

Committee Meeting Agenda/Minutes

Committee: BOE School Personnel Committee			
Location: Rotella Magnet School Café 380 Pierpont Road	Date of Meeting: Thursday October 16, 2025	Start Time: 4:45 p.m.	Finish Time:

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

Commissioners Present:	Staff Present:
Click or tap here to enter text.	

AGENDA			MOTION
		Time Allotted	Motion by/seconded by Vote tally
1.	Job specification for the proposed new part-time grant funded position of After-School Program Aide (21 st Century & SDE Grants)		Click or tap here to enter text.
2.	Revised job specifications for the grant funded position of Office Manager-Special Education		Click or tap here to enter text.
3.	Adjournment		Click or tap here to enter text.

Additional notes/minutes:

Minutes prepared by:



Jeffrey Lapham

21st Century & SDE Grants Coordinator

(203) 573-5032

jeffrey.lapham@waterbury.k12.ct.us

RE: Executive Summary for Afterschool Program Aid
DATE: August 28, 2025
FROM: Jeffrey Lapham, 21st CCLC Grants Coordinator
TO: Superintendent Dr. Darren Schwartz & Commissioners of the Board of Education

Waterbury Public Schools has long received funding for State Department of Education (SDE) and 21st Century Community Learning Centers (CCLC) programs. These afterschool programs provide academic enrichment, homework help, and recreational opportunities during non-school hours for children, particularly students who attend high-poverty and low-performing schools.

To meet the needs of some students, a greater afterschool program support is necessary. This increased staffing could create fiscal pressures that could amount to shortened programs if budgets are spent too early. Thus, WPS would fail to meet the program duration targets agreed upon with the State. Such an outcome would adversely affect District status in future grant proposals, threatening a great loss for our community.

In order to balance the rising need for added on-site afterschool student support staff while meeting fiscal constraints, the Afterschool Coordination Team worked with WPS Human Resources to create the proposed position for an adult Afterschool Program Aid. The position would be an hourly paid position at the rate of \$17.50 to fit the grant. If approved, the position would be filled as needed, by daytime school staff, who know the students and can therefore assist them best. It is my hope to assist all Waterbury students to partake in the great learning and community opportunities provided by SDE and CCLC afterschool programs.

Thank you for your time and attention to this matter.

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

POSITION TYPE:

After-School Program Aide ((21st Century & SDE)

INCUMBENT NAME:

Grants

POSITION BRIEF DESCRIPTION:

Three (3) to four (4) days per week, 2 – 2.5 hours per day, approximately 105 days total. Program may include some family night events, Saturday field trips and an extended school year as well as attendance at one (1) staff meeting monthly.

BARGAINING UNIT CLASSIFICATION:

Non-Union

REPORTS TO:

Teacher, Site Administrator, Building Principal, or District Level Administrator

RATE OF COMPENSATION: \$17.50/hour.

FLSA DESIGNATION:

Non-Exempt; This is a part-time, non-union, grant-funded position with no benefits that exists as needed and as long as grant funds are available.

DIVISION/DEPARTMENT:

Teaching and Learning

LOCATION: Multiple Locations

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for assisting in maintaining a safe and supportive afterschool environment for all students.

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

1. High School Diploma or a general education development (GED) certificate.

General Experience

1. **Desired:** Experience in an urban school district and/or a multi-cultural environment.
2. **Desired:** One (1) year of experience working with young children in group activities.

Special Requirements:

1. Must be available to work in accordance with the established schedule.
2. Consistent attendance.

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

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

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and respect for the diverse backgrounds (cultural, linguistic, environmental) of students and how these characteristics affect the student's life and learning;
- Knowledge of basic principles and purposes of all afterschool activity;
- Knowledge of basic relevant laws, rules, regulations, and Board policies and District procedures;
- Oral and written communication skills;
- Interpersonal and social skills;
- Ability to train and instruct others;
- Ability to assist and reinforce elements that support a safe, healthy, and effective teaching and learning environment;
- Ability to assist in adapting instructional strategies and materials according to the needs of the student, under the direction of a teacher;
- Ability to be sensitive and respectful in communications regarding all children and families, regardless of differences in cultural heritage, lifestyle, values, and home environment;
- Ability to establish and maintain rapport with families and students, especially employment of a variety of strategies that reinforce positive behavior;
- Ability to prepare and organize materials to support teaching and learning, as directed by a licensed teacher;

PART III - POSITION SUPERVISES:

None

PART IV - ESSENTIAL FUNCTIONS

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

- Assists in afterschool classroom management and instructional support as planned or coordinated by the afterschool program teacher;
- Assists afterschool program teachers with routine duties based on student's needs, which may include one to one assistance;
- Assists afterschool program teachers and supports afterschool program students by providing homework support, transferring of students between activities, and/or other duties as assigned during afterschool program hours;
- Assures proper set-up of the facility and joins collaborative afterschool program efforts to provide for the overall well-being and safety of the afterschool program and its students ;
- Communicates effectively with staff members, students, parents, administrators and other contact persons using tact and good judgement;
- Keeps afterschool program or site supervisor informed program circumstances and/or events as needed;
- Models and maintains high ethical standards for the program and to the afterschool students;
- Performs other related duties as required.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

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

A physical examination may be required.

