COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

MEDFORD PARAPROFESSIONAL ASSOCIATION,
KIDS CORNER UNIT

AND THE

MEDFORD SCHOOL COMMITTEE

July 1, 2025 to June 30, 2028

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Preamble

The following Agreement by and between the City of Medford School Committee, hereinafter referred to as the "School Committee" and the Medford Paraprofessionals Association, Kids Corner Unit, hereinafter referred to as the "Association" is designed to maintain and promote a harmonious relationship between the Committee and such of its employees covered by this Agreement in order that a more efficient and progressive public service may be rendered.

Article I - Recognition

The Committee recognizes the Association for purposes of collective bargaining as the exclusive bargaining representative for the employees of the Medford Kids Corner Program, including Lead Teachers and Assistant Teachers and excluding the Director, hereafter referred to as employees.

Article II - Management Rights Clause

1. In recognition of the fact that the laws of the Commonwealth of Massachusetts vest responsibility to the people of the City of Medford in the Committee for the quality of education in, and the efficient and economical operation of the Medford School System, it is herein agreed that except as specifically and directly modified by express language in a specific provision of this Agreement, the Committee retains all rights and powers that it has or may hereafter be granted by law.

2. Except as expressly provided by the terms of this Agreement, the determination and administration of educational policy, the operation of the schools and direction of the professional staff are vested exclusively in the School Committee.

Article III - No-Strike Clause

The Association, on its own behalf and on behalf of each of the employees who it represents, hereby agrees and covenants that it will not authorize, approve, participate in or in any way encourage or condone any strike, work stoppage, slowdown or withholding of services in whole or in part, and including paid extra-hour services, from the employer, the City of Medford School Committee and the City of Medford.

Article IV - Grievance Procedures

A grievance is a complaint by one or more employees which may arise concerning wages, hours, and conditions of employment of any employee covered by this Agreement and shall be settled in the following manner:

Step 1. An aggrieved employee shall discuss his/her grievance with the grievance committee of the Association. If the employee and the Association cannot resolve the grievance, it shall move to the next step.

Step 2. Within forty-five (45) school days of the occurrence or first awareness of the alleged grievance, the employee with a grievance or the Association will officially file a grievance in writing on a form to be provided by the Superintendent of Schools with the Director. Within five (5) days of filing, the Director shall meet with the grievant with the objective of resolving the matter; a representative of the Association may be present. If the grievance is not resolved, the grievant may present the grievance on the form provided to the Superintendent of Schools.

Step 3. The Superintendent, within ten (10) school days after receipt of the written grievance, shall meet with the aggrieved employee and representatives of the Association in an effort to resolve the matter. The Superintendent shall notify the employee and the Association in writing of his disposition of the matter within ten (10) school days of this meeting. If the grievance is still unresolved, the employee within ten (10) school days of receipt of the Superintendent's answer, may present his grievance, which shall be in writing, to the School Committee.

Step 4. The School Committee at the next regular School Committee meeting scheduled at least three (3) school days after receipt of the written grievance, will meet with the aggrieved employee and representatives of the Association in an effort to resolve the matter. The School Committee shall thereafter notify the aggrieved employee and the Association in writing within ten (10) school days, as to the result of their deliberations. Issues of an individual employee's discipline shall skip Step 4, and the Association may submit the matter to arbitration as described below within ten (10) school days of the of receipt of the Superintendent's answer.

Step 5. If the grievance still remains unresolved between the School Committee and the Association, then either party may submit the matter to arbitration within ten (10) school days of the School Committee's response in Step 4, pursuant to the Labor Arbitration Rules of the American Arbitration Association, provided, however, no grievance shall be submitted to arbitration that:

5.1 Involves a matter outside the scope of the express terms of this Agreement, notwithstanding the fact the matter may have been discussed as a grievance in Steps 1 through 4.

5.2 Involves a matter which has not been presented timely according to the time limitations as set forth herein, unless modified in writing by the mutual consent of the parties.

Grievances pending or grievances which may arise during the summer vacation period shall be held in abeyance until the opening of school in September and then shall be processed in accordance with the provisions of this Article.

Nothing in this Agreement shall be construed as to obligate the parties to arbitrate the unresolved matters in any future negotiation or opener thereof, to be entered into upon the termination, opening or reopening of this Agreement.

The arbitrator chosen shall have no power o authority to add or subtract from, or modify any of

the terms of this Agreement. The decision of the arbitrator shall be final and binding upon the parties, subject to the provision of General Laws, Chapter 1 50E. The costs of the arbitration shall be shared equally by the School Committee and Association.

Article V - Salaries

A. The salaries of all persons covered by this Agreement are set forth in Appendix "A" which is attached hereto and made a part hereof.

B. Salaries shall be paid every second week in accordance with the present practice.

C. Longevity
Any employee who has completed more than 10 years of continuous service in the Kids Corner Program shall receive the following longevity payment in a lump sum in the first half of July each year:

More than 10 years but less than 15: $500.00
More than 15 years but less than 20: $750.00
More than 20 years: $1,000.00

Any such employee who is employed less than full time and full year in any such year, shall receive the above longevity payment on a pro-rated basis.

