

Committee Meeting Agenda/Minutes

Committee: BOE School Personnel Committee			
Location: Waterbury Arts Magnet School Media Center 16 South Elm Street	Date of Meeting: Thursday January 16, 2025	Start Time: 5:00 p.m.	Finish Time:

Team Norms:
1. All meetings will start on time 2. All team members will agree to stay on specific agenda topics 3. A specific agenda will be set for all meeting

Commissioners Present:	Staff Present:

AGENDA			MOTION
		Time Allotted	Motion by/seconded by Vote tally
1.	Job specification for the proposed new grant funded extracurricular position of EdRising Afterschool Club Advisor-Middle School ~ <i>G. Thazhampallath</i>		
2.	Adjournment		

Additional notes/minutes:
Minutes prepared by:



To: Waterbury Board of Education

Re: Executive Summary for Afterschool Grant Position – EdRising Afterschool Club
Advisor-Middle School(s) for WTA Members

Date: January 14, 2025

The Academic Affairs Office through the College and Career Readiness Department kindly requests passage of the proposed job description for a new extracurricular afterschool position titled **EdRising Afterschool Club Advisor-Middle School(s)**. This new position will report collaboratively to the building principals and College and Career Department.

This proposed grant position already exists at the high school level and is now, through available grant funds, being expanded to WPS middle schools. There are a total of 13 positions across the district's middle schools which will focus on:

- organizing, supervising, and coordinating weekly activities for students interested in all areas of education;
- overseeing student recruitment, training, and engagement in project-based educational activities and opportunities;
- developing students' skills through hands-on experiences such as state and national competitions, job shadowing, and fundraising events;
- participating in monthly Professional Learning Communities (PLCs) to collaborate with other coordinators and team leaders to refine instructional practices.

This WTA position will be compensated at the contractual hourly rate. For these above reasons we kindly request passage.



Job Description
Afterschool Grant Position
For WTA Members- EdRising Extracurricular Afterschool Club Advisor-Middle School(s)

BARGAINING UNIT CLASSIFICATION: Open to WTA Members.

COMPENSATION: WTA Hourly Rate.

REPORTS TO: Building administrator and Collaborates with College and Career Readiness Department.

PART I - SUMMARY OF CLASSIFICATION

The EdRising Afterschool Club Lead is responsible for organizing, supervising, and coordinating weekly activities for students interested in all areas of education. This position includes overseeing student recruitment, training, and engagement in project-based educational activities opportunities. The Coordinator will help develop students' skills through hands-on experiences such as state and national competitions, job shadowing, and fundraising events. In addition to direct programming, the Coordinator will participate in monthly Professional Learning Communities (PLCs) to collaborate with other coordinators and team leaders to refine instructional practices.

REQUIREMENTS:

- Current WTA Member;
- Certified in the State of Connecticut by CSDE;
- Hold a Valid Motor Vehicle Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of career and occupational resources, trends, and opportunities;
- Knowledge of education requirements and training necessary for future careers;
- Ability and flexibility to interact effectively with students, parents, and other school staff, the administration, and community members of diverse ethnic/racial and socioeconomic backgrounds;
- Ability to maintain appropriate student supervision so that students have a safe and orderly environment in which to learn;
- Ability to provide assistance and information concerning career planning and college entrance to students, parents, staff, and community agencies;
- Ability to facilitate group interaction;
- Ability to utilize computer software;
- Knowledge of applicable local, state, and federal rules, regulations and laws;
- Knowledge of relevant Board of Education policies and District administrative procedures;
- Ability to utilize relevant assessment tools, and integrate the results of the assessments into college and career planning preparation for the students;
- Develop and provide information and materials related to career/college opportunities for middle school students;
- Ability to plan and implement activities for maximum effectiveness;
- Considerable interpersonal skills;
- Excellent organizational skills;

- Excellent listening skills;
- Oral and written communications skills;
- Problem-solving and analytical skills.

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.

- Plan, organize, and oversee weekly 2-hour after-school activities for EdRising students, ensuring that the program aligns with EdRising goals and objectives;
- Coordinate project-based activities, including but not limited to state and national competitions, community engagement initiatives, and educational fundraising events;
- Develop and implement activities that promote students' interest and involvement in education, while fostering leadership, collaboration, and professional skills;
- Actively recruit students for the EdRising program, focusing on students interested in pursuing careers in education;
- Provide training to students in various aspects of education, including teaching methodologies, leadership, teamwork, and professional development;
- Assist students in identifying and preparing for participation in state and national education competitions, job shadowing opportunities, and other relevant educational experiences;
- Supervise students during after-school activities, ensuring a safe, productive, and respectful environment;
- Serve as a mentor to students, offering guidance and support as they explore education-related careers;
- Encourage and inspire students to explore different education pathways, including teaching, social work, administration, counseling, and special education;
- Coordinate and manage fundraising events that support the EdRising program and its activities, ensuring student involvement and leadership in these initiatives;
- Plan and execute job shadowing opportunities, educational site visits, and collaboration with local schools or community partners to enhance real-world exposure to the field of education;
- Attend paid monthly Professional Learning Communities (PLCs) to stay current with best practices in education, program development, and student engagement;
- Collaborate with other EdRising coordinators and education professionals to enhance the program and share resources and strategies;
- Maintain regular communication with students, and school administrators regarding program updates, activities, and upcoming events;
- Track student participation, progress, and feedback to measure program effectiveness and identify areas for improvement;
- Report on program activities, successes, and challenges to the College and Career Readiness Department and EdRising CT State and Regional Coordinator as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

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. Incumbents in this class may be exposed to some risk of injury from assaultive or abusive students. 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.

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