

**AGREEMENT**

**between the**

**NORTH ANDOVER SCHOOL COMMITTEE**

**and the**

**NORTH ANDOVER EDUCATIONAL  
ADMINISTRATIVE ASSISTANTS' ASSOCIATION**

**JULY 1, 2023 - JUNE 30, 2026**

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## **ARTICLE ONE**

### **PREAMBLE**

The general intent and purpose of the agreement is, in the mutual interest of the Town and the Association, to provide for the operation of our school buildings under methods which will further, to the fullest extent possible, the safety, welfare and health of the school children of the Town of North Andover.

#### **Mutuality**

The North Andover Educational Administrative Assistants' Association recognizes that the members of its Association share with the School Committee the responsibility for providing for students, staff, parents, and other citizens, services of the highest possible quality consistent with the policies of the Committee.

The North Andover Educational Administrative Assistants' Association recognizes its responsibilities to educate and communicate to each member of the Association the responsibility of each member to use their professional competence and experience in the most effective manner possible in order to provide quality education and Administrative Assistant services in the North Andover Public Schools.

The North Andover School Committee recognizes the Educational Administrative Assistants' Association as an important and integral part of the North Andover Public Schools.

The School Committee and the Association express their joint intention through the terms and conditions of this agreement to continue their harmonious relations, to promote mutual cooperation and understanding, and to establish and maintain effective lines of communication between the parties.

Where the context requires, all references in this agreement to any gender shall refer to both genders and the singular shall include the plural and the plural the singular.

## **ARTICLE TWO**

### **RECOGNITION**

Agreement between the North Andover School Committee and the Administrative Assistants' unit of the North Andover Administrative Assistants Association.

#### **1. Authority**

Pursuant to the provisions of Chapter 150E of the General Laws of Massachusetts, this agreement is made and entered into by the North Andover School Committee, hereinafter referred to as the "Committee" and the North Andover Educational Administrative Assistants' Association (NAEAAA), hereinafter referred to as the "Association."

#### **2. Certification**

Pursuant to the decision of the Massachusetts Labor Relations Commission Case No. MCR-2847, dated February 26, 1979, the Committee hereby recognizes the Association as the sole and exclusive representative of all persons covered by the agreement with respect to wages, hours of employment and working conditions.

#### **3. Positions**

Covered positions include all currently recognized Administrative Assistant positions listed in Appendix E.

**ARTICLE THREE  
WORKING HOURS AND CONDITIONS**

**1. Work Week**

**A. Full-time**

Seven (7) hours per day, thirty-five (35) hours per week, Monday through Friday, shall constitute the work week when school is in session. When school is not in session, during the summer only, six and one-half (6 ½) hours per day, Monday through Friday, shall constitute the work week, from July 1st until the complete week prior to the opening of school.

**B. Part-time**

An employee scheduled less than thirty-five (35) hours per work week, Monday through Friday when school is in session will be deemed part time. When school is not in session, during the summer only, Monday through Friday from July 1st until the complete work week prior to the opening of school, then any employee scheduled less than thirty-two and one-half (32.5) hours per week shall be deemed part-time. This designation has no impact on benefit eligibility.

**2. Work Year**

The work year for school year Administrative Assistants will be forty-four consecutive weeks. The start date will be determined by the Building Principal or supervisor, and communicated to the Administrative Assistant no later than April 1st. Additional days beyond this will be at the request of the Principal or supervisor and approval of the unit member. All other Administrative Assistants will work fifty-two (52) weeks.

**3. Overtime**

Overtime is not regularly provided for by the North Andover School Department. However, overtime may be allowed when authorized by the unit member's supervisor. Compensation will be in the form of additional wages. Time beyond the normal work week up to forty (40) hours will be paid at straight time. Time beyond forty (40) hours in any week will be paid at time and one-half.

**4. Work Day Schedule**

Administrators will provide the Administrative Assistants a paid fifteen (15) minute break and a paid, duty-free thirty (30) minute lunch period away from their desk.

**5. "Snow Days" and Community Safety Days**

- A.** When school is closed for a "snow day" as defined as a day for which school is called off due to inclement weather, Administrative Assistants will not be expected to report for work. If inclement weather occurs during the workday and progresses in intensity, Administrative Assistants will be released before traveling becomes hazardous, but no more than thirty minutes after weather-related student dismissal time on the same day. On non-school work days, the Superintendent or Designee will determine if Administrative Assistants need to come into work on days when there is inclement weather and will also determine when they will be sent home if already at work. These decisions will be communicated to the Administrative Assistants in a timely manner.

- B. When school is closed for significant community safety reasons (gas explosion, loss of power, road blocks, etc.), Administrative Assistants will not be expected to report to work. If a significant community safety issue arises during the workday, Administrative Assistants will be released in a timely manner, but no more than thirty minutes after student dismissal time on the same day. On non-school work days, such as school year or summer vacation weeks, the Superintendent or Designee will determine if Administrative Assistants need to come into work on days when there is a significant community safety issue and will also determine when they will be sent home if already at work. These decisions will be communicated to the Administrative Assistants in a timely manner.
- 6. Flexible Summer Schedules  
The North Andover School Committee supports flexible summer schedules for district Administrative Assistants within currently defined summer months provided critical functions and periods of operation are adequately covered as determined between the school department Administrative Assistant and the immediate supervisor. All requests and approvals must be made in writing.
- 7. Additional Duties  
Any additional duties beyond mutually-agreed upon job descriptions shall not be assigned without first consulting both the Association President and NAEAAA Chair/Co-Chairs to negotiate mutually-agreed upon compensation, duties, etc.

#### **ARTICLE FOUR TRANSFERS AND VACANCIES**

- 1. Criteria  
When transfers are necessary, an Administrative Assistant's length of service in the System shall be considered in determining who shall be so transferred.
- 2. Involuntary Transfers  
An involuntary transfer will be made only after written notification of the transfer, including but not limited to the reasons for the transfer. If the Administrative Assistant so requests, the Administrative Assistant shall meet to discuss the transfer with the Superintendent.
- 3. Vacancy Notice: Long-term
  - A. Whenever a vacancy in an Administrative Assistant position occurs, it will be adequately publicized by the Superintendent by means of a notice placed on every school office bulletin board. Notice will also be provided by email to all Administrative Assistants, as well as a separate communication to the President of the Association, and the Chair/Co-Chairs of NAEAAA. Every vacancy will be posted for a minimum of ten (10) days before the close of applications.
  - B. During the months of July and August, written notice of such vacancy will be emailed to the President of the Association and to the members of the Association.

4. Vacancy Notice: Short-term

Whenever an unanticipated, short-term vacancy in any Administrative Assistant position occurs or an unanticipated emergency project requires timely completion, the President of the Association and the Chair/Co-Chairs of the Association will be notified. The school district will contact current employees to determine their availability for, or interest in such a position.

5. Filling of Vacancies

- A. In filling all vacancies or positions, consideration will be given by the Superintendent to part-time Administrative Assistants already employed in the System. The Superintendent will also consider the specific qualifications and timing requirements of the short-term vacancy.
- B. No twelve (12) month Administrative Assistant will be given a ten (10) month assignment, and no ten (10) month Administrative Assistant will be given a twelve (12) month assignment except by mutual agreement.
- C. In the filling of vacancies under this Article, the hiring administrator will review the qualifications, skills and performance history of all of the candidates for the position before making a selection. If the hiring administrator determines that two or more candidates are equally qualified under these criteria, then the seniority date of the candidates pursuant to Article Five of this agreement will be the deciding factor.

**ARTICLE FIVE  
SENIORITY**

1. Seniority

Seniority shall be defined as the length of continuous service as an Administrative Assistant in the North Andover Public School System. For each Administrative Assistant, the effective date of seniority shall be the date the Administrative Assistant was hired into the Unit. Those Administrative Assistants whose seniority in the Unit was determined prior to July 1, 1991 will retain such seniority.

2. Layoff

In the event of a layoff due to a reduction in the workforce, seniority, defined as the length of continuous service as an Administrative Assistant in the North Andover Public Schools shall prevail, to determine order of layoff.

3. Recall

Administrative Assistants laid off pursuant to Section 2 shall have recall rights in the inverse order of layoff to any vacant Administrative Assistant position for a maximum period of one (1) year.

4. Seniority List

The Committee shall prepare, maintain, and if requested, provide the Association by October 31st, lists of the Association employees according to their employment dates.

