e-mail marketing systems and social media platforms operating in a Windows environment;

PART III - POSITION SUPERVISES

PART IV - ESSENTIAL FUNCTIONS

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

- Appropriately answers and refers questions or issues beyond the scope of expertise to the Director of Communications;
- Assists Director of Communications in developing communication and marketing materials;
- Collaborates with others in the organization to achieve brand consistency, content and message coordination and the highest standards for internal and external communications;
- Coordinates cross-departmental communications;
- Coordinates media conferences and arranges operational specifics for conferences;
- Coordinates with Communication Assistant on various video productions;
- Creates editorial calendars per school and communications story plans to the Director of Communications;
- Creates social cards, flyers, videos and marketing assets that will be displayed on various Waterbury Public Schools platforms alongside Communications Assistant;
- Designs and implements communications programs and plans that promote the vision, goals, activities and positive image of Waterbury students, staff, business community and community leaders;
- Develops marketing strategies to effectively promote Waterbury Public Schools projects/programs while educating the public on events/programs;
- Develops messages appropriate for a wide variety of subjects and diverse audiences;
- Ensures accuracy of information and quality control over outgoing products;
- Frequent and direct contact with school principals, vice principal and staff;
- Frequent contact with Board of Education staff and becoming the liaison for stories and events occurring on all school levels;
- Implements annual communication goals including objectives, strategies and activities at the direction of the Director of Communications;
- Maintains records and files via Google doc/drives and Canva;
- Maintains sufficient understanding of multimedia production techniques to support the work of City staff;
- Manages the City's photo and design archives;
- Manages website changes, edits and content alongside the Communications Assistant;

- Oversees and develops the production and distribution of a variety of information and marketing materials such as: Superintendent video(s), internal and external flyers, communications provided to new students/parents;
- Performs various research support functions;
- Prepare and disseminates new releases regarding Waterbury Public Schools events, services and news;
- Prepares and drafts social media blurbs alongside Communications Assistant;
- Promotes a positive and professional image of Waterbury Public Schools by being knowledgeable about district programs, news and events;
- Provides media relations assistance to the Director of Communications as a liaison as requested;
- Provide significant support services to others both within and outside of the department that substantially influences decision-making processes;
- Refers media requests for information to an appropriate spokesperson or information source;
- Supports the marketing and promotion of the City of Waterbury and each Public School within the District;
- Writes and edits key internal and external communication materials using a style that is engaging, concise and appropriate in tone for the organization/audiences;
- Performs related duties as required by the Director of Communication or the Superintendent.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N) 0 % of Shift	OCCASIONALLY (O) 1-33% of Shift				FREQUENTLY (F) 34-66% of Shift	CONSTANTLY (C) 67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction			X	
Walking		X			Peripheral Vision		X		
Sitting			X		Driving		X		
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)			X	
Pushing		X			Light Work (-20 lbs.)			X	
Pulling		X			Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness		X		
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration		X		
Twisting		X			Exposure to Chemicals	X			
Feeling		X			Exposure to Gases and Fumes	X			
Talking		X			Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination		X			Confinement to Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

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Prepared on: February 7, 2022

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE

Education Building and Facilities Project Manager

DEPARTMENT

Office of the School Inspector

BARGAINING UNIT CLASSIFICATION

Follows WMAA (Managers)

REPORTS TO:

Superintendent of Schools or his/her designee

FLSA DESIGNATION

Exempt

Salary: \$ 130,000 to \$160,000

(negotiable based on level of experience)

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for the expense and capital projects of all school facilities in the Waterbury Public Schools, including the development and implementation of long range facility plans and capital projects. The Project Manager (job class title TBD) plans, creates, and executes the development and implementation of annual and long-range (3-5 year) budgets and planning for infrastructure assets. Also providing guidance and input on capital project budgets to the City. This class is also accountable for conducting plan reviews and inspections of facilities for compliance with construction, fire safety and other applicable codes and regulations jointly with the School Inspector.

Guidelines for Class Use: The employee in this class works closely with the School Inspector to direct and exercise judgment over all subordinate employees in the maintenance and repair of school buildings, grounds, and related capital assets in use. The employee in this class works closely and collaboratively with the Office of Accounting and Procurement to ensure that planned and executed work within their charge meets all the requisite rules, guidelines and laws governing contracted work for the School District and the City. Employees work under the general supervision of the Superintendent of Schools and direct supervision of the Chief Operating Officer.

PART II - QUALIFICATIONS

A. EDUCATION AND EXPERIENCE

1. Eight (8) years of school building/facilities construction management experience.
2. A Bachelor's degree in Engineering, Construction Management or Building Science.
3. Demonstrated experience in designing and/or managing HVAC, Energy Management & Building Controls Systems is highly desirable.

Substitution Allowed:

1. Technical School training and certification in commercial or industrial HVAC may be substituted for a bachelor's degree as described and stated above.

Special Requirement(s):

1. Incumbents in this class may be required by the appointing authority to possess and retain appropriate current licenses, permits and/or certifications.
2. Must obtain Asbestos Supervisor's Certificate within six (6) months of certification.

B. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

1. Incumbents in this class are required to possess and maintain a current Motor Vehicle Class D Operator's License and have a good driving record.
2. Must provide one's own transportation in accordance with City's personal vehicle use policy and for which travel reimbursement is provided.
3. Must maintain all currently held required certifications and professional licenses current and viable throughout their employment in this class.

