

Committee Meeting Agenda/Minutes

Committee: BOE School Personnel Committee			
Location: Waterbury Arts Magnet School Media Center 16 South Elm Street Waterbury, CT	Date of Meeting: Thursday May 14, 2026	Start Time: 5:00 p.m.	Finish Time:

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

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

AGENDA			MOTION
		Time Allotted	Motion by/seconded by Vote tally
1.	Proposed new position of District-Wide Athletic Director.	6 minutes	Click or tap here to enter text.
2.	Proposed new position of Assistant Director of Personnel And Talent Management.	6 minutes	Click or tap here to enter text.
3.	Revised job specifications for the position of Grants Manager.	6 minutes	Click or tap here to enter text.
4.	Revised job specifications/name change for the position of Recruitment and Student Placement Coordinator.	6 minutes	Click or tap here to enter text.

Additional notes/minutes: Click or tap here to enter text.
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Minutes prepared by: Click or tap here to enter text.

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

District-Wide Athletic Director

DEPARTMENT: Academic Office**SALARY RANGE:** \$130,000 - \$165,000**UNION AFFILIATION:** Non-union**FLSA DESIGNATION:** Exempt**REPORTS TO:** Chief Academic Officer**PART I - SUMMARY OF CLASSIFICATION**

The District-Wide Athletic Director provides leadership, coordination, and oversight for all interscholastic athletic programs across the Waterbury Public Schools. The position is responsible for ensuring that athletic programs support the academic mission of the district while promoting student wellness, sportsmanship, leadership, and character development. The District-Wide Athletic Director ensures that all athletic programs operate in compliance with district policies, Connecticut Interscholastic Athletic Conference (CIAC) regulations, and applicable state and federal laws, including Title IX. The position works collaboratively with school administrators to maintain consistent program quality, equitable student access to athletic opportunities, and safe, well-managed athletic programs at both the high school and middle school levels.

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

- Master's Degree in Educational Leadership, Sports Administration, or a related field preferred.
- Minimum of five (5) years of successful experience in athletic administration or school leadership.
- Demonstrated knowledge of interscholastic athletics, eligibility standards, athletic program management, and compliance requirements.
- Strong leadership, organizational, communication, and problem-solving skills.
- Demonstrated ability to work effectively with diverse students, staff, families, and community partners.
- Experience working in an urban school district and/or multicultural environment preferred.

B. CREDENTIALS, LICENSURES, CERTIFICATIONS, AND OTHER

- Connecticut State Department of Education certification as an Intermediate Administrator/Supervisor (092) required.
- Additional Connecticut State Department of Education certifications as appropriate.
- Connecticut State Coaching Permit
- Current CPR/First Aid Certifications
- Certificate of Completion for the Module 15 or Module 51 from the Connecticut Coaching Education Program.
- Possession of a valid Connecticut Motor Vehicle Class D Operator's License may be required.

C. KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of CIAC regulations, league requirements, and district policies governing interscholastic athletics. Knowledge of Title IX compliance requirements related to athletic participation and program equity.
- Ability to plan, coordinate, and evaluate district-wide athletic programming. Ability to supervise and evaluate athletic directors, athletic staff, and coaches.
- Strong communication and collaboration skills when working with school administrators, school-based athletic directors, students, families, and community organizations.
- Ability to manage multiple programs, schedules, and operational priorities across multiple schools.
- Ability to analyze program needs, manage resources effectively, and ensure equitable program implementation

PART III - POSITION SUPERVISES:

Supervises assigned certified and non-certified staff, including but not limited to:

- Supervisor of Health and Physical Education
- Building-Based High School Athletic Directors or Athletic Coordinators
- Middle School Athletic Directors or Athletic Coordinators
- Coaches and Athletic Support Staff

PART IV - ESSENTIAL FUNCTIONS: The following identifies the primary functions of the position and is not intended to be an exhaustive listing of all duties.