5. Seniority Application

For the purpose of vacation allowance and salary increments, an individual's seniority date as defined in Section 1 shall be the controlling date in determining eligibility for said benefits, being adjusted to reflect the amount of time the individual was not actively employed in the System.

(Example: If a person commenced employment as of Feb. 1, 1977 and took a six-month leave, the revised anniversary date for figuring vacation allowances and salary increments would be August 1, 1977. The commencement date of employment would still be considered Feb. 1, 1977 as covered in section 1 above.

## **ARTICLE SIX REMUNERATION**

**1. Wages**

Wages shall be paid in accordance with the attached salary schedules in Appendix A.

**2. Longevity**

Educational Administrative Assistants who have been in continuous, full-time employment shall be paid in addition to regular salary, increments determined as follows:

Completed Years of Service in North Andover

<b>Years</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
<b>5-9</b>	\$1,410	\$1,465	\$1,525
<b>10-14</b>	\$2,085	\$2,170	\$2,255
<b>15-19</b>	\$2,345	\$2,440	\$2,540
<b>20-24</b>	\$2,605	\$2,710	\$2,820
<b>25-29</b>	\$2,865	\$2,980	\$3,100
<b>30 + YEARS</b>	\$2,970	\$3,090	\$3,215

Longevity will be paid in a separate check on the first payday of October each year. An employee becomes eligible for longevity increments on the anniversary date of employment.

**3. Interruption of Service**

If an employee is inducted into or ordered to active military duty, such military duty will not be considered as a break in service within the school system, provided that the employee promptly returns to the school system upon completion of such military duty. If the service of an employee is interrupted for other reasons not resulting from the employee's own action, excluding a reduction in force, total service will be considered as continuous service.

**4. Method of Payment**

All Administrative Assistants shall be paid bi-weekly, based upon an hourly/weekly rate of pay. Ten (10) month Administrative Assistants may elect to have their projected annual salary extended to twenty-six (26) installments. Direct Deposit: All unit members will be paid through direct deposit to the bank of the unit member's choice.

The following positions are stipend positions for consideration by the Essex Regional Retirement System (ERRS) as pensionable compensation. These positions are filled at the discretion of the school district, but if the position is filled, the compensation will be as shown below. Stipend positions will be filled through an application/interview process open to all eligible Administrative Assistants. Preference will be given to candidates located in the school where the stipend position is located. Additional stipend positions may be added to this list with the approval of both parties.

#### Instructional Support Staff (ISS) Coordinators

High School	\$4,000	Franklin	\$3,500
Middle School	\$4,000	Sargent	\$3,500
ABECC	\$3,500	Kittredge	\$3,000
Atkinson	\$3,500	Thomson	\$3,000

### ARTICLE SEVEN VACATIONS AND HOLIDAYS

#### 1. Holidays

The following will be considered paid holidays when they fall on Monday through Friday:

New Year's Day	MLK Jr. Day	President's Day
Patriot's Day	Memorial Day	Juneteenth
Independence Day	Labor Day	Columbus Day
Veterans Day	Thanksgiving	Friday after Thanksgiving
Christmas Eve*	Christmas Day	New Year's Eve*

\*Christmas Eve and New Year's Eve shall be observed only if these two holidays fall on scheduled workdays for Association members.

Holidays that occur on weekdays (Monday through Friday) will be recognized on the day they occur. Holidays occurring on Sunday will be recognized on the following Monday. Holidays occurring on Saturday will be recognized the preceding Friday if school is not in session that day. If school is in session on the Friday preceding a Saturday holiday, the day may be taken individually at some other time by mutual agreement with the Superintendent of Schools.

#### 2. Vacations

Vacations, with pay, shall be granted to full time unit members according to the following schedule of continuous service:

Years	Monthly	12-Month	10-Month
<b>Up to 5</b>	1.16	14	11.66
<b>6-10</b>	1.42	17	14.20
<b>11-15</b>	1.83	22	18.30
<b>16-20</b>	1.92	23	19.20
<b>21-25</b>	2.00	24	20.00
<b>26-30</b>	2.08	25	20.80
<b>31-35</b>	2.17	26	21.70
<b>Over 35</b>	2.25	27	22.50

Ten (10) month Administrative Assistants will accrue vacation time at the same rate as twelve (12) month Administrative Assistants from September through June, but will not accrue vacation time during the months of July and August. The full annual accrual will be made available for twelve (12) month Administrative Assistants on July 1st of each year and for ten (10) month Administrative



Assistants on September 1st of each year. If a unit member terminates employment prior to the end of the school year, then the employee would owe the district for any paid vacation days that would not have been accrued by the termination date. This will be in addition to any unpaid dues the member owes the Association and any other monies owed the district.

Vacation requests during the school year must be scheduled and mutually agreed upon, in advance, with the member's immediate supervisor and/or Building Principal to ensure adequate coverage of critical office functions.

Members will be notified by March 1st of each year the remaining vacation accrual to that point in the year. Efforts should be made to use vacation days within the year they are accrued, but if this is not possible, then a maximum of ten (10) vacation days may be carried forward into the next school year. An employee may choose to cash out up to a maximum of five (5) of the ten (10) carryover days. Cash out requests must be received by July 31st, and will be paid as part of the second payroll in August. Any accrued days in excess of ten (10) as of June 30th will be forfeited.

3. Additional Absences

In certain emergencies and with the Superintendent's advance approval, other absences with pay may be allowed.

## **ARTICLE EIGHT SICK LEAVE**

1. Sick Leave Credit and Accrual

Full-time Administrative Assistants shall earn sick leave at the rate of fifteen (15) days per year to be awarded at the beginning of each fiscal year, cumulative to a maximum of two-hundred-twenty-five (225) days. Ten (10) month Administrative Assistants shall earn sick leave at the rate of twelve (12) days per year to be awarded at the beginning of each fiscal year, cumulative to a maximum of one-hundred-ninety (190) days.

2. Annual Notice

Each Administrative Assistant will receive annual notice of their accrued sick leave by October 1st of each year.

3. Physician Certificate

In cases of illness/injury, the employee will provide the administration with certification of illness from the attending physician on the fifth (5) consecutive day of absence. In the event the illness extends beyond ten (10) consecutive school days, the employee will provide the administration with certification of illness, as required.

4. Sick Leave Bank

- A. One sick leave day per year shall be deducted from each employee's sick leave accumulation to assist any Administrative Assistant who has a long-term illness or condition that results in the exhaustion of accumulated sick leave. A sick leave day will only be deducted from each employee when the sick leave bank drops below four hundred (400) days.
- B. The maximum number of bank days granted to an individual will not exceed ninety (90) working days per year.

- C. An Administrative Assistant must be employed for one (1) year before he/she is eligible to apply to the sick bank. To activate this eligibility, the Administrative Assistant will donate two (2) days to the sick bank after one (1) year of employment. To be eligible to utilize the sick bank, a 10-month Administrative Assistant must have a personal accrual of at least twenty (20) sick days at the beginning of the pertinent school year and a 12-month Administrative Assistant must have a personal accrual of at least twenty-two (22) sick days at the beginning of the pertinent school year. Before an employee accesses the sick bank, an employee must exhaust their personal accrual of sick, personal, and vacation days.
- D. The sick leave bank will be administered by a sick leave bank committee consisting of three (3) Association members.
- E. Individual petitions will be presented to the Chair/Co-Chair of the Association.
- F. If deemed an appropriate sick bank request as defined in Article 8, the Chair/Co-Chair or their designee shall present the individual's request to the Sick Bank Committee.
- G. The petition before the Sick Bank Committee shall include the number of days requested, the reason for such request, and a medical certificate.
- H. The Sick Bank Committee may require pertinent medical data to support the request.
- I. The Sick Bank Committee shall render a decision within five (5) days, which shall be final and not subject to the grievance and arbitration procedure.

## **ARTICLE NINE INSURANCE**

Administrative Assistants will be granted the same insurance coverage (medical, life, etc.) afforded other Town employees. Matters involving employer provided health insurance are governed by the provisions of the existing/current Memorandum of Agreement between the Town of North Andover and the Public Employee Committee (PEC).

## **ARTICLE TEN NON-DISCRIMINATION**

Employees covered by this agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to form, join and assist employees' organizations; to hold office in and/or participate in the management of the Association; to act in the capacity of Association representative; and to engage in other Association and concerted activities for the purpose of collective bargaining or other mutual aid or protection.