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

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

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

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

Prepared on: 08/26/2025

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

Office Manager

DEPARTMENT:

Special Education Office

FUNDING SOURCE:

Grants

BARGAINING UNIT CLASSIFICATION:

UPSEU 69, Local 424-Unit 69

REPORTS TO:

Works under the general supervision of the Director of Pupil Services

FLSA DESIGNATION:

Non-Exempt; 12 months; 35 hours per week; \$17.25 - \$23.00 per hour. Note: This is a full-time, Union, grant funded position with benefits that exists as long as grant funds are available.

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for performing a full range of office management, administrative and secretarial support functions for the Special Education Office.

Guidelines for Class Use: This position is responsible for providing administrative and secretarial assistance of a confidential and responsible nature requiring knowledge of the district-wide and department systems and procedures. Skills are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; using pertinent software applications; responding to inquiries from a variety of internal and external parties for the purpose of providing information, and preparing and maintaining accurate records.

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

- High School Diploma or GED.

General Experience

- Five (5) years of general clerical or secretarial experience.

Special Experience

- Two (2) years of the General Experience must have been as lead or supervisory experience.

Substitutions Allowed

- College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one-half (1/2) year of experience to a maximum of two (2) years.

- Preferred: Experience in an urban school district and/or a multicultural environment.

B. CREDENTIALS:

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

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

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of and ability to assist with budget preparation and budget revisions;
- Knowledge and experience of principles and practices of office management;
- Knowledge of department and/or unit policies and procedures;
- Knowledge of and ability to use computer system (including Microsoft Windows, Excel, PowerPoint, Internet, Adobe, outlook as examples);
- Considerable interpersonal skills;
- Excellent oral and written communication skills for interacting with staff, parents and community;
- Critical thinking, problem solving and organizational skills;
- Skill in performing arithmetical computations with speed and accuracy;
- Supervisory ability;
- Considerable ability to read, interpret and apply complex materials;
- Ability to maintain a variety of office records in an organized and systematic manner;
- Ability to maintain confidentiality; meet deadlines/schedules and work with detailed information/data despite frequent interruptions;
- Ability to meet deadlines/schedules and work with detailed information/data with frequent interruptions;
- Ability to operate office equipment which includes personal computers and other automated equipment;
- Ability to operate office suite software;
- Ability to prioritize work and make sound decisions in accordance with department policies and procedures;
- Ability to work in a team environment and with a diverse group in a variety of circumstances;
- Ability to work with individuals from diverse backgrounds.

PART III - POSITION SUPERVISES:

1. May lead other clerical staff as assigned.

PART IV - ESSENTIAL FUNCTIONS

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

- Answers telephones and screens incoming calls and provides information to callers requiring knowledge and sensitivity to the department's function;
- Assists with payables and receivables activity accounts, expenditures within the budget, input of purchase orders and payment vouchers;

- Audits monthly reports for accuracy and alignment to prepare documents for submission;
- Compiles data and prepares reports;
- Compiles information from a variety of sources and prepares charts and graphs as requested;
- Composes routine letters and memos;
- Coordinates workflow;
- Determines priorities, assigns and reviews work;
- Develops and maintains constructive and cooperative working relationships with supervisor, co-workers, and stakeholders;
- Develops and maintains filing systems, forms and office procedures;
- Develops specific goals and plans to prioritize, organize, and accomplish work;
- Develops work performance and procedural standards and guidelines;
- Explains department policy to staff and public;
- Handles telephone and written inquiries for information and assistance;
- Maintains inventory control;
- Maintains office records;
- Manages overall office organization and inventory;
- Manages records of expenditures for the budget, input of requisitions and payment vouchers;
- Manages the receiving of purchases and manages the storage and distribution of materials;
- Orders supplies for the department;
- Performs day-to-day administrative tasks such as maintaining information files and processing paperwork;
- Problem solves office staff concerns in the absence of the supervisor;
- Problem solves with business office and vendors as necessary;
- Provide referrals to families, in office or on the telephone;
- Provides information to supervisor, co-workers, and public by telephone, in person, or in writing;
- Provides staff training and assistance;
- Responds to inquiries from a variety of internal and external parties (e.g., District staff, parent questions, funded program leaders, etc.) for the purpose of providing information;
- Responsible for accurately inputting and maintaining logs, records, and files;
- Schedule, arrange and coordinate meetings and events (including space and equipment);
- Screens letters, memos, reports, and materials to determine action required. May make recommendations to supervisor. Compose routine letters and memos;
- Serves as liaison with other operating units, agencies, outside officials, etc;
- Takes notes and type minutes of meetings;
- Tracks requisitions to ensure timely process to obtain materials;
- Submit requisitions in Lawson for IDEA Grant (generate POs to pay vendors using grant funding);
- Receive goods/ services in Lawson when items arrive on property or an event has been held/ completed;
- Coordinate with the contract department in Corporation Council to ensure timelines are met;
- Complete ITB and RFP paperwork in coordination with The City of Waterbury Purchasing;
- Liaison between the Pupil Services Department and potential contract vendors to ensure timely submission of contractual paperwork.
- May assist with creation and organization of department RFP related documents as assigned
- Performs related duties as required.

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Prepared on: October 24, 2019

Updated on: March 5, 2021

Updated on March 22, 2021 (Academic Office)

Updated on May 14, 2021 (SPED)

Updated on September 23, 2025