



**CONSOLIDATED
SCHOOL DISTRICT
— OF —
NEW BRITAIN**

**NEW BRITAIN BOARD OF EDUCATION
PERSONNEL COMMITTEE MEETING**

MAY 28, 2024 – 6:00 PM | NEW BRITAIN EDUCATIONAL ADMINISTRATION CENTER



NOTICE OF MEETING

TO: New Britain Board of Education Members
Mayor Erin Stewart
Mr. Mark H. Bernacki, Town and City Clerk
New Britain Common Council Members

DATE: May 24, 2024

RE: New Britain Board of Education Committee Meetings

The following Board of Education committee meetings will be held:

- **The New Britain Board of Education Personnel Committee** will hold a regular meeting on Tuesday, May 28, 2024 at 6:00 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.
- **The New Britain Board of Education Finance, Facilities, and Transportation Committee** will hold a regular meeting on Tuesday, May 28, 2024 at 6:15 PM at the New Britain Educational Administration Center, located at 272 Main Street in New Britain, Connecticut.

Members of the public may attend meetings in person or view a live broadcast of the proceedings online via the livestream link:

<https://www.csdnb.org/board/>

The agendas and board packets in their entirety can be found on the Board of Education website:

<https://www.csdnb.org/board/BOE-2024-Meetings-Documents-Calendar.php>





CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Personnel Committee Regular Meeting

May 28, 2024 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:
<https://www.csdnb.org/board/>

1. Call to Order and Opening

- A. Meeting Called to Order

2. Presentation

- A. Educator and Leader Evaluation and Support Plan
Presented by Dr. Nicole Sanders | Page 4

3. New Business

- A. Review and approve minutes from Personnel Committee meeting on April 29, 2024
Submitted by Ms. Aja Edwards | Page 20
- B. Review Exit Survey Data
Submitted by Dr. Nicole Sanders | Page 22
- C. Review new position & stipend request – Latinos in Action Club
Submitted by Mr. Damon Pearce | Page 25
- D. Review revised job description – Nursing Supervisor
Submitted by Ms. Donna Clark | Page 27

4. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment

Consolidated School District of New Britain

Educator and Administrator Evaluation Updates

Personnel Committee Meeting
May 25, 2024

Dr. Anthony Gasper
Superintendent

Dr. Nicole Sanders
Director of Talent and Equity

Edgar Garcia
PDEC Chairperson and NHBS Associate Principal

Basia Maselek
PDEC Chairperson, Local 871 VP, and NBHS Teacher

PDEC Members

Pursuant to [Connecticut General Statute 10-220a](#) and [Public Act 23-159 Section 11\(b\)\(3\)](#), each local and regional board of education must establish a professional development and evaluation committee to include at least one teacher and one administrator, selected by the exclusive bargaining representative for certified employees, at least one paraeducator selected by their exclusive bargaining representative, and other personnel as the local board deems appropriate.

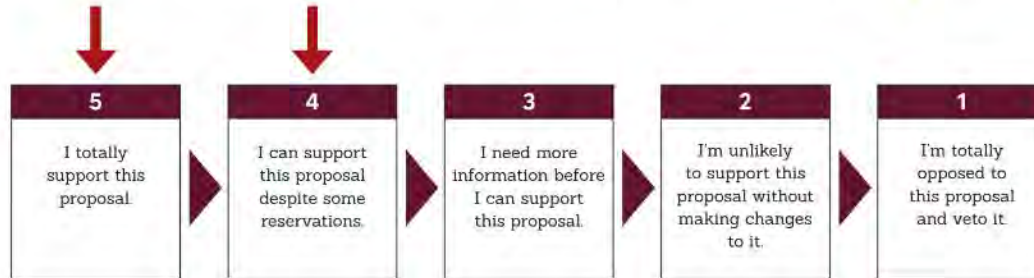
Central Office	Administrators	Staff
<p>Mrs. Ivelisse Velazquez, <i>Deputy Superintendent</i> Dr. Nicole Sanders, <i>Director of Talent and Equity</i> Kristie Bourdoulous, <i>PreK-6 AAO</i> Tyrone Richardson, <i>6-12 AAO</i></p>	<p>Edgar Garcia, <i>PDEC Co-Chairperson</i> Rolanda Booker, <i>Elementary Principal</i> Manny Zaldivar, <i>Elementary Principal</i> Damon Pearce, <i>High School Principal</i></p>	<p>Barbara Maselek, <i>PDEC Co-Chair</i> Alison Rawlinson, <i>Elementary Teacher</i> Leah Clark, <i>Special Education Teacher</i> Paula Morrissey, <i>Elementary Teacher</i> Glenda Navedo, <i>Social Worker</i> Daniel Sorge, <i>High School Teacher</i> Melissa Flaherty, <i>Instructional Coach</i> Derek Roberts, <i>PE/Health Teacher</i> Jessica Melluzzo, <i>Instructional Coach</i> Kristin Phillips, <i>Special Education Teacher</i> Ivette Garcia-Linares, <i>Bilingual Teacher</i> Karen Leary, <i>Physical Therapist</i> Lucy Snow, <i>Paraeducator</i> Susan Humanick, <i>Local 871 President</i></p>