## **ARTICLE ELEVEN RETIREMENT**

A unit member who has attained the age of fifty-five (55) years or more and has a minimum of fifteen (15) years of service, upon retirement will receive a lump sum payment of \$5,000 in the unit member's last paycheck. A unit member who has attained the age of fifty-five (55) years or more and has a minimum of twenty (20) years of service, upon retirement will receive a lump sum payment of \$6,000 in the unit member's last paycheck. If the unit member announces their retirement prior to August 15th of their last year of service, then the unit member can choose to receive the benefit as an equivalent increase to the unit member's hourly rate for the year instead of as a lump sum payment.

The benefit will not be paid in the event that the notice of retirement is withdrawn, and any monies paid under this article must be returned by the end of the fiscal year (June 30), or by the end of the calendar year if withdrawn after March 1st.

The Committee agrees to provide a 403(b) Plan to members of the bargaining unit. The committee shall match employee contributions to a qualifying 403(b) plan designated by the employee up to \$250. A bargaining unit member wishing to participate in the program must notify the Superintendent in writing consistent with the present policy. To the extent permitted by law, any participant in this plan may designate annually any amount to be contributed to his/her account in this plan by payroll deduction before taxes, said amount shall not exceed the amount established by federal law and/or IRS tax code. All employee contributions and the employer match up to the amount listed above shall be made in equal amounts using payroll deductions for each pay period.

## **ARTICLE TWELVE TEMPORARY LEAVES OF ABSENCE**

### **1. Miscellaneous Absences**

#### **A. Emergency/Family Illness**

Up to ten (10) days per year (from accumulated sick leave) can be used for a family illness or emergency with the approval of the Superintendent. Establish the definition of "family members" as the same used by the Massachusetts Paid Family and Medical leave Law, which is: spouse or domestic partner; children; parents; spouse or domestic partner's parents; grandchildren; grandparents; and siblings.

#### **B. Personal**

An absence with pay of three (3) days during any school year may be allowed for personal reasons. One (1) of these days, if not utilized during any school year, may be carried over to the next school year as a Personal Day. This would allow employees to begin the school year with a maximum of four (4) personal days. Advanced approval by the immediate supervisor will be required for all such absences. Employees will be allowed to carry over any additional unused Personal Days as of June 30 each year into their accrued sick time.

In the event any Administrative Assistant requests a personal day on a school day immediately before or after any holiday or school vacation period, a reason must be provided in advance to the immediate supervisor. The immediate supervisor will make a decision for each request on an individual basis.

The Association agrees to mutually monitor the use of days for personal reasons with the administration.

#### **C. Bereavement**

Up to five (5) days per death may be used and not charged to sick leave or any other leave in the event of death of a spouse, child, grandchild, parent, sibling, grandparent, parent-in-law, or any permanent member of the family household. Three (3) days per death may be used for the death of a brother-in-law or sister-in-law. One (1) day per death may be used for the death of any other relative or friend.

D. Family Medical Leave Act (FMLA)

All employees of the N.A.E.S.A. shall be entitled to all benefits and privileges authorized and mandated by The Family Medical Leave Act of 1993.

Absence with pay may be allowed for transactions involving a legal matter that cannot be accomplished outside of normal school hours. Advanced approval by the Superintendent will be required for such absence. Administrative Assistants requesting said day shall submit their notification in writing on the form found on the Human Resources webpage.

Administrative Assistants shall be granted leave for the purpose of jury duty and shall be compensated in accordance with General Laws Chapter 234 and Chapter 234A. Documentation from the court must be submitted.

2. Parental Leave

A. General Policies and Rules

- a. An Administrative Assistant who has been employed by the school for three months is eligible for parental leave for the birth or adoption of a child. Parental leave may be granted for a twelve (12) consecutive week period. Any Administrative Assistant who intends to apply for parental leave shall notify in writing the Superintendent and Principal as soon as practical. Eligible Administrative Assistants will be provided up to four (4) weeks of this leave paid, but not deducted from sick leave. Any eligible Administrative Assistant shall be entitled to utilize up to eight (8) weeks of accrued personal sick leave following the date of birth or adoption.
- b. At least four weeks prior to the probable date of leave, any Administrative Assistant may apply in writing to the Building Principal or Superintendent for a parental leave of absence. Such requests shall include the reason for the leave of absence at the time they notify the Superintendent of the condition. Such leave of absence to take the effect at a date agreed upon by the Administrative Assistant and their physician, if relevant. The agreed date may be changed if and when deemed necessary by the Administrative Assistant's physician or due to the adoption process and/or with supporting medical documentation.
- c. An Administrative Assistant shall notify the Superintendent as soon as reasonably practical if a scheduled maternity leave is no longer necessary.
- d. If an Administrative Assistant decides to extend their leave beyond the period of disability and recovery they may apply for unpaid Child-Rearing Leave. (Section C of this Article).
- e. Eligible staff may petition the sick bank in accordance with the parameters set out in Article Eight, Section 4, entitled "Sick Leave Bank."

- B. The parties to this agreement agree that all State statutes and decisions of all Federal and State courts concerning maternity/parental leave will be applicable to this

agreement. Parental leave will run concurrently with FMLA leave if the employee is eligible for such leave.

3. Personal Illness Leave of Absence

- A. After five (5) years continuous employment in the North Andover Public School System, an Administrative Assistant may be granted a leave of absence, without pay and increments, for up to one (1) year for health reasons. Requests for such leave will be supported by appropriate medical evidence.
- B. Any Administrative Assistant, whose personal illness extends beyond the period compensated, may be granted a leave of absence without pay for such time as is necessary for complete recovery from such illness.
- C. All benefits to which an Administrative Assistant was entitled at the time their leave of absence commenced, including unused accumulated sick leave, may be restored to them upon their return, and she will be assigned to the position she held at the time said leave commenced if available.
- D. All requests for extensions or renewals of leaves will be applied for in writing and all responses will be submitted in writing.

**ARTICLE THIRTEEN  
PROFESSIONAL DEVELOPMENT**

1. Amount of Reimbursement

Upon successful completion of an approved course for professional improvement, a Unit Member will be reimbursed at one half (1/2) the cost of the course(s).

2. Approved Course

An approved course shall be defined as one that has been approved by the Superintendent in advance of registration.

3. Successful Completion

Successful completion shall be defined as a grade of B- or better, or if ungraded, a certificate of completion must be submitted to the Superintendent.

4. Reasonable Expense

The School Committee may pay the reasonable expense for fees, meals, lodging and transportation incurred by Administrative Assistants who attend workshops, seminars and conferences for the purpose of becoming familiar with new office practices and equipment such as word processors and computers at the request of and/or with the advance approval of the Superintendent.

5. Workshops/Seminars/Conferences

If an Administrative Assistant is required per administrative order, to attend a workshop, seminar or conference which occurs during a regular work day, the employee shall be paid their regular full day's pay plus reimbursement as stated in Article Thirteen Section 4. This provision shall not be construed to prohibit voluntary attendance at such workshops, seminars or conferences, providing the Superintendent approves such voluntary attendance.

6. Professional Development

If the office is covered by an answering machine or another Administrative Assistant or Administrative Assistants in the case of a multi- Administrative Assistant office, Unit members will be able to attend technology professional development offerings if the course/workshop/offering is applicable to the work being performed.

**ARTICLE FOURTEEN  
GENERAL**

1. Conflict of Law

If any provision of this agreement or any application of the agreement to any employee or group of employees shall be found contrary to law, State regulation, or State directive, then such provision, or application shall not be deemed valid and subsisting, and shall be made to comply with such change.

2. Administrative Assistant Lists

The names and addresses and assignments of new Administrative Assistants may be obtained by the Association from the Superintendent's office. The names of Administrative Assistants who have left the system will be forwarded within thirty (30) days after leaving to the President of the Association.

3. Non-Discrimination

Unit members covered by the Agreement shall have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal to form, join, and assist employee organizations, to hold office in and/or participate in the management of the Association to act in the capacity of an Association representative, and to engage in other Association concerted activities for the purpose of collective bargaining or other mutual aid or protection.

Unit members shall not be discriminated against because of race, color, religious creed, gender, national origin, ancestry, sexual orientation, pregnancy, veteran status, military service, age, marital status, genetic information, disability, or on any other basis protected by federal, state, or local law or bylaw. This policy governs all aspects of employment, including selection, job assignment, compensation, advancement, workforce reduction or transfer, leaves of absence, discipline, termination, and access to benefits and training.