District Athletic Program Leaderships

- Provide leadership and oversight for all district interscholastic athletic programs at the high schools, middle schools, and elementary schools, including unified sports programs.
- Develop, implement, and evaluate a comprehensive districtwide athletic program aligned with district goals and student development priorities.
- Establish consistent expectations, procedures, and standards for athletic programs across all schools.
- Coordinate districtwide athletic schedules, competitions, facility usage, and transportation in collaboration with school administrators and operations staff.
- Promote sportsmanship, academic achievement, and positive student conduct in all athletic programs.
- Provide leadership and oversight for the high school athletic directors and middle school athletic director to ensure alignment with district expectations and CIAC feeder program standards.
- Ensure athletic trainers provide appropriate medical support for student-athletes and are present at athletic events and activities as required

Compliance and Governance

- Ensure compliance with Connecticut Interscholastic Athletic Conference (CIAC) rules and regulations, league requirements, and district policies.
- Oversee district compliance with Title IX and other applicable state and federal regulations governing athletics.
- Maintain records, reports, and documentation related to student eligibility, participation, and athletic program operations.
- Ensure Athletic Directors are keeping up-to-date records of coaching credentials and state permits.

Personnel Leadership

- Work collaboratively with high school athletic directors to recruit, recommend for hire, supervise, and evaluate coaches and district athletic staff in accordance with district procedures.
- Provide training and professional development for coaches and athletic directors focused on student safety, positive coaching practices, and program expectations.
- Supervise school-based athletic directors in the day-to-day management of athletic programs.
- Supervise and evaluate the Supervisor of Health and Physical Education

Student-Athlete Support and Safety

- Ensure that all student-athletes meet eligibility requirements and maintain academic expectations.
- Oversee implementation of safety protocols, including concussion management, medical clearance requirements, and emergency procedures.
- Maintains respect at all times for confidential information.
- Promote equitable access to athletic participation for students across all schools and programs.
- Enforces sportsmanlike behavior at all times and imposes penalties for breach of such standards of students
- Collaborate with the Director of Safety and Security to ensure all playing and practice areas are safe with proper emergency protocols established.
- Ensure all Automated External Defibrillators (AEDs) are functioning properly and in accessible areas and are aware of their locations at each school.
- Ensure appropriate procedures are in place for the reporting, documentation, and communication of student-athlete injuries in coordination with athletic trainers, school nurses, coaches, and administration.
- Receive and monitor student-athlete injury reports to ensure appropriate follow-up, communication, and compliance with district procedures.

Budget and Resource Management

- Develop and manage the district athletics budget in collaboration with district leadership.
- Monitor expenditures, equipment purchases, and program needs to ensure responsible fiscal management and equitable allocation of resources.
- Coordinate with facilities and operations staff regarding athletic facility scheduling, maintenance, and improvements.

Family and Community Engagement

- Serve as the district liaison for athletics with students, families, community organizations, and athletic governing bodies.
- Promote district athletic programs and highlight student achievements across the community.
- Address concerns related to athletic programming in a timely and professional manner.

Other Duties

- Performs other duties as assigned by the Superintendent or designee

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		
Standing			X	Color Distinction		X		
Walking			X	Peripheral Vision		X		
Sitting		X		Driving			X	
Lifting		X		Physical Strength:				
Carrying		X		Little Physical Effort (~10 lbs.)		X		
Pushing		X		Light Work (~20 lbs.)		X		
Pulling		X		Medium Work (20-50 lbs.)		X		
Climbing		X		Heavy Work (50-100 lbs.)	X			
Balancing		X		Very Heavy Work (100+ lbs.)	X			
Stooping		X		Environmental Conditions				
Kneeling		X		Cold (50 degrees F or less)		X		
Crouching		X		Heat (90 degrees F or more)		X		
Crawling		X		Temperature Changes		X		
Reaching		X		Wetness		X		
Handling		X		Humidity		X		
Grasping		X		Extreme Noise or Vibration		X		
Twisting		X		Exposure to Chemicals	X			

Feeling			X	Exposure to Gases and Fumes	X			
Talking			X	Exposure to Unpleasant Odors	X			
Hearing			X	Exposure to bodily fluids	X			
Repetitive Motion			X	Exposure to dampness	X			

Hand/Eye/Foot Coordination			X	Confinement to a Small or Restricting Area	X			
Visual Acuity/Near			X	Mechanical Hazards	X			
Visual Acuity/Far			X	Physical danger or abuse		X		