As used in this provision, a year of service shall be defined as any year in which an employee is employed for more than half the number of hours of a full-time full year position.

D. The employee designated as the Program Assistant shall receive a $5,000 annual stipend, with payments spread out through the year.

E. Any Assistant Teacher who covers for a Lead Teacher for a day shall be paid an additional $50 for the day.

Article VI - Work Day and Work Year

A. Work Year:
The work year shall continue to be 184 days, consisting of the 182 days taking care of children, 1 PD Day on the first day of school for teachers, and 1 additional day to include an open house and professional development.

B. Teaching Hours:
The regular hours of the center shall be from 7:00am to 4:00pm, which is when employee's regular hours shall be scheduled. Toddler Room should not exceed 12 children, Preschool Room and PreK Room should not exceed 20 children, and the Infant

Room should not exceed 8 infants. The work day shall consist of eight (8) continuous hours, including paid lunch time. From time to time, the center may open as early as 6:45am and close as late as 4:30pm. Any work needed from 6:45am to 7:00am and from 4:00pm to 4:30pm shall be scheduled and paid above employee's regular work day and shall be scheduled at least two (2) weeks in advance a distributed on an equitable basis within the employees' assigned age range and the desires of the employees. Any time over eight (8) hours per day shall be paid at 1.5 times the hourly rate.

Shifts for staff will be: 7:00am to 3:00pm. 7:30am to 3:30pm, and 8:00am to 4:00pm. Shifts will be designated by the Kids Corner Director based on student enrollment.

- Student enrollment options will change to provide 2 options: 7:00am-3:00pm or 8:00am-4:00pm
- Early drop off and/or late pickups (30-60 minutes beyond scheduled hours) will not be permitted without charge.
- The Assistant Superintendent and Director of Kids' Corner will meet with staff at the end of each school year to review the schedule shifts and plan accordingly for the following school year.

C. Paid Planning Time. staff will be required to attend monthly 1½ hour paid planning sessions to be held at 4:00 p.m.

D. Paid lunch time: Lunch breaks will be provided according to an employee's regular hours as follows: 45 minutes duration for staff that work an 8-hour day; 35 minutes for a 7-hour day; 30 minutes for a 6-hour day; 15 minutes for a 4-hour day. The Director will schedule the staff's breaks in accordance with DEEC guidelines.

E. Closing / Snow Days: Kids' Corner closing days occur in conjunction with the Medford Public Schools calendar, and at no other time. Sick days cannot be used as vacation days. Any snow days which need to be made up at the end of the school year to comply with the state requirements will be considered regular work days for which staff will have received compensation on the original days the Kid's Corner was closed.

F. Holidays: The employees of Kids' Corner work according to the Medford Public Schools calendar, which is given out to employees at the start of each school year, and usually includes the following holidays: Columbus Day, Veteran's Day, Thanksgiving Recess, Christmas, Martin Luther King Day, Good Friday, Patriot's Day, and Memorial Day. Staff are not paid for Holidays

G. Job Descriptions. See attached Appendices B (Lead Teacher), C (Assistant Teachers) and D (Program Assistant).

Article VII – Time Reporting Policy

Time Reporting Policy: The district and the union will hold monthly meetings from August to December to review questions and clarify procedures and expectations.

It is the responsibility of Kid's Corner staff to accurately record hours worked utilizing the time clock system. It is also the responsibility of each employee to not allow others to punch in or out on their behalf. Working shifts and time paid will continue to be consistent with Article 5.

Kids Corner staff are required to:

- Clock in at the beginning of the day within 5 minutes of the scheduled start time.
- Clock out at the end of the day within 5 minutes of the scheduled end time.
- The Kid's Corner Director may request that staff change their scheduled hours to accommodate operational needs. In this instance, staff will clock in and/or out at the agreed-upon time.

If there is a problem with the time clock, staff should notify the Kid's Corner Director. Such notification will serve as a notification that the staff person is clocking in or out at the time of notification.

Article VIII - Benefits

A. Sick Days:

Employees at Kids' Corner are granted fifteen (15) sick days to be used on account of personal illness or other like disability or any quarantine regulations of the Board of Health. These sick days will be granted on a prorated basis, whereby one (I) sick day is earned for every ten (10) days worked. A doctor's note is required after five (5) consecutive sick days. If 15 sick days are used for a current year, a doctor's note is required to use accumulated days from previous years. This policy is consistent with that of the Medford Public Schools.

These days are not to be used for vacation days or to extend vacation time or long weekends. An abuse of these days may result in a verbal or written warning, or loss of pay.

All staff must call the attendance line (or log into the absence reporting website) if they are out for any reason as far in advance as possible.

