

**WADSWORTH CITY SCHOOL DISTRICT
BOARD OF EDUCATION**

WADSWORTH, OHIO

REGULAR STATED MEETING
WEDNESDAY, JANUARY 4, 2023

(Immediately Following Organizational Meeting)

JAMES R. McILVAINE PERFORMING ARTS CENTER, 625 BROAD STREET

AGENDA ADDENDUM

IV. Administrative Discussion Items, Presentations, and Updates

B. Empowering Parents/Guardians to Protect Their Children on Electronic Devices

Presentation: Please join us as we empower parents/guardians to protect their children on electronic devices. On Wednesday, January 18, Phil Luthman, Director of Technology, and Beth Beal, Prevention Specialist, will present in the Wadsworth High School Performing Arts Center (PAC) from 6:30 to 8:00 pm. For additional information on the presentation, click [here](#).

V. Administrative Items

A. Personnel Consent Items

2. Employments

e) Supplemental Contracts

- (3) Kalyn Davis, Princess or Prince for the Day Director
- (4) Debbie Lake, Princess or Prince for the Day Worker
- (5) Danielle Gaugler, Princess or Prince for the Day Worker
- (6) Debbie Lake, Co-Director, WHS Play ("Puffs")
- (7) Lindsay Patterson, Co-Director, WHS Play ("Puffs")

f) Phil Seenes, Athletic Contest Worker, eff. 12/30/2022

B. Action Consent Items

1. Recommendation to accept the following donations:

d) \$500 from William and Janet Johnston

8. Recommendation to approve the revised Director of Four Cities Compact job description

JOB DESCRIPTION

POSITION: **DIRECTOR OF FOUR CITIES COMPACT**

RESPONSIBLE TO: Superintendent

DIRECTLY SUPERVISES: Compact Secretary, CTE Career Pathway Compact Counselor, CTE Job Training Compact Counselor

JOB GOALS:

To advise and assist the administration of Barberton, Copley-Fairlawn, Norton, and Wadsworth City Schools in the planning and implementing of successful career technical programs

MAJOR AREAS OF RESPONSIBILITY:

- I. Administration
- II. Pupil Personnel
- III. Curriculum
- IV. Research – Reports - Planning
- V. Other

ILLUSTRATIONS OF KEY DUTIES IN EACH MAJOR AREA:

- I. Administration
 - A. Prepare agendas and minutes of all Administrative Board and Principal-Supervisor's Committee meetings.
 - B. Coordinate transportation of pupils between districts.
 - C. Coordinate data exchange between districts.
 - D. Write an informal staff appraisal by April 1 of each year and submit to building principal.
 - E. Assist administration in selection of personnel and advise as to placement on salary schedule.
 - F. Supervise the activities of the Compact counselors.
 - G. Attend state and local career technical education meetings.
 - H. Serve as liaison between local schools and State Department of Education.

- II. Pupil Personnel
 - A. Assist in implementation of career technical orientation and Exploration Programs for grades 7 to 10.
 - B. Prepare distribution of students' seats for Compact Exchange each year.
 - C. Assist counselors of career technical education students to assure good communication between schools.
 - D. Assist principals in planning, implementing, and evaluating vocational guidance programs.
 - E. Prepare, assist with, and distribute Compact publications (student handbook, brochures, certificates, grade cards, application forms).

III. Curriculum

- A. Observe instruction and share with teachers and administrators as requested.
- B. Assist teachers in development of course of studies where needed.
- C. Assist principals in in-service programs for career technical education teachers.

IV. Research – Reports – Planning

- A. Assign, collect, and file all necessary career technical education reports.
- B. Assist administrators in the development of new programs and facilities.
- C. Assist principals in determining budget allocations for materials, supplies, and equipment.
- D. Assist principals in master scheduling of career technical education teachers.
- E. Prepare Compact budget and tuition charges.
- F. Coordinate surveys to determine short- and long-range needs for programs.
- G. Prepare Compact Procedures Manual, and keep it current.

V. Other

- A. Coordinate all activities of the Compact Advisory Council.
- B. Assist principals in the implementation of active advisory committees for each career technical education program.
- C. Determine regional business and industrial needs (Medina-Summit-Portage Education Consortium).
- D. Assist principals in promotion of career technical education programs throughout the four districts.