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

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

Drafted on: April 20,2026

Approved by CSC:
Approved by BOE:
FLSA Status: Exempt
Union Affiliation: WMAA
Salary Range: \$120,000 to \$150,000

ASSISTANT DIRECTOR OF PERSONNEL AND TALENT MANAGEMENT

GENERAL STATEMENT OF DUTIES:

Under the direction of the Director of Personnel and Talent Management, and in coordination with the Superintendent of Schools, this position assists in the administration of personnel and labor relations functions for the Department of Education. The Assistant Director supports the strategic initiatives and day-to-day operations of the Human Capital and Payroll Division, including recruitment, staffing, employee relations, labor relations support, and compliance with federal and state employment requirements. The position provides guidance to administrators and staff on personnel matters and performs related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The Assistant Director of Personnel and Talent Management assists in overseeing the Education Department's human resources and personnel functions and supports labor relations activities involving collective bargaining units representing certified personnel. The position helps develop and implement personnel policies, provides guidance to administrators on employment matters, and supports the administration of collective bargaining agreements. The incumbent works collaboratively with district leadership to ensure personnel practices are consistent, compliant with applicable laws and regulations, and aligned with the district's strategic goals related to workforce effectiveness and organizational development.

EXAMPLES OF DUTIES (Illustrative Only):

- Assists in overseeing the daily operations of the Human Capital Office, including the supervision and coordination of office staff responsible for personnel transactions, employment records, certification tracking, district staff evaluation processes, and onboarding documentation.
- Supports the Director of Personnel and Talent Management in the administration and interpretation of collective bargaining agreements and labor relations matters.
- Supports the Director of Personnel and Talent Management in labor relations activities, including preparation for collective bargaining negotiations, research of comparable settlements, contract interpretation, and grievance administration.
- Participates in investigations of employee complaints and personnel matters and assists in developing recommendations for resolution.
- Provides guidance to department administrators and supervisors on personnel policies, procedures, and employee relations matters.
- Assists in the development and implementation of human resources policies and procedures and recommends improvements to the Director.
- Supports strategic initiatives related to recruitment, hiring, induction, deployment, and retention of staff across the district.
- Coordinates and supports employee recruitment, screening, selection, and onboarding processes.
- Assists with contract administration, including grievance processing, investigations, and preparation for arbitration or other hearings as required.
- Participates in labor relations activities, including research, preparation of background materials, and support during collective bargaining negotiations.
- Assists in preparing materials related to labor negotiations, including research of comparable jurisdictions, review of settlements or arbitration awards, and analysis of labor trends.
- Supports the administration of unemployment compensation claims and ensures compliance with applicable federal and state employment regulations.
- Assists with maintaining and monitoring Human Capital metrics to support data-informed decision-making related to workforce planning and staffing.

- Supports staff training and professional development initiatives related to personnel practices and compliance requirements.
- Collaborates with the City's Human Resources Department and HRIS staff to ensure accurate personnel records, reporting, and compliance with federal and state reporting requirements.
- Assists in coordinating personnel matters with City officials, legal counsel, and external agencies as required.
- Maintains awareness of current human resources practices, labor relations developments, and relevant employment law.
- May attend meetings of the Board of Education or other City boards and commissions as requested.
- Works closely with Talent Supervisors to coordinate the processing of new hires, including certification verification, background clearances, onboarding procedures, and ensuring compliance with district, state, and contractual hiring requirements.
- In the absence of the Director of Personnel and Talent Management, the Assistant Director serves as Acting Director and assumes responsibility for the oversight and administration of personnel operations.
- Performs related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

- Considerable knowledge of the principles and practices of human resources administration, employee relations, and labor relations.
- Working knowledge of applicable federal, state, and local laws and regulations related to labor and employment matters, including the Connecticut Municipal Employee Relations Act and the Teacher Negotiation Act.
- Strong organizational, administrative, and analytical skills related to personnel management.
- Effective oral and written communication skills, including the ability to present information clearly and facilitate the resolution of personnel matters.
- Ability to conduct research, analyze information, and develop recommendations.
- Proficiency in the use of personal computers, Microsoft Office applications, Google applications, and human resources information systems.
- Ability to establish and maintain effective working relationships with administrators, staff, union representatives, government officials, and members of the public.
- Ability to support contract administration and assist with collective bargaining preparation and related labor relations activities.
- Ability to manage multiple priorities and meet deadlines in a complex organizational environment.
- Required to obtain the Professional Human Resources Certificate within one (1) year of employment.