4. Non-Reprisals

There will be no reprisals of any kind taken against any Administrative Assistant by reason of their membership in the Association or participation in its activities.

5. Transporting of Students

No Administrative Assistant shall be required to transport students in their car.

6. Compliance to Agreements

The Committee and the Association agree to carry out the commitments contained herein and give them full force and effect as contractual obligations. The Committee will take such action as may be necessary in order to give full force and effect to the provisions of this agreement.

7. School Building Use

The Association will have the right to use school buildings outside regular school hours if not in use and without cost at reasonable times as determined by the Superintendent or the Superintendent's designee.

8. Substitutes

Daily substitutes will be hired from a substitute list by the building administrator or designee for single Administrative Assistant schools. Daily substitutes may be hired for other Administrative Assistant positions with advanced approval of the Superintendent. The rate of pay will be based on the lowest step of the current NAEAAA contract.

9. Preparing Agreement

The cost of preparing sufficient copies of this contract for distribution will be shared equally by the Committee and the Association.

10. Probationary Period

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The School Department uses this period to evaluate employee capabilities, work habits, and overall performance. This period is defined as "the first six months of employment or extensions thereof, as provided for by the Superintendent". Either the employee or the Town may end the employment relationship at will at any time during the probationary period, with or without cause or advance notice.

All new and rehire employees work on a probationary basis for the first one hundred eighty (180) calendar days after their date of hire. Any significant absence will automatically extend a probationary period by the length of the absence. If the Superintendent determines that the designated probationary period does not allow sufficient time to evaluate the employee's performance, the probationary period may be extended for a maximum of ninety (90) calendar days as long as both parties agree.

Upon satisfactory completion of the probationary period, employees enter the "regular" employment classification.

A new employee may not request a transfer to another school or position until he/she has successfully completed the probationary period. However, a waiver may be granted if an agreement is reached between the Association and the Superintendent.

11. Union Business

The Unit Chairperson and officers will be allowed to conduct Union business during the day, with limitations, and with the Superintendents' or designee's approval.

12. Training

Administrative Assistants shall receive proper training and ongoing assistance on current and new programs and systems required by the North Andover Public Schools.

13. Substitutes for Payroll

Substitutes shall be hired and trained to cover the Administrative Assistant's job on each payroll Friday to provide the necessary time for the Administrative Assistant to complete the required payroll documentation. In the event substitute coverage can not be provided during a payroll week,

and the Administrative Assistant is not able to complete payroll during the normal workday and needs to work beyond the regular hours, they may put in a timesheet for extra time at their straight hourly rate for the extra time (not to exceed 2 hours per payroll cycle).

14. Payroll Friday

No Administrative Assistant shall be required to come in on a vacation, personal day or holiday Friday to complete the payroll documentation.

15. Payroll Program

The School Department will encourage the Town to make the payroll system available for data entry by Wednesday at noon (12:00pm) the week prior to checks being issued.

16. Personnel File

An Administrative Assistant has the right to review and make copies of her/his individual personnel file, said file to be maintained in the Superintendent's or Human Resource Director's office. No material derogatory to an employee's conduct, service, character or personality shall be placed in her/his personnel file without the employee's knowledge. The employee shall acknowledge such material by signing the file copy understanding that the signature in no way indicates agreement with the contents thereof. The employee has the right to submit a written response to such material which shall be attached to the file copy.

17. Kindergarten Registration

Administrative Assistants who work the evening Kindergarten Registration with the approval of the Assistant Superintendent for Finance and Operations shall be paid at the appropriate overtime rate (the employee's current hourly rate times 1.5) for the hours worked.

18. Just Cause Clause

No unit member shall be reprimanded, suspended, terminated, reduced in rank or compensation or otherwise disciplined without just cause. Just cause shall not apply to the end-of-year employment renewal of a unit member in the first three years of their employment in the North Andover Public Schools and any unit member who is not to be renewed shall be notified no later than June 15th.

The Seven Guidelines of Just Cause

1. Was the employee informed of management's rules and expectations?
2. Were management's rules and expectations reasonable?
3. Was adverse action necessary to maintain orderly, efficient procedures in the organization?
4. Was the employee's infraction investigated and were the procedures used fair?
5. Has management administered its rules equitably?
6. Was the employee given an opportunity to improve their conduct?
7. Was the imposed penalty reasonable?

19. Association Representation

A unit member shall have the right to have an Association representative at any meeting with an administrator(s) related to investigations, discipline or evaluations.

20. Mutual Concerns Committee Meeting

A meeting will convene monthly, between the Assistant Superintendent for Finance and Operations, Director of Human Resources and unit representatives to discuss issues and to resolve problems.



There will be a mutual exchange of the agenda. Human Resources reports will be generated and sent to the members of the Mutual Concerns Committee monthly. These reports will include the monthly Extra Hours report and any additional information requested.

**21. Healthy Learning and Working Environment**

Via a mutually agreed upon qualified contractor, conduct an annual review of each building to detect and subsequently appropriately remediate potential health dangers, including but not limited to mold and asbestos. The contractor shall share all relevant information simultaneously jointly with the district administration and NATA President, Teaching Assistant and NAEAAA Chairperson(s) concerning any findings, reports, recommendations, progress and any other information from the contractor that is relevant to the identification and remediation of any identified health dangers. To ensure the safety of schools, administration shall ensure that any identified health dangers are remediated in a reasonable amount of time, and shall cooperatively work with the NATA leadership on the necessary steps.

**22. Secure Learning Environment**

The North Andover School Committee is dedicated to its obligation to provide a safe and secure environment for students and staff. It welcomes input from the staff to ensure this obligation is met. Toward this end, the School Committee proposes the formation of a committee consisting of staff and administrators to continuously review safety and security in our buildings and to make recommendations as deemed necessary.

**ARTICLE FIFTEEN  
GRIEVANCE PROCEDURE**

**1. Definitions**

A “grievance” is a claim based upon an event or condition that affects the welfare and/or conditions of employment of an Administrative Assistant and/or the interpretation, meaning, or application of any of the provisions of this agreement or any subsequent agreement entered into pursuant to this agreement.

An “aggrieved person” is the person or persons making the claim.

A “party in interest” is the person or persons making the claim and any person who might be required to take action or against whom action might be taken in order to resolve the claim.

For this Article only, “days” shall mean calendar days exclusive of Saturdays, Sundays, Federal and State holidays and scheduled vacation periods during the school year.

**2. Purpose**

The purpose of this procedure is to secure, at the lowest possible Administrative level, equitable solutions to the problems, which may, from time to time, arise affecting the welfare, wages, hours or working conditions of Administrative Assistants. Both parties agree that these proceedings will be kept as informal and confidential as may be appropriate at any level of the procedure.

**3. Procedure**

Since it is important that grievances be processed as rapidly as possible, the number of days indicated at each level should be considered as maximum, and every effort should be made to

expedite the process. The time limits specified may, however, be extended by mutual agreement. Decisions rendered at all levels of the grievance procedure will be in writing setting forth the decision and the reason therefore and will be transmitted promptly to all parties in interest and the Chair/Co-Chair of the Administrative Assistants' unit. Decisions rendered at Level Four will be in accordance with the procedures set forth at that level.

All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants.

#### Level I

An Administrative Assistant with a grievance shall present the grievance in writing to his/her immediate supervisor, either directly or through the Association's school representative, with the objective of resolving the matter informally. A written reply will be rendered to the aggrieved person within five (5) days of the meeting.

#### Level II

1. If the aggrieved person is not satisfied with the disposition of their grievance at Level I, or if no decision has been rendered within five (5) days after the Level I meeting, she may (within five (5) days) file the grievance in writing with NAESA Grievance Committee.
2. The Grievance Committee shall (within ten (10) days) meet with the aggrieved person for the purposes of discussion & resolution of the grievance.
3. The Grievance Committee shall, within five (5) additional days, render a written reply to the aggrieved person and parties in interest.
4. It shall be the duty of this Committee to represent a grievance to the Superintendent of Schools, if the aggrieved person is not satisfied with the disposition of their grievance.

#### Level III

1. If the aggrieved person is not satisfied with the disposition of their grievance at Level II, or if no decision has been rendered within five (5) days after the Level II meeting, the Grievance Committee shall, (within five (5) days), file the grievance in writing with the Superintendent of Schools.
2. The Superintendent shall (within ten (10) days) meet with the aggrieved person and/or parties in interest for the purposes of discussion and resolution of the grievance.
3. The Superintendent shall, within five (5) additional days, render a written reply to the aggrieved person and parties in interest.