- Sick leave not used in the year in which it accrues, together with any accumulated sick leave standing to the employee's credit on the effective day of this Agreement and not used in the current year, may be accumulated up to 150 days.
- Upon death or retirement a Kid's Corner employee or his/her estate if applicable shall receive reimbursement for each unused sick leave day in excess of one hundred (100) days the rate of $30 dollars per day of any sick leave balance so accrued up to a maximum of $1,500 dollars

B. Personal Days:

Each teacher may use up to three (3) days each school year for business purposes or on account of serious illness in the teacher's family without loss of pay. This policy is consistent with that of the Medford Public Schools. This leave is not cumulative and must have the approval of the Director. Personal Days are not meant to extend vacation periods or long weekends. Personal days are limited to two staff on any given day. It is up to the professionalism of the staff to use these days for their specified purposes. An abuse of these days may result in a verbal or written warning, or loss of pay.

C. Bereavement Days:

A total of four (4) days will be granted to each staff member without loss of pay, in case of death in the immediate family, defined as: husband, wife, parent, grandparent, son, daughter, brother, sister, parents-in-law, foster parents, members of the employee's household, or in any other instances as determined by The Director. An employee shall be granted two (2) days without loss of pay to attend the funeral of an aunt, uncle, sister in-law, brother-in- law, spouses' grandparents, niece or nephew, or cousin. An employee shall be granted one (1) day per school year without loss of pay in the case of the death of any other family member not previously mentioned in this section or a close friend of the employee. For all such bereavement leave requests, the district may request documentation attesting to the circumstances of the individual's absence.

D. Parental Leave:

Employees taking leave under the MPLA (8 weeks of leave) or FMLA (12 weeks of leave) will be granted the following paid leave benefits prior to accessing any other paid leave benefits in the CBA:

- Up to 4 weeks of paid Parental Leave on consecutive workdays, not from sick time
- Up to an additional 4 paid work weeks may be taken, to be deducted from accumulated sick leave under Section A, Sick Days, of this Article.
- The twelve-week parental leave of absence shall be completed within one year of either the birth of placement of a child.
- If both parents are employees of Kid's Corner, both members will be entitled to the full leave, though they may not take the leave at the same time.
- The salary is prorated for less than full-time employees.
- To be eligible for this benefit, the employee must have been employed for a minimum of nine (9) months.
- If the paraprofessional union and Medford Public Schools agree to a benefit that exceeds the 4 weeks of paid leave outlined here, the enhanced benefit will be extended to Kids Corner as of the effective date of the paraprofessional benefit.

E. Jury Duty:

Any regular employee required to be absent from his/her employment to serve on a jury, shall be paid his/her scheduled wages minus any pay received as such jury person for such a time he/she is required to be absent. Such absence and the amount of all compensation shall be supported by a statement signed by the clerk of the court certifying to each day of such duty.

F. Other Leaves:

Any leaves for reasons other than as stated herein, may be granted with or without pay upon request in writing to the Director, who shall decide whether to permit said leave. Any leaves taken and not authorized or approved shall result in a Deduction of 1/182nd of the teacher's or aide's annual salary for each day absent.

G. Health Insurance:
Eligible staff members shall receive health insurance benefits pursuant to the memorandum of agreement between the City of Medford and the Public Employees Committee and. In the event that agreement because void or expires without extension, the parties will negotiate the terms of health insurance benefits

Article IX - Job Security

A. Standards of Conduct
Employees are expected to conduct themselves in a manner befitting child care and teaching professionals.

B. Dress Code
Dress should be casual, practical, in good repair and professionally appropriate. No bare feet or clothing with inappropriate drawings or writing are allowed. Sandals are acceptable only if they have secured heel straps (no thongs or flip flops); halter tops, exposed midriff tops and short shorts are not permitted. All staff is expected to participate in all school program activities; snow, walks in the rain, etc. Staff needs warm winter clothing, raincoats and boots.

C. Probationary Period
All new employees will be required to complete a ninety- (90) day probationary period. At any point during the probationary period, the employee may be discharged with two weeks' notice at the discretion of the Director. At the conclusion of the probationary period, the Director shall review the employee's performance to date and make appropriate recommendations. The standards outlined in the evaluation from will be used as criteria for assessing satisfactory performance during the probation period. If an unsatisfactory evaluation is given at this time, the employee may be discharged or the probationary period may be extended for a period specified by the Director.

D. Just Cause
After serving his/her probationary period, no employee will be disciplined, reprimanded, reduced in rank or compensation without just cause.

E. Non-Renewal
An employee may be non-renewed during their first three years of employment without just cause, provided s/he is given written notice of non-renewal on or before June 30.

1.

Article X – Layoff and Recall

A. Layoff

If, due to decline in enrollment, it becomes necessary to reduce the number of employees in this Unit, said reduction shall be based upon seniority with the least senior employee being laid off first. Any such employee shall be considered to be on a leave of absence without pay for a period of one year from the effective date of that layoff. If an employee is to be laid off, said employee shall be provided written notified by the October 1 immediately preceding the school year in which the lay-off is to occur.