REQUIRED EXPERIENCE AND TRAINING:

Eight (8) years of progressively responsible experience in personnel administration, human resources, labor relations, education administration, or public administration, including experience in recruitment, employee relations, and personnel management. Supervisory experience is preferred.

Bachelor's degree in Human Resources, Labor Relations, Industrial Relations, Personnel Administration, Business Administration, Public Administration, Education Administration, or a closely related field required. A Master's degree is preferred.



To: Personnel Committee of the Board of Education
Re: Executive Summary for the Proposed Changes to Position of Grants Manager
Date: May 14, 2026
From: Geen Thazhampallath Human Capital Director
CC: Superintendent of Schools Dr. Darren Schwartz, Deputy Superintendent Juan Mendoza, CAO Janet Frenis

Thank you for the opportunity to provide this background information in support of the Board of Education's request to significantly revise the current **Grants Manager** position. The administration brings forward significant changes to the description in an effort to update the verbiage of the position. This update is necessary as the last known update may have been nearly 25 years ago and the formal job description was not readily obtainable. Please be advised the position is currently vacant due to the retirement of the incumbent.

Revisions to the JD were a collaborative effort spearheaded through the School Business Office, the Chief Academic Office, the Superintendent's Office and Human Capital. Revisions to the position include but are not limited to the following:

1. Update of essential functions of the position to match current day expectations for grants work-flow, approvals, monitoring, oversight and intra-department communication intended to maximize all levels of fiscal and legal compliance.
2. Update of reporting structure with inclusion of multi-tier oversight with dotted line reporting to the Chief Academic Officer and Superintendent of Schools.
3. Update to position requirements and education requirements including but not limited to:
 - Bachelor's Degree in Business Administration, Accounting, Public Administration, or a related field. An MBA is preferred.
 - A minimum of 5 years of experience in governmental accounting, school finance, or high-level grants management.
 - Advanced proficiency in Microsoft Excel, financial management software, and state reporting portals (eGMS).
 - Comprehensive understanding of Connecticut General Statutes and federal regulations governing education funding.
4. Update to union alignment to best serve the district

We kindly and respectfully request approval of the Committee and Board.

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

Education Grants Manager

BARGAINING UNIT CLASSIFICATION:

Management Union-(Tentative)

DEPARTMENT:

Office of Academic Affairs

REPORTS TO:

Chief Academic Officer and Superintendent of Schools

LOCATION:

Waterbury Public Schools Central Office

FUNDING SOURCE:

Grants Funded position; Salary range \$100,000 to \$135,000

FLSA DESIGNATION:

Exempt-Full Time, 12 Month Position

PART I - SUMMARY OF CLASSIFICATION

The Education Grants Administrator is responsible for the comprehensive management, supervision, and fiscal oversight of all state and federal education entitlement grants awarded to Waterbury Public Schools. This senior-level role ensures district-wide compliance with statutory requirements, manages multimillion-dollar budgets, and coordinates with state and federal agencies to maximize funding for student achievement.

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

- Education: Bachelor's Degree in Business Administration, Accounting, Public Administration, or a related field. An MBA is preferred.

General Experience:

- A minimum of 5 years of experience in governmental accounting, school finance, or high-level grants management.
- Advanced proficiency in Microsoft Excel, financial management software, and state reporting portals (eGMS).
- Comprehensive understanding of Connecticut General Statutes and federal regulations governing education funding

B. CREDENTIALS:**C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Incumbents in this class may be required to possess a current CT Motor Vehicle Class D Operator License.
- Incumbents should be prepared to provide documentation of the applicable educational requirements including but not limited to transcripts and/or degree verifications.

D. CONTINUING EDUCATION REQUIREMENTS:

- Incumbents should be prepared to obtain and/or maintain all necessary continuing education necessary for the effective and efficient application and processing and tracking of district grants and to meet essential functions of the position.

