

**Position: College & Career Paraeducator****Job Summary:**

The College & Career Paraeducator supports students in navigating postsecondary options including college, technical schools, military, and career pathways. The paraeducator assists the school counseling department in coordinating and delivering college and career readiness activities, maintaining student records related to postsecondary planning, and providing students and families with guidance and access to resources.

**Essential Duties and Responsibilities:**

- Assist students with completing college, job, apprenticeship, and financial aid applications (e.g., FAFSA).
- Support the planning, promotion, and implementation of college and career readiness events such as college visits, career fairs, FAFSA nights, and workshops.
- Support the planning, coordination, and execution of student job shadow placements during Junior year by collaborating with local businesses, aligning opportunities with student career interests
- Maintain and update college and career center materials and bulletin boards.
- Monitor student progress in college and career readiness platforms (ex Naviance, Common App, etc)
- Assist with scheduling and coordinating visits from college reps, career speakers, and recruiters.
- Provide one-on-one and small group support for students exploring career interests and planning next steps.
- Maintain records of student activities, applications, scholarships, and other documentation related to postsecondary planning.
- Collaborate with school counselors, administrators, and community partners to expand access to college and career opportunities.
- Assist with resume writing, job interview preparation, and soft skill development.
- Support seniors in staying on track to meet graduation and postsecondary planning milestones.
- Perform other related duties as assigned by the school counselor or administrator.

**Proposal: Create a robust, blended Alt Ed/Credit Recovery/Afterschool Tutoring program to ensure all students remain on track to graduation.**

<b>Hours</b>	2:30 PM	5:30 PM
<b>Staffing</b>	2 Teachers Daily; 1 Admin Asst	
<b>Alt Ed</b>	Remote Instruction (delivered by 1 teacher)	
<b>Credit Recovery/Academic Tutoring</b>	In Person (delivered by 1 teacher, 1 Asst)	

	<u>HRS</u>	<u>DAYS</u>	<u>TTL HRS</u>	<u>RATE</u>	<u>TOTAL</u>
Teacher A	3	60	180	37	6660
Teacher B	3	60	180	37	6660
Teacher C	3	60	180	37	6660
Teacher D	3	60	180	37	6660
Teacher E	3	60	180	37	6660
Teacher F	3	60	180	37	6660
Admin Asst	1.5	92	138	25	3450
Admin Asst	1.5	92	138	25	3450
					46860

180 days x 2 teachers = 360 days/6 teachers = 60 days p/teacher

Current Budget for Position	68000
Plus sick, PTO, etc	-
Benefits (city) In Kind	30000

Budgeted vs. Proposed Change    \$    21,140.00    plus a reduction to the athletic budget for athlete supervision after school; plus reduction of benefits

**Benefits**

- Increased programming to include alternative education, after school credit recovery, and tutoring/supervision for athletes
- After school format/structure/supervision w/DHS staff can be expanded to include work with external partners/volunteers (EX: high dosage tutoring w/Pastor Watts)
- Increased support for Alt Ed students (work w/several teachers remotely vs. only 1 in the current model): More connections & relationships built. Access to teachers with different content certifications
- Increased support and supervision for student-athletes after school. Ensure student-athletes remain academically eligible
- Opportunity for students to recover credits and remain on track for graduation (directly linked to school/district Accountability Index)
- Direct salary cost savings of \$21,1140 plus benefits, including sick, PTO, health, etc (plus savings from athletics budget for staff to supervise during winter basketball season)
- Opportunity for additional earning potential for a minimum of 8 teachers/staff (can divide work schedule amongst more/less staff depending on interest)

## **POSITION: Literacy Instructional Coach at Derby High School (Grant Funded Position)**

The instructional coach works under the direction of the Principal to assist and support the implementation of high quality instructional practices in Grades 9-12. The coach is responsible for guiding teachers in planning, developing, and using appropriate instructional procedures and materials as well as assisting with academic reviews, and professional development. Duties include direct instruction to students when appropriate. Coach will facilitate classroom inter-visitations; peer-coaching model; learning walks; book talks, and plan, implement and provide professional development that is aligned with school improvement goals and curriculum implementation. Instructional coach will also support the use of high-quality instructional protocols to promote student engagement and peer-to-peer discourse while promoting meaningful reading and writing instruction across content areas.

### **QUALIFICATIONS:**

- Connecticut Educator Certificate
- Certified Teacher with Master's degree
- Strong interpersonal and communication skills
- Experience working with adult learners
- Demonstrated high level of proficiency in teaching, innovation, and creativity
- Possesses a thorough knowledge of instructional strategies, engagement protocols, curriculum, and classroom management
- Ability to work within time constraints and manage multiple priorities
- Experience analyzing data, the data team process, and protocols for looking at student work
- Experience with SAT/PSAT test administration and data analysis
- Outstanding organizational skills
- Experience planning and leading professional development
- Demonstrated ability with technology integration and use
- Previous experience with school and district leadership roles
- Experience with the TEAM mentor-training program preferred
- Experience with the College Board Advanced Placement (AP) Classroom, AP Dashboard preferred
- Experience with NEASC Standards for Accreditation and the Foundational Elements
- #092 certification or enrollment in a planned program preferred