#### Level IV

1. If the grievance is not resolved, the Association may, within thirty (30) days after the decision is due at Level III, file a written request for Arbitration with the American Arbitration Association in which case the Arbitration shall be conducted in accordance with the rules of the American Arbitration Association.
2. The decision of the arbitrator shall be final and binding on the parties.
3. The fees and expenses of the arbitrator and American Arbitration Association shall be borne equally by the Association and the School Committee.

#### 4. Rights of Administrative Assistants Representation

- A. No reprisals of any kind will be taken by the Committee or by any member of the Administration against a party in interest, any member of the Association or any participant in the grievance procedure by reason of such participation.
- B. Any party in interest may be represented at all stages of the grievance procedure by a person of their own choosing.
- C. If a grievance affects a group or class of secretaries, the Association may submit such grievances, which will commence at Level II.

## **ARTICLE SIXTEEN DUES DEDUCTION**

1. **Dues Deduction**  
Dues for the North Andover Educational Administrative Assistants' Association, the National Education Association, and Massachusetts Administrative Assistants' Association, where authorized individually and voluntarily by the Administrative Assistant, shall be deducted in installments and forwarded to the treasurer of the North Andover Administrative Assistants' Association once per month.
2. **Authorization**  
Administrative Assistant authorization statements shall be submitted in writing (in duplicate on form provided) to the North Andover Administrative Assistants' Association treasurer, who will transmit in duplicate to the Committee (Superintendent's Office) not later than ten (10) days prior to the close of the school year. The Committee will not be required to honor any deduction authorizations that are delivered to it later than ten (10) days prior to the close of the school year.
3. **Change in Dues**  
The Committee shall be notified in writing at least thirty (30) days prior to the effective date of any change in membership rates, and new authorization statements must be filed by all involved. Refer to Appendix B for authorization statement.

## **ARTICLE SEVENTEEN EVALUATION**

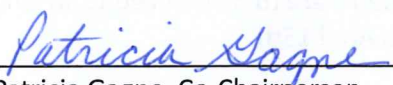
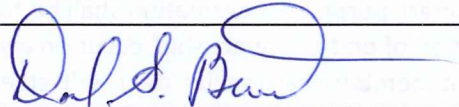
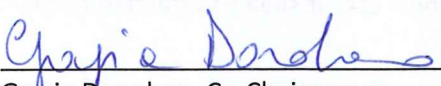
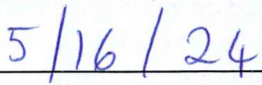
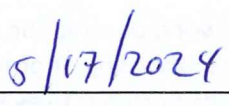
1. The parties agree upon a new Evaluation process and instrument that will be attached as Appendix C. Beginning September 1, 2020 the revised evaluation instrument (evaluation form ) will be used to assess members of the unit.
2. The primary purpose of evaluation shall be to help the unit member improve their performance. Evaluation of unit members shall occur on a yearly basis. All evaluations are to be reduced to writing. The unit member shall receive their written evaluation no later than April 15th.
3. A unit member may respond to any part of their evaluation in which case it shall be attached to the file copy of the evaluation.
4. Given the nature of the work, observation of a unit member will be conducted on an ongoing basis throughout the year. All monitoring or observation of the unit member shall be conducted openly. The use of eavesdropping, closed-circuit television, public address or audio systems and/or similar surveillance devices shall be strictly prohibited.

5. The parties to the agreement recognize that in the interest of better work performance, those with responsibility for evaluating unit members have a continuing responsibility to provide the unit member with suggestions for improvement (and identify any areas of concern) in order that the unit member be able to address areas of concern in their performance.
6. The parties agree that the Principal, Director or a designee shall evaluate and write the evaluation of the member of the bargaining unit. The evaluator will be determined before the start of the unit member's work year.
7. A unit member's evaluation resulting in "Needs Improvement" or an "Unsatisfactory" rating in any respect shall be followed by a personal conference between the unit member and their evaluator for purposes of explaining and clarifying the written evaluation report, and outlining any needs for improvement. The personal conference shall be held within five (5) school days after the unit member receives the evaluation report. The evaluator shall provide a progress report no sooner than twenty (20) school days after the personal conference.
8. The parties will meet annually in June to review the efficacy of the evaluation procedure, with each party selecting its representatives. If the parties determine there is a need for changes, they will negotiate the changes, and the parties shall ratify the changes which shall then become incorporated into the collective bargaining agreement.

#### ARTICLE EIGHTEEN DURATION

This agreement shall become effective as of July 1, 2023, and shall remain in full force and effect through June 30, 2026, and shall continue in force from year to year thereafter unless and until either party gives the other party written notice on or before October 15th of the calendar year preceding the year in which this agreement expires of its desire to terminate or modify same. If said notice is provided, negotiations for a successor agreement shall commence promptly after October 15th of the calendar year preceding the year in which this agreement expires.

IN WITNESS WHEREOF, the parties hereunto set their hands and seals this 1st day of July in the year 2023.

North Andover Educational Administrative Assistants Association (NAEAAA)	North Andover School Committee
 Patricia Gagne, Co-Chairperson	 David Brown, Chairperson
 Grazia Donohoo, Co-Chairperson	
 Date	 Date

**APPENDIX A**  
**SALARY SCHEDULE**  
**July 1, 2023 - June 30, 2026**

The following salary schedule applies to all employees. These now include a paid 30-minute lunch and a paid 15-minute break. Any proposed future stipends must be negotiated with the Association before being implemented. All new hires shall be placed on Step 1 of the salary schedule.

<b>52 Weeks</b>				
<b>Step</b>	<b>Current</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
<b>1</b>	\$44,474.42	\$47,651.16	\$48,842.44	\$50,063.50
<b>2</b>	\$46,430.77	\$49,080.70	\$50,307.72	\$51,565.41
<b>3</b>	\$47,880.94	\$50,553.12	\$51,816.95	\$53,112.37
<b>4</b>	\$49,331.10	\$52,069.71	\$53,371.46	\$54,705.74
<b>5</b>	\$49,905.46	\$53,631.81	\$54,972.60	\$56,346.92
<b>6</b>	\$50,479.82	\$55,240.76	\$56,621.78	\$58,037.32
<b>7</b>	\$51,615.62	\$56,897.98	\$58,320.43	\$59,778.44
<b>8</b>	\$52,647.94	\$58,604.92	\$60,070.04	\$61,571.80
<b>9</b>	\$53,883.65	\$60,363.07	\$61,872.15	\$63,418.95
<b>10</b>	\$55,444.25	\$62,173.96	\$63,728.31	\$65,321.52
<b>44 Weeks</b>				
<b>Step</b>	<b>Current</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>2025-2026</b>
<b>1</b>	\$37,634.25	\$40,322.41	\$41,330.47	\$42,363.73
<b>2</b>	\$39,289.73	\$41,532.08	\$42,570.39	\$43,634.64
<b>3</b>	\$40,516.86	\$42,778.05	\$43,847.50	\$44,943.68
<b>4</b>	\$41,743.98	\$44,061.39	\$45,162.92	\$46,291.99
<b>5</b>	\$42,230.00	\$45,383.23	\$46,517.81	\$47,680.75
<b>6</b>	\$42,716.03	\$46,744.73	\$47,913.34	\$49,111.18
<b>7</b>	\$43,677.14	\$48,147.07	\$49,350.74	\$50,584.51
<b>8</b>	\$44,550.69	\$49,591.48	\$50,831.27	\$52,102.05
<b>9</b>	\$45,846.67	\$51,079.22	\$52,356.20	\$53,665.11
<b>10</b>	\$47,407.27	\$52,611.60	\$53,926.89	\$55,275.06

## APPENDIX B DUES AUTHORIZATION



### Personal Information

I'm a first-time member: ☐ Yes ☐ No, \_\_\_\_\_  
If No, MTA Member ID

\_\_\_\_\_  
Name

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State ZIP

\_\_\_\_\_  
Home Phone Cellphone\*

\_\_\_\_\_  
Personal Email Address

\_\_\_\_\_  
Ethnicity Gender Birth Month/Year

\_\_\_\_\_  
Position Hire Date

**YES** – I want to join with my colleagues and become a member of my local association, the Massachusetts Teachers Association, and the National Education Association. I hereby request and voluntarily accept membership in these associations, which shall continue on a voluntary basis from year to year. I agree to abide by the bylaws and constitutions of the associations. To support the associations' goals and to receive the advantages and benefits of membership, I agree to pay the full annual dues in each year of voluntary membership, owing at the start of each year and payable by payroll deduction, check, or other payment methods if available.