Consensus Protocol

Mutual Agreement/Consensus Protocol: Gradients of Agreement

Consensus Guiding Principles

- My voice has been heard.
- I understand the proposal.
- I can support this proposal and agree not to sabotage it even if I don't love it.
- All members of the PDEC must be either a 5 or a 4 for a proposal to become part of the plan.



(C.G.S) Section 10-15 d: The new guidelines for educator evaluation were mutually agreed to by all major education stakeholders in Connecticut: teachers and their unions, administrators and their unions, the superintendents' association, and the Connecticut Association of Boards of Education.

CSDNB Vision for Evaluation and Support

All CSDNB educators and leaders have the opportunity for *continuous learning* and *feedback*, to *develop and grow, both individually and collectively*, through the educator evaluation and support system so that all CSDNB's students experience growth and success.

2023 CT Guidelines for Evaluation and Support

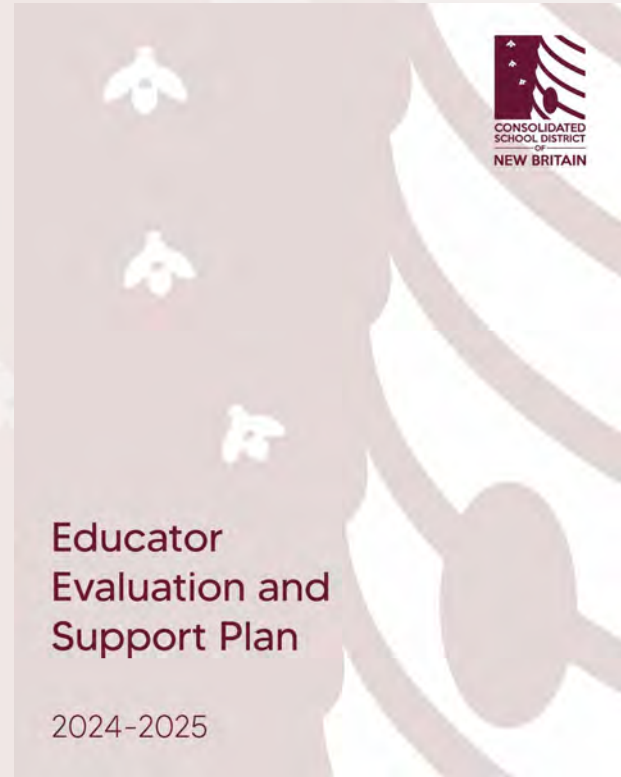
Guiding Principles:

- Allow for differentiation of roles *(for example for leaders: assistant superintendents, director of pupil services, various leaders in central office, principal, assistant principal; or for educators: teachers, counselors, instructional coaches, student support staff).*
- Simplify and reduce the burden *(eliminate technical challenges, paperwork, steps).*
- Focus on things that matter *(identify high leverage goal focus areas).*
- Connect to best practices aimed at the development of the whole child *(including, but not limited to, academic, social, emotional, and physical development).*
- Focus on educator growth and agency *(meaningfully engage professionals by focusing on growth and practice in partnership with others aligned to a strategic focus).*
- Meaningful connections to professional learning *(provide multiple pathways for participants to improve their own practice in a way that is meaningful and impactful).*
- Specific, timely, accurate, actionable, and reciprocal feedback.