KNOWLEDGE, SKILLS AND ABILITIES

- Working knowledge of laws, ordinances and codes pertaining to school facility operations, building construction, energy conservation measures, and environmental guidelines
- Working knowledge of the operation and maintenance of, mechanical, electrical, energy management, structural and recreational systems in schools
- Proficient in the ability to design and administer capital projects with multiple funding sources, including development of specifications, and procurement of contractual services
- Working knowledge of building materials and equipment
- Working knowledge of building, health and fire safety codes and standards
- Knowledge of principles, practices and methods of building design, construction, and systems.

- Knowledge of American with Disabilities Act (ADA) requirements for buildings and facilities.
- Knowledge of computer-based maintainable asset and work order management systems
- Knowledge of Preventive Maintenance procedures and their functional requirements
- Knowledge of HVAC and controls troubleshooting requirements and associated lifecycle analysis and planning.
- Observe and report the need for maintenance and repair
- Knowledge of health facility building requirements.
- Demonstrated interpersonal skills
- Oral and written communication skills.
- Ability to communicate effectively with a variety of audiences.
- Ability to inspect buildings and interpret compliance codes.
- Ability to review plans and specifications in relation to code compliance.
- Proficiency in utilizing computer software; including Spreadsheet applications, Word Processing applications, Presentation (slide deck) applications, Project scheduling applications, Remote meeting applications, Functional knowledge of CAD applications
- Ability to work with individuals from diverse backgrounds.
- Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination

PART III - DUTIES & RESPONSIBILITIES (The following identifies the primary and essential functions of the position and is not intended to be an exhaustive list of all duties and responsibilities)

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| <ul style="list-style-type: none"> ● Performs Capital and Expense project planning, management, and coordination. ● Actively coordinates and communicates with Finance/Accounting, Procurement, IT, O&M, and The Mayor's Office. ● Prepares project and departmental estimates and budgets. ● Meets project deliverables on time and according to prepared and schedules. ● Performs asset management lifecycle cost and Replacement Asset Value (RAV) analysis ● Works collaboratively with management, contracted consultants, and key stakeholders to plan for current and future academic program needs requiring infrastructure and asset investment and prioritization. ● Evaluates and gives input to the impact of utility upgrade and refurbishment plans, coordinating with City Dept. of Public works and City Engineer's office ● Performs periodic facilities inspections in conjunction with the School Inspector, to evaluate facility conditions. Prepares inspection reports for management. ● Writes and contributes to technical RFPs, engineering specifications and creates bid-ready Conceptual Design documents. ● Performs bid leveling, conducting bidder interviews, and provides input based on contractor selection ● Performs and/or oversees construction and systems commissioning activities ● Ensures that projects are completed on forecasted budget, and reports on risks to meeting the approved budgets ● Designs mock-ups and experimental models of proposed project solutions for presentation to BOE stakeholders | <ul style="list-style-type: none"> ● Assists the School Inspectors office to prepare regulatory documents concerning environmental, health, and safety issues as required ● Researches best-in-class engineered systems and qualifying/quantifying solutions that enhance: <ul style="list-style-type: none"> ● Health, Safety and Environmental performance ● The needs of learning environment ● Energy and Sustainability performance ● Fiscal responsibility and transparency ● Reports documented progress to initiative and project goals periodically, using dashboard metrics, reports, and "elevator notes" as needed. ● Scheduling F2F presentations the BOE leadership team and other managing stakeholders ● Consults with the School Inspector regarding building, fire, and health safety code requirements and corrective measures. ● Creates and collaborates on long-range facility plans and capital projects with central office administrators, School inspectors, building principals, architects, engineers, consultants, and City and <u>State officials</u>. ● Prepares and presents documentation for conferences, meetings, and hearings. ● Recommends and helps School Inspector implement energy conservation measures. ● Represents the school district at various meetings, conferences, and events at the discretion of the Chief Operating Officer and Superintendent of Schools. ● Reviews facility-related plans and specifications; may conduct a site inspection and feasibility studies for location, renovations, or conversion of facilities. ● May conduct in-service training of department staff and other state agencies as required. ● May participate in disaster preparedness programs, serving as a member of the division response team. ● Performs other related duties as required. |
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PART IV- POSITION SUPERVISE

Oversees and supervises staff as directed by the Chief Operating Officer and Superintendent of Schools.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility, and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination is required. Incumbents in this class may be required to lift moderate to heavy weights; may be exposed to extreme weather conditions and risk of injury from equipment. The City may require completion of an asbestos removal program consistent with EPA guidelines for operations and maintenance during employment in this class. Incumbents may be required to use protective equipment such as respirators and safety goggles. Incumbents in this class may be exposed to some risk of injury or physical harm from exposure to building construction sites, fire scene or structural failure environments, and a moderate degree of discomfort from exposure to year-round weather conditions.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C
Physical Demands					Depth Perception		X		
Standing		X			Color Distinction		X		
Walking		X			Peripheral Vision		X		
Sitting			X		Driving			X	
Lifting		X			Physical Strength:				
Carrying		X			Little Physical Effort (-10 lbs.)				
Pushing		X			Light Work (-20 lbs.)			X	
Pulling		X			Medium Work (20-50 lbs.)			X	
Climbing		X			Heavy Work (50-100 lbs.)		X		
Balancing		X			Very Heavy Work (100+ lbs.)		X		
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness		X		
Handling		X			Humidity		X		
Grasping		X			Extreme Noise or Vibration			X	
Twisting		X			Exposure to Chemicals		X		
Feeling			X		Exposure to Gases and Fumes		X		
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids		X		
Repetitive Motion			X		Exposure to dampness		X		
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area		X		
Visual Acuity/Near			X		Mechanical Hazards.			X	
Visual Acuity/Far			X		Physical danger or abuse		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

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Prepared on: May 13, 2021