The superintendent or superintendent's designee shall provide to the Medford Kids Corner Education Association monthly updates between May and September of the projected enrollment and staffing composition of the Kids Corner program in order to keep the membership informed of any potential reduction in staff that could be necessary on account of decreased enrollment.

B. Recall

Employees on layoff shall be entitled to recall to any position restored or created for which they are qualified for a period of one (1) calendar year. Recall shall be in the inverse order of layoff.

Article X – Performance Evaluations

Annual performance evaluations and semi-annual reviews will be completed on all employees.

A. The Director will evaluate the Lead Teachers.

B. The Lead Teacher in each classroom will evaluate the Assistant Teachers. The Director may consult with the Teacher if necessary before these Assistant evaluations take place, to address any questions or specific areas of concern.

C. The process for evaluation shall be as follows:

i. Evaluators shall meet with employees to discuss the evaluation process, individually or in groups. If needed, the Evaluator shall meet with an employee individually to discuss individual issues. These meetings shall occur by November 1.

ii. Employees shall be observed at least once per evaluation cycle by an observer who may be the evaluator. Observations shall be conducted when the employee is in her/his primary role consistent with his/her job description. The observer shall provide feedback within two weeks of the observation on the Kids' Corner Observation Feedback Form contained herein. The employee may attach a response to the feedback within two weeks. The first such observation shall occur by March 1.

iii. By June 1, the evaluator shall present the final evaluation on the Kids' Corner Evaluation Form. The employee may attach a response to the evaluation within two weeks.

D. Any rating of Needs Improvement and/or Unsatisfactory on an evaluation, or concerns on an observation that could lead to such a rating, will be accompanied by a narrative explanation with a recommendation for improvement. At the request of the employee or evaluator, a meeting shall take place within a week to discuss the observation or evaluation.

E. Failure of an employee beyond his/her probationary period to remedy Unsatisfactory categories identified in his/her evaluation by the end of the subsequent school year may lead to an administrative personnel action. An employee subject to an administrative personnel action will have the right to union representation.

F. At the request of an employee who receives an observation showing concerns that could lead to an Unsatisfactory rating, another administrator shall observe his/her work, and that observation shall be factored in to his/her evaluation.

G. An employee who has received an Unsatisfactory rating may request of the Superintendent or designee that another administrator be assigned to evaluate him/her. The Superintendent or his/her designee may only deny such a request after a meeting with the paraprofessional, at which the employee has the right to union representation.

H. The ratings shall be as follows:

- Exemplary: the employee's performance exceeds the requirements, and could serve as a model of practice.
- Proficient: the employee's performance meets the requirements and is fully satisfactory.
- Needs Improvement: the employee's performance is below the requirements. Improvement is necessary and expected,
- Unsatisfactory: the employee's performance is below the requirements and there has been no improvement since receiving a rating of needs improvement.

Article XI - Orientation

The following areas will be covered during the orientation process. Upon completion of each area, the Director and new staff person must initial.

A. New staff are given a tour of the center by the Director. The goals and philosophy of each classroom is explained including: 1. the special needs of children,
   2. classroom management techniques,
   3. planned daily activities,
   4. expectations of ethical conduct.

B. New staff are introduced to existing staff.

C. New staff are advised and shown the following:
   1. evacuation procedures
   2. fire extinguisher locations and how to operate
   3. first aid supplies and locations
   4. emergency phone numbers (children, staff, police, fire, etc...)
   5. hand washing procedures and procedures for disinfecting items and surfaces
   6. toileting / diapering procedures
   7. behavior management plan (see Discipline Statement)
   8. health care procedures (sick children, consultation with Health)
   9. Suite, accident procedures / reports, notification of parents, etc...) 10. safety plan for injury prevention
   11. administration of medication procedures
   12. security plan (doors locked during operation, release of children to person other than parent, unauthorized personnel, etc...) New Staff will receive a copy of Kids' Corner policies and procedures (Staff Handbook) which also includes the performance evaluation form. All information therein shall be explained. In addition, a copy of the Parent Handbook and any information given to parents about the program will also be disseminated to staff.

D. New Staff are explained the policies within this agreement.

E. No person shall begin as a staff member of Kids' Corner unless the above information is covered and the employee file contains all of the information as stated in the OCCS regulations.

Article XII - Professional Development

A. The Committee will reimburse those reasonable and necessary expenses incurred by the Employees attending educational conferences or seminars, which have been approved in

advance by the Superintendent. All such conferences and seminars shall be reported in writing, by the employee attending same, to the Superintendent.

B. The Committee shall reimburse teachers for tuition and fees for courses as follows:

The Committee shall make available for reimbursements a combined total of $4,000 per fiscal year, with $2,000 available for the summer semester, $1,000 for the fall semester and $1,000 for the spring semester.