/s/ \_\_\_\_\_  
Signature Date

*Dues payments are not deductible as charitable contributions for federal income tax purposes. Dues payments (or a portion) may be deductible as a miscellaneous itemized deduction. Consult your tax adviser.*

\_\_\_\_\_  
Local Association Name

\_\_\_\_\_  
Bargaining Unit

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Work/School/College Location

#### Payment Information (Required)

ENROLLMENT DATE: \_\_\_\_\_

ASSOCIATION	TYPE (code)	ANNUAL PAYMENT
NEA	_____	_____
MTA	_____	_____
Local	_____	_____
Chapter or County	_____	_____

TOTAL \_\_\_\_\_

\*By providing my phone number, I understand that the MTA, NEA and/or their local affiliates may use automatic calling techniques and/or occasionally text message me on my mobile phone. The MTA, NEA and their local affiliates will never charge for text message alerts. Carrier message and data rates may apply.

(local copy)

### Payroll Deduction Authorization

I authorize my public employer,

\_\_\_\_\_  
Public Employer

to deduct in each pay period a pro rata portion of the annual dues of the

\_\_\_\_\_  
Local Association

the Massachusetts Teachers Association and the National Education Association. I understand that annual membership dues for the associations are subject to periodic change by the governing bodies of the associations, and I authorize the deduction of modified dues as may apply. I understand that this agreement is voluntary and is not a condition of employment and that I have the legal right to refuse to sign this agreement without suffering any reprisal. This authorization shall be irrevocable for the period of one year from the anniversary date of authorization (unless my employment ends during the payroll year). Said authorization shall continue from year to year unless I revoke it prior to the anniversary date of my authorization by notifying the treasurer of the local association in writing and filing a copy of said notice with my employer.

/s/ \_\_\_\_\_  
Signature Date

#### Payment Information (Required)

ENROLLMENT DATE: \_\_\_\_\_

ASSOCIATION	TYPE (code)	ANNUAL PAYMENT
NEA	_____	_____
MTA	_____	_____
Local	_____	_____
Chapter or County	_____	_____

TOTAL \_\_\_\_\_

(employer copy)



## APPENDIX C EVALUATION FORM

**Employee Name:** \_\_\_\_\_

**School/Location:** \_\_\_\_\_

**Evaluator:** \_\_\_\_\_

**Date of Evaluation:** \_\_\_\_\_

This form is intended to record the evaluator's assessment of the above-named individual's job performance during the school year shown. The purposes of evaluation are to recognize the individual's performance and to improve less than satisfactory performance.

This form is to be completed and signed by the evaluator and provided to the unit member no later than April 15th. The unit member will have the opportunity to meet with the evaluator.

The evaluator will check the box that best reflects their judgment of the unit member's job performance through the school year in each area.

Any mark of Needs Improvement or Unsatisfactory REQUIRES a comment by the evaluator.

### **Standards**

**Proficient:** This rating is given to a unit member who demonstrates a thorough understanding of the standards, practices the standards continuously, and works independently without constant supervision. The unit member may be called on to collaborate with others on special projects or assignments.

**Meets Expectation:** This rating is given to a unit member who demonstrates an understanding of the standards, practices the standards continuously, and completes all assignments and tasks satisfactorily and timely.

**Needs Improvement:** This rating is given to a unit member who demonstrates an emerging understanding of the standards, demonstrates partial knowledge of the standard's elements on a regular basis and/or demonstrates knowledge on an inconsistent basis, but still needs improvement.

**Unsatisfactory:** This rating may be given to a unit member that does not meet expectations in one (1) or more of the four (4) areas. A Performance Improvement Plan will be developed with the intent to improve the areas of deficiency. The Performance Improvement Plan will be developed in conjunction with the unit member, evaluator and a Union representative.





PERFORMANCE AREA	LEVEL OF PERFORMANCE			
RECORD-KEEPING	Proficient	Meets Expectations	Needs Improvement	Unsatisfactory
Maintains accurate and neat records which are kept in an orderly and systematic manner				
Able to quickly and easily locate materials upon request				
Runs an office which is understood by others in the case of absence				
Inventories and requisitions office supplies as needed				
Accurately records and reports grades and absences				
Maintains administrative computer with updated pupil information				
Comments:				
Overall Rating				

PERFORMANCE AREA	LEVEL OF PERFORMANCE			
INTERPERSONAL COMMUNICATION	Proficient	Meets Expectations	Needs Improvement	Unsatisfactory
Relates positively to parents, Administrative Assistants, students and other employees and members of the community				
Presents a positive, friendly and helpful image				
Handles reception and direction of office/school visitors efficiently				
Answers inquiries with poise and professionalism				
Able to successfully resolve routine problems with staff, students and visitors skillfully and diplomatically				
Able to maintain amicable relations with all				
Keeps administrator and other appropriate parties informed in advance of meetings and activities				
Comments:				
Overall Rating				

PERFORMANCE AREA	LEVEL OF PERFORMANCE			
SCHOOL CULTURE, TEAMWORK & COMMUNITY AWARENESS	Proficient	Meets Expectations	Needs Improvement	Unsatisfactory
Demonstrates a commitment to cooperation and teamwork in dealings with staff				
Suggests and tries to improve work methods to increase effectiveness and solve office problems				
Accepts and performs new and additional assignments				
Is interested in professional and personal growth				
Is willing to attend training and professional meetings				
Accepts supervision and constructive criticism				
Has a dependable attendance record				
Has a welcoming and helpful demeanor when visitors enter and are in the building				
Comments:				
Overall Rating				

PERFORMANCE AREA	LEVEL OF PERFORMANCE			
PERSONAL CHARACTERISTICS & PROBLEM-SOLVING	Proficient	Meets Expectations	Needs Improvement	Unsatisfactory
Exhibits dependability				
Displays a positive attitude				
Demonstrates discretion and tact				
Is cooperative and enthusiastic				
Able to deal with problems logically				
Deals effectively with areas of decision making				
Demonstrates confidentiality and integrity on behalf of the school district				
Comments:				
Overall Rating				

PERFORMANCE AREA	LEVEL OF PERFORMANCE			
COMMUNICATION SKILLS	Proficient	Meets Expectations	Needs Improvement	Unsatisfactory
Written: Communicates clearly and concisely				
Written: Demonstrates the ability to read and interpret documents				
Written: Able to edit, rephrase, correct spelling and language efforts				
Written: Able to produce a professionally written document				
Oral: Possesses the ability to speak effectively and converse accurately with parents, students and staff				
Oral: Effectively handles telephone message				
Oral: Relays messages and information in a coherent and timely fashion				
Oral: Communicates in a professional and pleasant manner				
Oral: Appropriately handles walk-ins and routes calls to appropriate parties				
Oral: Encourages open and honest communication between staff and resolves problems and miscommunication in work relationships				
Comments:				
Overall Rating				

**APPENDIX C  
EVALUATION FORM  
SIGNATURE PAGE**

Progress Toward Goals from Previous Year

Additional Comments by Evaluator

Unit Member's Comments

Goals for Coming Year/Improvement Plan (If necessary):

Evaluator Signature \_\_\_\_\_ Date \_\_\_\_\_

Unit Member Signature \_\_\_\_\_ Date \_\_\_\_\_

*Unit member's signature only indicates receipt and review of this evaluation. The original will be placed in the unit member's personnel file.*