E. KNOWLEDGE, SKILLS AND ABILITIES:

- Advanced proficiency in Microsoft Excel, financial management software, and state reporting portals (eGMS).
- Comprehensive understanding of Connecticut General Statutes and federal regulations governing education funding
- Knowledge of various computer applications including Excel;
- Should possess excellent communication and interpersonal skills;
- Must be proficient in the maintenance of vital grants records and grants request and application processing;
- Must have the ability to work effectively with leadership, staff, departments and other agencies as necessary.
- Must be willing to work within an active office setting with multiple demands of time and priority

PART III - POSITION SUPERVISES:

- Supervises day to day function of grants office staff

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.

Grant Management & Compliance:

- Administer and monitor the full lifecycle of all entitlement grants, including Title I, II, III, and IV, and Priority School District. Collaborate across departments on grants such as Alliance, IDEA, Carl D. Perkins, and others to ensure strategic budgeting towards organizational goals.
- Work collaboratively with the non-public schools as dictated by grant requirements.

Fiscal Oversight:

- Prepare and file all financial reports, budget amendments, and expenditure statements through the Connecticut State Department of Education (CSDE) Electronic Grants Management System (eGMS).

Strategic Budgeting:

- Under the supervision of the Chief Academic Officer, this position will collaborate with the Chief Financial Officer and Superintendent to align grant expenditures with the district's strategic plan and ensure all funds are used within their allowable periods. This position will collaborate with educational leaders across the district to achieve goals and objectives.

Audit Readiness:

- Act as the primary liaison for internal and external auditors; establish robust internal controls.

Staff Supervision:

- Lead and evaluate clerical and professional staff assigned to grant-funded activities, providing training on fiscal compliance and reporting standards.

Interagency Coordination:

- Represent Waterbury Public Schools in meetings with the Connecticut State Department of Education and other state/federal agencies regarding entitlement formula changes or new regulatory requirements.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical Requirements:

- Must have adequate physical strength and stamina to perform duties in an office environment; a physical examination may be required.

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

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

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

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Proposed Updated: May 14, 2026



To: Personnel Committee of the Board of Education
Re: Executive Summary for the Proposed Changes to Position Known as Student Placement Coordinator
Date: May 14, 2026
From: Geen Thazhampallath Human Capital Director
CC: Superintendent of Schools Dr. Darren Schwartz, CAO Janet Frenis, Office of Early Childhood Maureen Bergin

Thank you for the opportunity to provide this background information in support of the Board of Education's request to significantly revise the current **Student Placement Coordinator** position. The administration brings forward significant changes to the description in an effort to not only update verbiage but also to enhance recruitment potential. Please be advised the district has made months-long to near yearly attempts to fill the position and retain incumbents if an individual was found.

Revisions to the JD were a collaborative effort spearheaded through Maureen Bergin who is most intimate with the position and its services to the district. Revisions to the position include but are not limited to the following:

1. Change in name from Student Placement Coordinator to Pre-K Intake Assistant
2. Reports directly to the Director/Supervisor of the Office of Early Childhood
3. Clarifies the role and simplifies it to registrations and service to those in the community with registration questions
4. Changes the years of experience from 5 to 3 to 5 in public or customer service or other office settings. There was considerable concern the current position did not align to practical reality of functions and title.
5. Reworded the positions essential functions to illustrate basic marketing, customer service, office support and scheduling

Although the revisions are comprehensive no change in cost or hourly rate is projected as the position is grant funded and remains non-union.

We kindly and respectfully request approval of the Committee and Board.

Waterbury Public Schools

JOB CLASSIFICATION DESCRIPTION

JOB CLASSIFICATION TITLE:

~~Recruitment and Student Placement Coordinator~~
Pre-K Intake Assistant

BARGAINING UNIT CLASSIFICATION:

Non-Union

DEPARTMENT:

Educational Grants Early Childhood

FUNDING SOURCE:

Grants

REPORTS TO:

~~Initially works under the close supervision of an employee of higher grade; works more independently with acquired experience. Reports to~~
Supervisor/Director of Office of Early Childhood

FLSA DESIGNATION:

Non-Exempt

Full-Time, 35hrs/wk. 12 Month \$17.58/hour. Note: This is a Grant-funded, Non-union position with benefits that exist as long as funds are available.