Article XIII - Protection

A. Employees will, as soon as possible, report to their immediate supervisor in writing any case of assault or abusive conduct they suffer in connection with their employment.

B. Such written report, if the employee request, will be forwarded to the Superintendent and the Committee. The Superintendent will comply with any reasonable request from the employee for information it has about the incident and will act appropriately as a liaison between the employee, the police and the courts.

C. The Committee recognizes that indemnification of employees for expense in connection with criminal or civil proceedings shall be in accordance with General Laws, Chapter 258.

Article XIV - Dues Deduction

The Committee hereby accepts the provisions of Section 17C of Chapter 180 of the General Laws of Massachusetts, and, in accordance therewith, shall certify to the Auditor of the City of Medford all payroll deductions for the payment of dues to the Association if duly authorized in writing by individual employees covered by this contract.

If an employee requests of the termination of dues to the Association, the Committee shall inform the Association within one week of such request and shall terminate such dues exactly sixty (60) days after the request.

Article XV - Agency Fee

It shall be a condition of employment that any employee in the bargaining unit who is not a member of the Association shall, on or after the thirtieth day following the beginning of his employment or on the effective date of this Agreement, whichever is later, pay a service fee to the Association which shall be in an amount certified in writing by the Association to be in accordance with General Law, Chapter 150E, Section 12. The agency service fee shall be deducted from the wages of any employee who signs an authorization to that effect and such fees shall be transmitted to the Treasurer of the Association as provided in Section 17G of Chapter 180 of the General Laws.

Article XVI - General Provisions

A. The Committee and the Association agree to comply with the provisions of General Laws, Chapter 150E, Section 2, which states as follows:
Employees shall have the right of self organization and the right to form, join, or assist any employee organization for the purpose of bargaining collectively through representatives of their own choosing on questions of wages, hours, and other terms and conditions of employment, and to engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid or protection, free from interference, restraint, or coercion. An employee shall have the right to refrain from any or all of such activities, except to the extent of making such payment of service fees to an exclusive representative as provided in section twelve.

B. Employees will be entitled to full rights of citizenship; and the religious or political activities of any employee, or lack thereof, will not be grounds for any discip0line or discrimination with respect to the professional employment of such teacher.

C. The Committee will, upon written request, provide the Association with any public documents in its control which will assist the Association in developing educational programs to suggest to the Committee or to process grievances. The Association shall assume the cost of reproducing any such public documents.

D. Copies of minutes of Committee meetings and agendas will be made available to the Association at the same time said copies are made public information.

E. This Agreement shall be printed by the Committee, and a copy thereof shall be distributed to each member of the bargaining unit during its effective term. In addition, twenty (20) copies shall be supplied to the Association President and twenty (20) copies shall be retained by the Committee for administrative use. The expenses of printing the Agreement shall be shared equally by the Committee and the Association.

F. 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, then such provision or application shall not be deemed valid and subsisting, except to the extent permitted by law, but all other provisions or applications will continue in full force and effect.

This Agreement shall supersede any rules, regulations or practices by the Committee, which shall be contrary to or inconsistent with terms contained within this Agreement.

Any complaint regarding an employee made to any member of the Administration by any parent, student, or other person will be promptly called to the attention of the employee before any disciplinary action, if necessary, is taken.

G. Statement of Equal Opportunity:
In compliance with federal and state legal requirements, It is the policy of Kids' Corner to provide equal employment opportunity and to administer our program without discrimination against staff members, children or families on the grounds of race, color,

creed, religion, age, sexual orientation, citizen status, marital status, veteran status, gender, political affiliation, physical or mental disability or other factors which cannot lawfully be the basis for an employment decision. We comply with the law regarding reasonable accommodation for handicapped and disabled employees.

H. Staff records:

1. Information contained in a staff member's record shall be privileged and confidential. Each staff member shall have access to her own records. A copy of the file can be requested and released within a 24 hour time period of the request. Any derogatory material placed in an employee's record shall be signed by the employee. Employees shall have the right to respond to any such material and such response shall be filed with that material.

2. The Committee shall provide the following information about new hires to the Association on a monthly basis: name, work location, program, job title, placement on the salary scale, start date, home address, home phone number, cell phone number, and personal e-mail address. During the summer months, the Committee shall send the Association President a copy of each hire letter when sent to new hires.

3. If the Committee receives a request for the personal contact information of bargaining unit members from any third party, the Committee shall share such a request with the Association President within two business days, and one week later, only release the information required by law.

I. Vacancy Posting. All open positions covered by this Agreement shall be posted in the weekly memo to all employees and e-mailed to the Association President no less than two (2) weeks days before filling such position.

Article XVII - Health and Safety Committee

A Health and Safety Committee shall be established composed of two (2) representatives designated by the Association and two (2) representatives designated by the District. The Association and the District shall each appoint one individual from their representatives to serve as a co-chair of the Health and Safety Committee. Any concerns of members of the bargaining unit regarding unsafe or hazardous conditions in the workplace shall be referred to the Health and Safety Committee, which upon receipt of the concern, shall meet to review it within ten (1) school days.