**APPENDIX D  
GRIEVANCE FORM**

**Name of Grievant (or Association officer if class action):** \_\_\_\_\_

**Nature of Grievance:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Date Grievance Occurred:** \_\_\_\_\_

**Contract Article(s) Violated:** \_\_\_\_\_

**Level I**

Supervisor's Name \_\_\_\_\_

Date Discussed: \_\_\_\_\_

Administrator's Response (include date) \_\_\_\_\_

**Level II**

A. Letter sent to Grievance Chair on: \_\_\_\_\_ (attach letter)

B. Date of Grievance Committee Conference \_\_\_\_\_

C. Grievance Committee Response (include date) \_\_\_\_\_

**Level III**

A. Letter sent to Superintendent on: \_\_\_\_\_ (attach letter)

B. Date of meeting with Superintendent: \_\_\_\_\_

C. Superintendent's response (include date): \_\_\_\_\_

**Level IV**

A. Submission to the Association for Arbitration on: \_\_\_\_\_ (attach letter)

B. Specific contractual violations filed: \_\_\_\_\_

## **APPENDIX E**

### **JOB DESCRIPTIONS**

#### Positions in the Unit:

1. Accounts Payable Bookkeeper (52 weeks)
2. Athletic Department Administrative Assistant (44 weeks)
3. Early Childhood Center Administrative Assistant (44 weeks)
4. (5) Elementary School Administrative Assistants (44 weeks)
5. Food Services Department Administrative Assistant (44 weeks)
6. Guidance Department Administrative Assistant (44 weeks)
7. High School Administrative Assistant (44 weeks)
8. High School Administrative Assistant (52 weeks)
9. High School Senior Administrative Assistant (52 weeks)
10. High School Special Education Administrative Assistant (44 weeks)
11. (2) Middle School Administrative Assistant (52 weeks)
12. Middle School Special Education Administrative Assistant (44 weeks)
13. Human Resources/Payroll Administrative Assistant (52 weeks)
14. Special Education Record Management for Student Services Administrative Assistant (52 weeks)
15. Administrative Assistant to the Executive Director of Special Education (52 weeks)



**JOB TITLE:** Administrative Assistant/Bookkeeper - Accounts Payable

**LOCATION:** Central Office

**REPORTS TO:** Is under the immediate direction of the Director of Accounts Payable  
Is under the general direction of the Assistant Superintendent of Finance & Operations

**EVALUATED BY:** The Director of Accounts Payable/Assistant Superintendent of Finance & Operations

**GENERAL DESCRIPTION:** The Administrative Assistant for the Accounts Payable Department is a union clerical support staff member and is responsible for the duties and responsibilities listed below.

**QUALIFICATIONS:**

- Associate's degree preferred
- Two to three years' experience in an office environment, school district or municipal office or a similar setting that is people centered.
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: MUNIS, Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint) and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Process accounts and incoming payments in compliance with financial policies and procedures.
- Perform day to day financial transactions, including verifying, classifying, computing, posting and recording accounts receivables' data.
- Prepare bills, invoices and bank deposits.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues.
- Facilitate payment of invoices due by sending bill reminders and contacting clients.
- Generate financial statements and reports detailing accounts receivable status.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**TERMS OF EMPLOYMENT:** As negotiated by the North Andover School Committee and the North Andover Educational Administrative Assistants' Association.

**JOB TITLE:** Athletic Department Administrative Assistant  
**LOCATION:** NAHS  
**SUPERVISOR:** Director of Athletics/NAHS Principal

**GENERAL DESCRIPTION:** The athletic department administrative assistant provides administrative support to the athletic director, HS coaching staff and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with schools across the region along with school staff and the North Andover school community.
- Perform all general clerical duties in support of the school including, but not limited to, scheduling games and officiating, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors, and scheduling appointments.
- Coordinate purchase orders related to the athletic department.
- Accurately record attendance and process payroll bi-weekly through MUNIS.
- Maintain yearly school records and files related to athletics.
- Process personnel action forms (PAF) for all coaching positions.
- Manage any consolidated accounts/student activities accounts.
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Early Childhood Administrative Assistant  
**LOCATION:** ABECC  
**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The school administrative assistant provides administrative support to the school principal, staff and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school community.
- Perform all general clerical duties in support of the school including, but not limited to, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors, and scheduling appointments.
- Coordinate purchasing purchase orders.
- Accurately record daily attendance and process payroll bi-weekly through MUNIS.
- Maintain daily and yearly school records and files.
- Manage consolidated accounts/student activities accounts.
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Administrative Assistant - Elementary  
**LOCATION:** Elementary Schools (5)  
**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The school administrative assistant provides administrative support to the school principal, staff and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent oral and written communication skills in working with school personnel and community members
- Proficient in technology and computer applications such as, but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality
- Language fluency in Portuguese and Spanish preferred

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school community
- Perform all general clerical duties in support of the school including, but not limited to: written correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors, and scheduling appointments
- Coordinate purchase orders
- Accurately record daily attendance and process payroll bi-weekly through MUNIS
- Maintain daily and yearly school records and files
- Manage consolidated accounts/student activities accounts
- Perform other duties as assigned by the principal

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment; reach with hands and arms; must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Food Services Administrative Assistant  
**LOCATION:** North Andover High School  
**SUPERVISOR:** Director of Food Services

**GENERAL DESCRIPTION:** The food services administrative assistant provides administrative support to the food services department, school kitchen managers and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school parent community.
- Perform all general clerical duties in support of the school including, but not limited to, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors and scheduling appointments.
- Coordinate purchase orders related to the food services department.
- Accurately record attendance and process payroll bi-weekly through MUNIS.
- Maintain yearly school records and files related to food services.
- Process personnel action forms (PAF) for all food services positions.
- Manage any consolidated accounts activities accounts (if applicable).
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Guidance Department Administrative Assistant  
**LOCATION:** North Andover High School  
**SUPERVISOR:** Director of Guidance/NAHS Principal

**GENERAL DESCRIPTION:** The guidance department administrative assistant provides administrative support to the guidance department, teachers, students and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school parent community.
- Perform all general clerical duties in support of the school including, but not limited to, student transcripts, word processing, copying, filing, data entry, answering the telephone, receiving visitors and scheduling appointments.
- Coordinate purchase orders related to the guidance department.
- Accurately record attendance and process payroll bi-weekly through MUNIS.
- Maintain yearly school records and files related to guidance.
- Process personnel action forms (PAF) for guidance-related positions.
- Manage any consolidated accounts activities accounts (if applicable).
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** High School Administrative Assistant  
**LOCATION:** North Andover High School  
**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The school administrative assistant provides administrative support to the school principal, staff and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school community.
- Perform all general clerical duties in support of the school including, but not limited to, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors, and scheduling appointments.
- Coordinate purchasing purchase orders.
- Accurately record daily attendance and process payroll bi-weekly through MUNIS.
- Maintain daily and yearly school records and files.
- Manage consolidated accounts/student activities accounts.
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** High School Administrative Assistant  
**LOCATION:** North Andover High School  
**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The school administrative assistant provides administrative support to the school principal, staff and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school community.
- Perform all general clerical duties in support of the school including, but not limited to, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors, and scheduling appointments.
- Coordinate purchasing purchase orders.
- Accurately record daily attendance and process payroll bi-weekly through MUNIS.
- Maintain daily and yearly school records and files.
- Manage consolidated accounts/student activities accounts.
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.



**JOB TITLE:** Senior High School Administrative Assistant  
**LOCATION:** North Andover High School  
**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The senior administrative assistant provides administrative support directly to the high school principal, along with teachers, students and school community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school parent community.
- Perform all general clerical duties in support of the school including, but not limited to, student transcripts, word processing, copying, filing, data entry, answering the telephone, receiving visitors and scheduling appointments.
- Coordinate purchase orders related to the high school front office.
- Accurately record attendance and process payroll bi-weekly through MUNIS.
- Maintain yearly school records and files related to staff at NAHS.
- Process personnel action forms (PAF) for NAHS-related positions.
- Manage any consolidated accounts activities accounts (if applicable).
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Administrative Assistant-Special Education  
**LOCATION:** North Andover High School  
**SUPERVISOR:** Director of Special Education/Principal

**GENERAL DESCRIPTION:** The Special Education Administrative Assistant provides administrative support directly to the special education administrator and building administrators, special education teachers, students and the parent communities.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members
- Knowledge and proficiency in Esped. Ability to apply basic computer programs (spreadsheet, Microsoft word, Excel, PowerPoint, Google docs and sheets)
- Highly organized with an ability to perform detailed work accurately and efficiently within strict legal deadlines with a high level of confidentiality