Reimagining Educator and Leader Evaluation and Support

- Standards and Criteria
- Goal Setting Process
- Professional Practice and Educator Growth
- Evaluator/Observer/Stakeholder Feedback and Engagement
- Process Elements
- Dispute Resolution

Draft Plans



Single Point Competency - Primary Design Shift

A Single Point Competency is a description of a standards of behavior or performance, that is framed only as a single set of desired outcomes rather than laid out across a rating or scale of performance like a more traditional rubric.

Indicator	1- Below Standard	2- Developing	3- Proficient	4 - Exemplary
Learning Targets & Success Criteria			Posted learning targets and success criteria are clear in identifying what students are to learn, demonstrate, and produce and are in student accessible language.	Teacher explicitly refers to posted lesson learning targets and success criteria that are clear in identifying what students are to learn, demonstrate, and produce and are in student accessible language.
Intentional Questioning			Most of the teacher's questions are of high quality and rigorous. Adequate time is provided for multiple students to respond.	Teacher poses varied DOK-level questions, appropriate to the task. Teacher poses questions that prompt multiple students to explain their thinking about the content of the lesson.
Data-Informed Strategies			Teacher employs strategies to tier or scaffold instruction at various points in the lesson. The teacher utilizes varied instructional groupings and interacts with the majority of the different groups.	Seamless differentiation throughout the observed period. The teacher utilizes a variety of instructional practices, interacts with all of the groupings, and circulates to monitor student learning.
Purposeful Discourse Opportunities			Teacher creates conditions for student discourse where students are encouraged to talk about each other's thinking.	Student discourse is frequent and students assume considerable responsibility and build upon each others' thinking and responses.
Appropriate Cognitive Workload			Students complete an appropriate amount of the cognitive work during the observed period; most of the students complete the cognitive work.	All/Almost all of students complete an appropriate amount of the cognitive work during the observed period.

Educator Cohorts

Cohort 1: Educators with an Initial Educator Certificate

Teachers with an initial educator certificate and teachers who are new to the district (remain in cohort for two years) are required to set one professional growth goal each year, and, if required to complete TEAM, are encouraged to align their goal with one of the TEAM modules. Teachers may also set collaborative goals if this is mutually agreed to.

Cohort 2: Educators with Provisional/Professional Certificates

Experienced teachers with provisional or professional certification are permitted to set one professional growth goal that spans from 1 to 3 years in duration. This goal may be collaborative and may be adjusted as needed each year.

Cohort 1: Teachers with an Initial Certification	Cohort 2: Teachers with Provisional/Professional Certification
Formal Observations: A minimum of two announced formal observations (minimum 30 minutes in length) with pre and post conference meetings <ul style="list-style-type: none">• Formal 1 by October 30• Formal 2 by March 15	Formal Observation: A minimum of one announced formal observation (minimum 30 minutes in length) with pre and post conference meetings every other year <ul style="list-style-type: none">• Formal 1 by Mid-Year
Informal Observations: A minimum of one unannounced informal observation or review of practice. Post meeting as deemed necessary. <ul style="list-style-type: none">• Informal by April 30th	Informal Observations: A minimum of two unannounced informal observations (minimum of 15-20 minutes in length), one of which may be substituted with a review of practice every other year. <ul style="list-style-type: none">• Informal 1 by November 15• Informal 2 Prior to Mid-Year

Leader Cohorts

Cohort 1: LEADERS

New leaders during their first three years of service in leadership capacity are permitted to select a one-year, professional growth goal. Leaders may also set collaborative goals if this is mutually agreed to.

Cohort 2: LEADERS

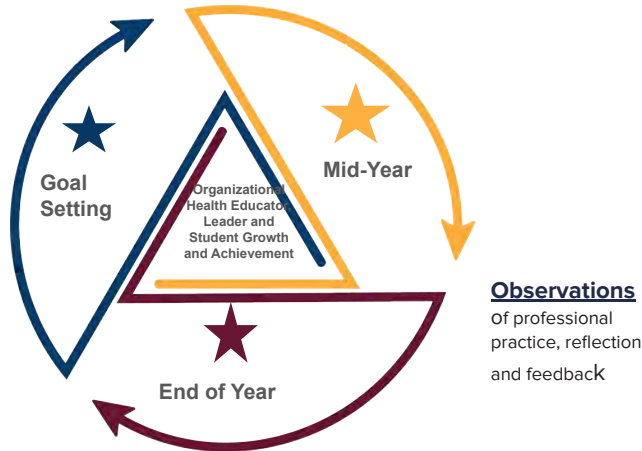
Experienced leaders have successfully completed Cohort 1 requirements and are permitted to set one professional growth goal that spans from 1 to 3 years in duration. This goal may be collaborative and may be adjusted as needed each year.