The Health and Safety Committee shall determine the validity of the concerns and, where necessary, develop recommendations for resolution. The Health and Safety Committee's recommendations will be presented to the Superintendent or the Superintendent's designee.

Article XVIII - Duration

A. This Agreement shall be in effect from July 1, 2025 to June 30, 2028with the exception noted in Paragraph B below.

B. Negotiations for the period subsequent to June 30, 2028 shall commence after October 15, 2027, providing either party requests same in writing to the other party. The parties acknowledge a good faith attempt will be made to commence negotiations within a reasonable time of receiving notice, in order to provide the parties ample time to negotiate in advance of the expiration of the contract.

Medford School Committee

Date: 6/17/2025

Medford Paraprofessionals Association, Kid's Corner Unit

Date:

Appendix A - Medford Kids Corner Salary Scales

Cost of Living (COLA) increases to all staff adopt the below salary schedule which implements the agreed upon 6% increase in FY26, a 6% increase in FY27, and 5.7% increase in FY28:

Prior Contract Hourly Rate (ending 6/30/2025)

	Assistant Teacher		Lead Teacher
Step 1 (years 1-3)	$19.55		$24.32
Step 2 (years 4-6)	$20.98		$25.75
Step 3 (7-10)	$22.41		$27.18
Step 4 (11-12)	$23.84		$28.61
Step 5 (13+)	$25.28		$30.05

	FY26		
Assistant Teacher Steps	Hourly Rate	Pay Period	Annual
Step 1 (years 1-3)	$20.72	$1,173.07	$30,499.84
Step 2 (years 4-6)	$22.24	$1,259.13	$32,737.28
Step 3 (7-10)	$23.75	$1,344.62	$34,960.00
Step 4 (11-12)	$25.27	$1,430.67	$37,197.44
Step 5 (13+)	$26.80	$1,517.29	$39,449.60
Lead Teacher Steps			
Step 1 (years 1-3)	$25.78	$1,459.54	$37,948.16
Step 2 (years 4-6)	$27.30	$1,545.60	$40,185.60
Step 3 (7-10)	$28.81	$1,631.09	$42,408.32
Step 4 (11-12)	$30.33	$1,717.14	$44,645.76
Step 5 (13+)	$31.85	$1,803.20	$46,883.20

	FY27		
Assistant Teacher Steps	Hourly Rate	Pay Period	Annual
Step 1 (years 1-3)	$27.33	$1,547.30	$40,229.76
Step 2 (years 4-6)	$28.94	$1,638.45	$42,599.68
Step 3 (7-10)	$30.54	$1,729.03	$44,954.88
Step 4 (11-12)	$32.15	$1,820.18	$47,324.80
Step 5 (13+)	$33.76	$1,911.34	$49,694.72
Lead Teacher Steps			
Step 1 (years 1-3)	$27.33	$1,547.30	$40,229.76
Step 2 (years 4-6)	$28.94	$1,638.45	$42,599.68
Step 3 (7-10)	$30.54	$1,729.03	$44,954.88
Step 4 (11-12)	$32.15	$1,820.18	$47,324.80
Step 5 (13+)	$33.76	$1,911.34	$49,694.72

	FY28		
Assistant Teacher Steps	Hourly Rate	Pay Period	Annual
Step 1 (years 1-3)	$23.21	$1,314.04	$34,165.12
Step 2 (years 4-6)	$24.91	$1,410.29	$36,667.52
Step 3 (7-10)	$26.62	$1,507.10	$39,184.64
Step 4 (11-12)	$28.32	$1,603.35	$41,687.04
Step 5 (13+)	$30.03	$1,700.16	$44,204.16
Lead Teacher Steps			
Step 1 (years 1-3)	$28.89	$1,635.62	$42,526.08
Step 2 (years 4-6)	$30.59	$1,731.86	$45,028.48
Step 3 (7-10)	$32.28	$1,827.54	$47,516.16
Step 4 (11-12)	$33.98	$1,923.79	$50,018.56
Step 5 (13+)	$35.68	$2,020.04	$52,520.96

Appendix B – Lead Teacher Job Description

Title: Lead Teacher

Qualifications: High School Diploma or equivalent, Must be EEC certified

Reports to: Kids Corner Director and Program Assistant as needed

Salary: As reflected in the MKCEA Contract

Requirements:

- Attendance at Early Childhood workshops (minimum of 20 hours per year)
- Evidence of sufficient maturity and judgment to handle crisis situations, and to use supervision constructively.
- Evidence of ability to communicate effectively (verbally and written) with parents and staff.
- Evidence of a thorough knowledge of child development and its implication in planning curriculum and in providing quality care.
- Ability to recognize, record, and report significant group or individual behavior of staff and children to the Director.
- Ability to assume a leadership role, supervise others, accept supervision, and assume and follow through with duties and responsibilities.
- Evidence of ability and willingness to offer and receive positive and negative feedback.
- First Aid and CPR qualified.