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain confidentiality of all student and staff information at all times.
2. Schedule TEAM meetings including Initial evaluations and re-evaluations, manifestation determination, reconvenes and independent evaluation reviews.
3. Send, collect and process appropriate meeting paperwork related to the special education process.
4. Assist with organizing due process files: using google spreadsheet on all students and cover sheets for teachers/providers to organize the required paperwork before submission for IEP review and signature.
5. Check and verify the sequence, order and accuracy of information completed on due process forms prior to administrator's review of cases.
6. Maintain close communication with in-house staff and service delivery providers.
7. Maintain duplicate files on district special education students; digital & hard copy.
8. Assist Central Office when requests for records are made by other districts. Ensure the complete "official" file is shared.
9. Work with Central Office to maintain an appropriate record (student name and date) of any special education records that are scheduled to be shredded.
10. Contact parents/guardians of special education students, when requested, related to due process paperwork and procedures (meeting reminders, rescheduling, signatures).
11. Must maintain a dependable attendance record and accept supervision, direction and/or constructive criticism appropriately.
12. Perform additional duties and responsibilities as assigned by the Director of Special Education and/or the Principal.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Middle School Administrative Assistant (2)  
**LOCATION:** North Andover Middle School  
**SUPERVISOR:** Principal

**GENERAL DESCRIPTION:** The school administrative assistant provides administrative support to the school principal, staff and parent community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school staff and the North Andover school community.
- Perform all general clerical duties in support of the school including, but not limited to, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors, and scheduling appointments.
- Coordinate purchasing purchase orders.
- Accurately record daily attendance and process payroll bi-weekly through MUNIS.
- Maintain daily and yearly school records and files.
- Manage consolidated accounts/student activities accounts.
- Perform other duties that may be assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Administrative Assistant-Special Education  
**LOCATION:** North Andover Middle School  
**SUPERVISOR:** Director of Special Education/Principal

**GENERAL DESCRIPTION:** The Special Education Administrative Assistant provides administrative support directly to the special education administrator and building administrators, special education teachers, students and the parent communities.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members
- Knowledge and proficiency in Esped. Ability to apply basic computer programs (spreadsheet, Microsoft word, Excel, PowerPoint, Google docs and sheets)
- Highly organized with an ability to perform detailed work accurately and efficiently within strict legal deadlines with a high level of confidentiality

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Maintain confidentiality of all student and staff information at all times.
2. Schedule TEAM meetings including Initial evaluations and re-evaluations, manifestation determination, reconvenes and independent evaluation reviews.
3. Send, collect and process appropriate meeting paperwork related to the special education process.
4. Assist with organizing due process files: using google spreadsheet on all students and cover sheets for teachers/providers to organize the required paperwork before submission for IEP review and signature.
5. Check and verify the sequence, order and accuracy of information completed on due process forms prior to administrator's review of cases.
6. Maintain close communication with in-house staff and service delivery providers.
7. Maintain duplicate files on district special education students; digital & hard copy.
8. Assist Central Office when requests for records are made by other districts. Ensure the complete "official" file is shared.
9. Work with Central Office to maintain an appropriate record (student name and date) of any special education records that are scheduled to be shredded.
10. Contact parents/guardians of special education students, when requested, related to due process paperwork and procedures (meeting reminders, rescheduling, signatures).
11. Must maintain a dependable attendance record and accept supervision, direction and/or constructive criticism appropriately.
12. Perform additional duties and responsibilities as assigned by the Director of Special Education and/or the Principal.

**WORK YEAR:** 44 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Administrative Assistant - HR & Payroll/Benefits

**LOCATION:** Central Office

**EVALUATED BY:** Director of Human Resources & Payroll/Benefits Coordinator

**GENERAL DESCRIPTION:** The Administrative Assistant for the Human Resources Department is a union clerical support staff member and is responsible for the duties and responsibilities listed below.

**QUALIFICATIONS:**

- Associate's degree preferred
- Two to three years' experience in an office environment, school district or municipal office, or a similar setting that is people centered.
- Excellent personal and communication skills in working with school personnel and community members.
- Proficient in technology and computer applications such as but not limited to: Google Suite (Docs, Spreadsheets, Forms, etc.), Microsoft Office (Word, Excel, PowerPoint), MUNIS and other web based applications.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Provide high quality customer service in working with school department staff and the North Andover school community.
- Perform all general clerical duties in support of the Human Resources Department including, but not limited to, letter correspondence, word processing, copying, filing, data entry, answering the telephone, receiving visitors and scheduling appointments.
- Meet with new employees for paperwork and onboarding.
- Process and file CORI and SAFIS (fingerprinting) requests and results.
- Process and file new employee paperwork.
- Process employment verification requests and other information requests on staff.
- Process response letters for new hires, retirements, resignations, leave of absence, and other applicable letters.
- Process and file personnel action forms, personnel reporting forms, and schedule appointments for recommended candidates with the Director of Human Resources.
- Create and disseminate all annual assignment letters for all returning school staff.
- Collect, process and file claims for worker's compensation.
- Process and maintain leaves of absence records and/or sick bank requests
- Process time reporting for bi weekly payroll for Central Office staff, itinerants, maintenance and other departments, as needed.
- Collaborate with the Director of HR on projects throughout the year.
- Assist Payroll and Benefits Coordinator when needed.
- Collaborate with town offices as needed.
- Performs other duties as assigned.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**TERMS OF EMPLOYMENT:** As negotiated by the North Andover School Committee and the North Andover Educational Administrative Assistants' Association.

**JOB TITLE:** Administrative Assistant - Special Education Records Mgmt - Student Services  
**LOCATION:** Central Office  
**SUPERVISOR:** Executive Director of Special Education

**GENERAL DESCRIPTION:** The special education procedural administrative assistant provides administrative support directly to the special education administrators district-wide, school principals, to special education teachers, to students and parent community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Knowledge and proficiency in Esped. Ability to apply basic computer programs (spreadsheet, Microsoft word, Excel, PowerPoint, Google Docs and Sheets) to enhance job performance.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict legal deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Schedule TEAM meetings including Initial Evaluations and Reevaluations, Manifestation Determination and independent evaluation reviews. To monitor due process paperwork for all special education teachers according to regulations.
2. Send, collect and process appropriate meeting paperwork related to the special education process and student I.E.P's.
3. Maintain duplicate files on district special education students.
4. Assist with organizing due process files: using the Status Sheet, check and verify the sequence, order and accuracy of information completed on due process forms prior to Administrator's review of cases.
5. Keep documentation of 'Request for Special Education Records' received from other school districts and copy/send appropriate records to requesting districts when requested.
6. Maintain confidentiality of student information.
7. Assist special education teachers and providers with due process procedures.
8. Maintain record (student name and date) of special education records destroyed.
9. Perform additional duties and responsibilities as assigned by the Director of Special Education and/or, the building principal.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

**JOB TITLE:** Administrative Assistant to the Executive Director of Special Education  
**LOCATION:** Central Office  
**SUPERVISOR:** Executive Director of Special Education

**GENERAL DESCRIPTION:** The Administrative Assistant to the Executive Director of Special Education provides administrative support directly to the special education administrators district-wide, school principals, to special education teachers, to students and parent community.

**QUALIFICATIONS:**

- HS diploma or equivalent
- Excellent personal and communication skills in working with school personnel and community members.
- Knowledge and proficiency in Esped. Ability to apply basic computer programs (spreadsheet, Microsoft word, Excel, PowerPoint, Google Docs and Sheets) to enhance job performance.
- Highly organized with an ability to perform detailed work accurately and efficiently within strict legal deadlines in a fast paced environment.
- Demonstrates ability to manage complex/varied tasks simultaneously and with a high level of confidentiality.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Schedule TEAM meetings including Initial Evaluations and Reevaluations, Manifestation Determination and independent evaluation reviews. To monitor due process paperwork for all special education teachers according to regulations.
2. Send, collect and process appropriate meeting paperwork related to the special education process and student I.E.P's.
3. Maintain duplicate files on district special education students.
4. Assist with organizing due process files: using the Status Sheet, check and verify the sequence, order and accuracy of information completed on due process forms prior to Administrator's review of cases.
5. Keep documentation of 'Request for Special Education Records' received from other school districts and copy/send appropriate records to requesting districts when requested.
6. Maintain confidentiality of student information.
7. Assist special education teachers and providers with due process procedures.
8. Maintain record (student name and date) of special education records destroyed.
9. Perform additional duties and responsibilities as assigned by the Director of Special Education and/or, the building principal.

**WORKING CONDITIONS:** Regularly required to sit, stand, walk, talk, hear, operate a computer, hand-held learning devices and other office equipment, reach with hands and arms, and must occasionally lift and/or move up to 10 pounds. Travel across the district may be required occasionally.

**WORK YEAR:** 52 weeks

**SALARY:** As negotiated by the North Andover School Committee and North Andover School Administrative Assistants' Association.

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