Cohort 1 Leaders	Cohort 2 Leaders
Observations A minimum of three observations of professional practice and/or site visit <ul style="list-style-type: none">• At least one by Mid-Year	Observations A minimum of two observations of professional practice and/or site visit <ul style="list-style-type: none">• At least one by Mid-Year
<ul style="list-style-type: none">• Written or verbal feedback within five (5) days• Additional observations of professional practice and/or site visits as mutually agreed upon or deemed necessary	

Continuous Learning Process

Observations

of professional practice, reflection and feedback



Goal Setting

Completed in November

Beginning of the Year Goal(s) and Planning

- Self reflect
- Review evidence

Goal(s), Rationale, Alignment, and Professional Learning Plan

- Draft goal(s), rationale, alignment, professional learning plan

Goal Setting Conference

- Mutually agree on 1-, 2-, or 3-year goal(s)
- Determine individual or group goal(s)
- Mutually agree on professional learning needs and support

Mid-year Check-in

Completed in March

Mid-Year Check-in: Reflection, Adjustments, and Next Steps

- Self- Reflect: Review and discuss currently collected evidence towards goal(s) and of practice
- Review professional learning, evidence, and impact on organizational health, educator and student learning, growth, and achievement

Mid-Year Conference

- Discuss evidence, reflection, and feedback from evaluator
- Adjust and revise as needed

End-of-Year Reflection

Completed in June

End-of-Year Reflection and Feedback Process

- Self-reflection: Review and discuss professional learning, evidence of organizational health, educator and student learning, growth and achievement

End-of-Year Conference/ Summative Feedback and Growth Criteria

- Evaluator provides written summative feedback and guides next steps
- Annual Summary sign-off

Quality Feedback is....

“Feedback is defined as a dynamic, dialogic process that uses evidence to engage a learner, internally or with a learning partner, in constructing knowledge about practice and self. Its primary purpose is learning that guides change” (Killion, 2019).

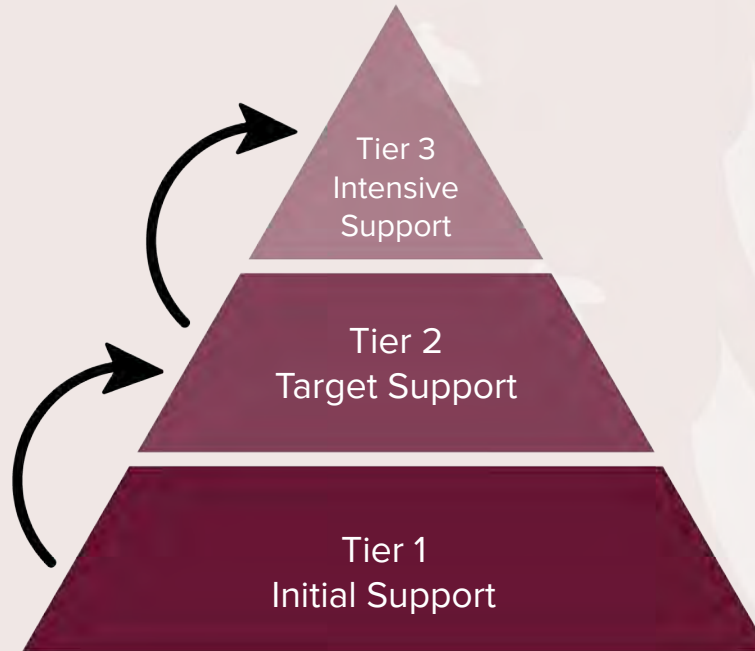
- Based on multiple and varied quantitative and qualitative indicators of evidence, standards, and goal(s)
- Personalized
- Learning-focused or growth-oriented
- Provides questions for reflection to refine or revise strategies
- Expands understanding of one’s experiences and their implications for future experiences
- Provides reflective opportunities to rework, refine, and reorder knowledge, attitudes, skills, and/or practices
- Is timely, frequent, and reciprocal