PART I - SUMMARY OF CLASSIFICATION

This class is accountable for the in-take of all Waterbury Public School Pre-K **registrations and assisting with processing of registrations as needed.** ~~including Maloney and Rotella Magnet schools.~~

PART II - MINIMUM KNOWLEDGE, SKILLS AND ABILITIES

A. EDUCATION AND EXPERIENCE:

Education:

1. High School diploma required.

General Experience:

1. At least ~~5~~ **3 to 5** years of experience working with the public **and/or customer service** setting. **Other experiences in office or service settings will be considered and/or equivalent combination of experience and education.**
2. **Spanish Speaking** preferred.

B. CREDENTIALS:

C. LICENSURES, CERTIFICATIONS AND OTHER REQUIREMENTS:

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

D. CONTINUING EDUCATION REQUIREMENTS:

E. KNOWLEDGE, SKILLS AND ABILITIES:

1. Must be familiar with testing methods and recruitment procedures;
2. Knowledge of various computer applications including Excel;
3. Should possess excellent communication and interpersonal skills;
4. Must be proficient in the maintenance of vital clerical records;
5. Must have the ability to work effectively with staff, parents and the community.
6. **Must be willing to work within an active office setting**

PART III - POSITION SUPERVISES:

N/A

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.

- Markets and promotes preschool programs to the community
- Creates and distributes flyers to the community in English and Spanish to WPS and community sites
- Notifies school personnel and appropriate departments of new students entering the pre-k program
- Records student data for City of Waterbury accountability systems prior to registration
- Records data input for the state accountability system of students enrolled in our state funded classrooms
- Verifies attendance for state funded programs
- Maintains the billing, processing and collection of fees for state funded programs
- Responds to phone calls, questions regarding registration process in English and Spanish
- Monitors and responds to new applications in the enrollment portal for new registrations
- Assisting in-person families with the online registration.
- Oversee the process for withdrawals, transfers and entry of new students, including all applicable areas of the city accountability systems.
- Assists with scheduling for appointments for Early Entry to Kindergarten assessments
- Collaborates with the Birth –Three Transition Coordinator register students from Birth to Three agencies
- Collaborates with the Special Education team to register incoming students with IEPs
- Schedules transportation for students with transportation company
- Responsible for Pre-K registration City-wide, ~~including both Maloney and Rotella Magnet School applications;~~
- Collaborates with outside agencies for registration;
- Assigns students to classrooms;
- Prepares class lists for the teachers and office files;
- ~~Collects data on students for school computer system; (re-worded up top in red)~~
- ~~Responsible for notices and advertising distribution for registration; (re-worded up top)~~
- ~~Assists the transportation coordinator in setting up bus routes;~~
- Responsible for all student transfers and forwarding student records to appropriate departments;
- ~~Provides testing of new students for screening and placement;~~
- Performs other related duties as required by the Supervisor of Early Childhood Education Program.

PART V - WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Physical 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.

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Balancing		X			Very Heavy Work (100+ lbs.)	X			
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Crouching		X			Heat (90 degrees F or more)	X			
Crawling	X				Temperature Changes		X		
Reaching		X			Wetness	X			
Handling		X			Humidity		X		
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Twisting		X			Exposure to Chemicals	X			
Feeling			X		Exposure to Gases and Fumes	X			
Talking			X		Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to bodily fluids	X			
Repetitive Motion			X		Exposure to dampness	X			
Hand/Eye/Foot Coordination			X		Confinement to a Small or Restricting Area	X			
Visual Acuity/Near			X		Mechanical Hazards	X			
Visual Acuity/Far			X		Physical danger or abuse		X		

THE ABOVE STATEMENTS ARE INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK BEING PERFORMED BY THE EMPLOYEE ASSIGNED TO THIS POSITION. THEY ARE NOT TO BE CONSTRUED AS AN EXHAUSTIVE LIST OF ALL JOB RESPONSIBILITIES AND DUTIES PERFORMED BY PERSONNEL SO CLASSIFIED.

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

Updated on: September 16, 2020

Updated on September 14, 2022