Responsibilities:

1. Ensuring a child-centered, project-based approach to planning and implementing curriculum, while meeting the varying developmental needs of children in accordance with the philosophy outlined in the Kids' Corner Handbook.
2. Responsible for monthly unit plans to be submitted to the Director the last week of each month for the following month. These unit plans need to include evidence of the following competencies:
    - Provides experiences that promote the cognitive and social-emotional development of each individual student.
    - Promotes community building in the classroom through implemented curriculum.
    - Provides experiences that are appropriate to the stage of development of the child and promotes intellectual growth.
    - Provides an anti-bias, culturally responsive, diverse approach to curriculum units and materials.
    - Provides a safe, welcoming, and healthy learning environment for each child.
    - Coordinates an outdoor curriculum with staff and develops a plan for strategic placement of staff on the playground to ensure safety and engagement.

- A staff person must be positioned next to the climbing equipment at all times.

3. Adheres to the Health Care Policy in the Kids' Corner's Handbook. This includes the ongoing maintenance of the classroom first aid boxes, and ensuring that the classroom and all equipment are safe for all children.
4. Responsible for the care of the classroom (toys and equipment, supplies, and cleaning the eating area, changing table, mats)
5. Responsible for providing caregivers with daily updates pertaining to their child(ren).
6. Inform the Director of any valuable insights obtained from informal interactions with a caregiver.
7. Ensures adherence to proper documentation in accordance with Kids' Corner protocols.
8. Create a welcoming atmosphere in your classroom by greeting authorized visitors, caregivers, and high school volunteers. Ensure that high school students are not left alone with children to maintain a safe and supervised environment.
9. Understand and implement all emergency procedures:
    A. First aid/CPR techniques
    B. Fire drill and evacuation procedures
    C. School safety protocols
10. Demonstrates professionalism, both in personal qualities and attitudes, while also showing respect for the authority of the center's administration.

Appendix C – Assistant Teacher Job Description

Title: Assistant Teacher

Qualifications: High School Diploma or equivalent

Reports to: Classroom Lead Teacher, Kids Corner Director and Program Assistant

Salary: As reflected in the MKCEA Contract

Requirements:

- Must work under the supervision of a Lead Teacher and be a contributing member of the classroom team.
- Evidence of sufficient maturity and judgment to perform expected duties.
- First Aid and CPR qualified.
- Willingness and interest in learning more about Early Childhood.

Responsibilities:

1. Responsible for accepting and following the philosophy of the center and programming techniques of the classroom teacher.
2. Responsible for assisting in the daily planning and execution of all classroom and outdoor activities.
3. Take sole responsibility for the group/classroom for short periods of time as necessary or in emergency situations.
4. Adheres to the Health Care Policy in the Kids' Corner's Handbook. This includes assisting

with the ongoing maintenance of the classroom first aid boxes, and ensuring that the classroom and all equipment are safe for all children.

5. Assist in the care of the classroom equipment, supplies, and cleaning.
6. May assist the lead teacher in relating each child's day at school with the parent on an informal or formal basis.
7. Assist other staff in the cleaning of the center's (toys, equipment, table surfaces, food

areas, floor, vacuuming of carpets etc...)

8. Inform the Lead Teacher of any valuable insights obtained from informal interactions with

a caregiver.

9. Make authorized visitors and caregivers feel welcome in the classroom

Appendix D – Program Assistant Job Description

The Program Assistant serves as both a stand-in for the Director when they are absent and provides support to the Director in program-related tasks. These duties are carried out while maintaining a full-time role as a Lead Teacher in the Kids' Corner program. The ideal candidate must currently hold the position of Lead Teacher in Kids' Corner.

The Director and Program Assistant shall schedule at least one hour-long meeting per month. The purpose of this meeting shall be for the Director to provide mentorship, training and guidance to develop the Program Assistant's skills.

The Program Assistant is responsible for the following while the Director is away:

- Handles all incoming phone calls
- Ensures the safety and well- being of all children (including emergency protocols if needed, such as fire drills, safety, and/or medical procedures)
- Makes final judgment call to send sick children home
- Handles all questions/concerns/issues from parents
- Resolves all staff-related questions/concerns/issues
- Reassigns staff as needed to cover classroom needs
- Serves as a conduit for messages/safety concerns from administration to staff members
- Submits employee time sheets to payroll at the end of the week

In addition to the above responsibilities, the Program Assistant is responsible for assisting the Director with the following:

- Assists Director with outreach and organization of enrichment programs for students
- Participates in meetings with caregivers
- Assists with the enrollment process at the end of each school year
- Develops and assists with fundraising ideas and events

The successful candidate must work towards a Director I certification. The District will reimburse
for course work in the amount of $200 per year up to a maximum of $400.