Growth Criteria

Successful completion of the learning process is determined through multiple forms of evidence and reflection that is demonstrated by:

- Reflection supported with evidence of the impact of the new learning on their practice/goal
- The impact the new learning and practice had on adult practice, growth, and student outcomes.
- Identification of next steps

Tiered Support



Moving Forward

- Board of Education Approval
- Provide professional learning to leaders in June
- Provide professional learning for educators in August 2024
- Create and provide more in-depth professional learning throughout the 24-25 school year
- Continue quarterly meetings of PDEC to monitor implementation and make necessary adjustments

Questions and Answers



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

New Britain Board of Education | Personnel Committee Regular Meeting

April 29, 2024 – 6:00 PM | New Britain Educational Administration Center

Members of the public may attend meeting in person or view a live broadcast of the proceedings online via the livestream link:
<https://www.csdnb.org/board/>

1. Call to Order and Opening

Personnel Chair, Ms. Annie Parker called the meeting to order at 6:03 PM

Board Members Present

Mr. Anthony Cane*, Mr. Joseph Listro*, Ms. Barbara Marino, Ms. Annie Parker*, Ms. Joan Pina*, Mr. Jose Rivera*, and Ms. #Tina Santana

**committee member*

#attended remotely

CSDNB Staff Present

Ms. Ann Alfano, Ms. Lara Bohlke, Ms. Kristie Bourdoulous, Ms. Aja Edwards, Dr. Tony Gasper, Ms. Rebecca Gonzalez, Mr. Jeff Prokop, Mr. Tyrone Richardson, Ms. Sondra Sanford, Dr. Nicole Sanders, Mr. Robert Smedley, Ms. Ivelise Velasquez, and Ms. Jennifer Wright

2. New Business

- A. Review and approve minutes from Personnel Committee meeting on March 25, 2024
Submitted by Ms. Aja Edwards

Mr. Cane motioned to approve minutes from the Personnel committee meeting on March 25, 2024, seconded by Mr. Listro. Motion carried unanimously.

- B. Review Exit Survey Data
Submitted by Dr. Nicole Sanders

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in May.

- C. New position request – Recruitment Manager
Submitted by Dr. Nicole Sanders

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in May.

- D. Review revised job descriptions – Personnel & Talent Department
Submitted by Dr. Nicole Sanders

The personnel committee recommended to add this item to the consent agenda for the upcoming meeting in May.

3. Closing and Adjournment

- A. Other Business as Permitted by Law
- B. Adjournment

Meeting adjourned at 6:23 pm

Year	Total Resignation Count
2021 - 2022	155
2022 - 2023	190
2023 - 2024 (to-date)	177

Total Employees	~2,000
Percent Resigned vs Total (21 - 22)	7.75%
Percent Resigned vs Total (22 - 23)	9.50%
Percent Resigned vs Total (23 - 24)	8.85%

Reasons for Resignation (2022 - 2023 School Year)	Count	Percentage
Accepted a teaching position with an out of state school district	2	1.06%
Accepted a teaching position with another CT school district	48	25.26%
Commute, travel difficulties, work closer to home	3	1.58%
Dissatisfaction with hiring process	1	0.53%
Dissatisfaction with job or type of work	4	2.11%
Dissatisfaction with working conditions	25	13.16%
Education/to attend school	5	2.63%
Family	10	5.26%
Health	4	2.11%
New employment opportunity in the education field	15	7.89%
New employment opportunity outside of the education field	30	15.79%
Personal	18	9.47%
Prefer not to provide reason	17	8.95%
Relocation	8	4.21%
Grand Total	190	

Reasons for Resignation (2023 - 2024 School Year)	Count	Change	Percentage
Accepted a teaching position with an out of state school district	3		1.69%
Accepted a teaching position with another CT school district	50	+ 6	28.25%
Commute, travel difficulties, work closer to home	2		1.13%
Dissatisfaction with hiring process	0		0.00%
Dissatisfaction with job or type of work	6		3.39%
Dissatisfaction with working conditions	7		3.95%
Education/to attend school	5		2.82%
Family	11	+ 1	6.21%
Health	6		3.39%
New employment opportunity in the education field	33	+ 1	18.64%
New employment opportunity outside of the education field	23	+ 3	12.99%
Personal	15		8.47%
Prefer not to provide reason	10		5.65%
Relocation	6		3.39%
Grand Total	177	+ 11	