Appendix E - Lead Teacher Observation Feedback & Evaluation Forms

Name: Room:

Location of Observation: Date:
Observer Name:

Describe the following:

1. Class/student composition:
2. Lesson/Activity observed:
3. Description of provided instruction, support, care:

Observation Notes/Comments	
Commendations	
Recommendations	

Observer Signature/Role_____ Date:_____

Kids' Corner staff Signature_____ Date:_____

***Signature of Kids' Corner staff indicates receipt, not necessarily agreement.**
***The Kids' Corner staff may respond to this report within two weeks of receipt.**

Medford Public Schools
Kids' Corner LEAD TEACHER Evaluation Form

Name: _____ School Year:_____

Assignment:_____ Evaluator Name:_____

I. Student Support	Exemplary	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
A. Actively engages with students, including getting on the floor or lowering themselves to a child's height					
B. Strives to maintain positive relationships with students.					
C. Ensures safety of students and maintains discipline in a fair and consistent manner in accordance with Kids' Corner Procedures.					
D. Encourages independence and self help skills					
E. Adapts to the varying needs of students.					
F. Communicates with students in effective and age-appropriate manner					
G. Shows respect for and does not use stereotypes or labels with children					

II. Instruction and Planning	Exemplary	Proficient	Needs Improvement	Unsatisfactory	Not Applicable

A. Plans age-appropriate activities for children					
B. Ensures classroom routines are appropriate and					
consistent					
C. Provides a creative and inviting learning environment					
D. Learning centers are utilized and materials are rotated appropriately					
III. Management, Organization, & Communication	**Exemplary**	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Applicable**
A. Properly manages daily routines and the Assistant Teacher daily assignments					
B. Maintains a clean and orderly environment					
C. Ensures alignment with Kids' Corner procedures					
D. Ensures effective and timely communication with caregivers					
E.. Handles difficult caregiver communications appropriately					
IV. Professional Conduct and Development	**Exemplary**	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Applicable**
A. Maintains confidentiality concerning children					
B. Ensures attendance is punctual and reliable					
C. Open to feedback					

D. Follows direction of the Lead Teacher					
E. Attends staff meetings and					
professional development sessions					
F. Embraces opportunities to improve/grow					
V. Staff Relationships	**Exemplary**	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Applicable**
A. Strives to create positive relationships with other staff members					
B. Communicates respectfully with staff					
C. Collaborates effectively with staff and Lead Teacher					
D. Demonstrates effective verbal and written communication skills					

Additional Comments/Examples:

Commendations:

Recommendations:

Employee Signature _____ Date _____

Evaluator Signature _____ Date _____

***Signature of Kids' Corner staff indicates receipt, not necessarily agreement. *The staff may respond to this report within two weeks of receipt.**

Appendix F - Assistant Teacher Observation Feedback & Evaluation Forms

Name: Room:

Location of Observation: Date:
Observer Name:

Describe the following:

1. Class/student composition:

2. Lesson/Activity observed:

3. Description of provided instruction, support, care:

Observation Notes/Comments	
Commendations	
Recommendations	

Observer Signature/Role_____ Date:_____

Kids' Corner staff Signature_____ Date:_____

***Signature of Kids' Corner staff indicates receipt, not necessarily agreement.**

***The Kids' Corner staff may respond to this report within two weeks of receipt.**

Medford Public Schools
Kids' Corner ASSISTANT TEACHER Evaluation Form

Name: _____ School Year:_____

Assignment:_____ Evaluator Name:_____

I. Student Support	Exemplary	Proficient	Needs Improvement	Unsatisfactory	Not Applicable
A. Actively engages with students, including getting on the floor or lowering themselves to a child's height					
B. Strives to maintain positive relationships with students.					
C. Ensures safety of students and maintains discipline in a fair and consistent manner in accordance with Kids' Corner Procedures.					
D. Encourages independence and self help skills					
E. Adapts to the varying needs of students.					
F. Communicates with students in effective and age-appropriate manner					
G. Shows respect for and does not use stereotypes or labels with children					
II. Professional Conduct and Development	**Exemplary**	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Applicable**
A. Maintains confidentiality concerning children					

B. Ensures attendance is punctual and reliable					
C. Ensures daily tasks as assigned by the Lead Teacher are completed					
C. Open to feedback					
D. Follows direction of the Lead Teacher					
E. Attends staff meetings and professional development sessions					
F. Embraces opportunities to improve/grow					
III. Staff Relationships	**Exemplary**	**Proficient**	**Needs Improvement**	**Unsatisfactory**	**Not Applicable**
A. Strives to create positive relationships with other staff members					
B. Communicates respectfully with staff					
C. Collaborates effectively with staff and Lead Teacher					
D. Demonstrates effective verbal and written communication skills					

Additional Comments/Examples:

Commendations:

Recommendations:

Employee Signature

6/17/25
Date

Evaluator Signature

Date

***Signature of Kids' Corner staff indicates receipt, not necessarily agreement.**

***The staff may respond to this report within two weeks of receipt.**