Teacher Resignations by Position	21 - 22 Count	22 - 23 Count	23 - 23 Count	Change
Art Teacher	6	4	4	
Arts Integration Enrichment Teacher	1	0	0	
Creative Expressions Teacher	1	0	0	
CTE Enrichment Teacher	3	4	1	
English Teacher	3	3	1	
ESL Teacher	0	0	2	
Grade 1 Teacher	6	4	1	
Grade 2 Teacher	3	2	1	
Grade 3 Teacher	1	4	3	
Grade 4 Teacher	2	1	3	
Grade 5 Teacher	2	1	4	
Grade 6 Teacher	2	4	1	
Instructional Coach	0	6	7	+ 1
Kindergarten Teacher	2	6	2	
Math Teacher	4	2	5	
Music Teacher	1	1	1	
PE Teacher	3	6	0	
Preschool Teacher	4	2	3	
Pupil Services Specialist Out-of-District Liaison	0	2	0	
Pupil Services Transition Specialist	0	1	1	
Reading Teacher	0	0	1	+ 1
School Counselor	0	2	1	
School Psychologist	2	0	1	
School Social Worker	1	0	2	
Science Teacher	3	3	4	+ 2
Small Classroom Setting Teacher	0	0	1	
Social Studies Teacher	3	2	3	
Special Education Teacher	11	10	13	
Special Education Teacher - Bridges	1	2	1	+ 1
Special Education Teacher - KEY	2	3	4	+ 1
Special Education Teacher - Pathways	0	1	1	
Speech Pathologist	0	3	2	+ 2
STEAM Teacher	6	4	2	+ 1
World Language Spanish Teacher	3	2	0	
Totals	76	85	76	+ 9

	21 - 22	22 - 23	23 - 24
Total Teacher Positions	~890	~900	~908
Percentage Resigned vs Total	8.54%	9.44%	8.37%



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Damon Pearce () for approval at the Regular Board Meeting on June 3, 2024.
Senior Leadership Sponsor: Tyrone Richardson Staff Presenter: Silvia Mayo-Molina and Damon Pearce

Type of Memorandum

New Position Request

Background and Purpose/Rationale

The creation of a new club at NBHS, Latinos in Action. This club is intended to support the student LIA community in the service aspects of the program that are unable to be addressed in the classroom setting.

Financial Information

The total is \$2500 and the funding source is Local, 10100612400100000 - 56110

Committee Review

To be reviewed by the Personnel Committee on May 28, 2024

[NBHS Clubs and activities expectations 24-25 - Damon Pearce.docx](#)

NBHS Clubs and activities

Expectations for 2024-25

Student participation, attendance and supervision.

- Clubs must meet once a week during October - June.*
- Clubs must have at least ten students on their rosters.*
- Clubs must maintain a 70% attendance rate during the year.*
 - Student attendance must be taken every meeting in order to identify student participation. At this time we anticipate that we will be using PowerSchool to fulfill this function. Details forthcoming in August on the exact process.
 - There are many students who participate in multiple activities. Advisors will need to coordinate participation with each other in order to meet the 70% attendance threshold.
- Students must be supervised by a staff member for the duration of a meeting. This includes escorting the students out of the building at the end of each meeting.

*district expectations for all clubs and activities

Staff attendance at special events.

For the upcoming school year, advisor and/or student attendance is strongly encouraged at the following events. The purpose of staff attendance is to advertise to students and families the many opportunities that exist for extra-curricular activities at New Britain High School. The dates of these events are:

- Freshman Orientation: Monday, August 19, 2024, 8:00-11:00 A.M.
- Open House: September 19th, 5:00 - 6 :00 P.M.
- 2 8th Grade Showcase events (one weeknight and one weekend): events will be held in February on dates tbd.

Communication with NBHS students and staff

Effectively communicating relevant and current information about clubs and activities has always been a challenge in a school as large as NBHS. In order to bridge that communication gap, every club and activity will be required to maintain a live Google doc (or website if you already have one) that must be updated (minimally) every month with accurate meeting dates, times, locations and other relevant information. A general activities QR code will be used to disseminate information to students and families.

Activities Coordinator

The Activities Coordinator for the building will continue to serve at the point person for all things clubs and activities.



CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN

Board Memorandum

Submitted by Donna Clark () for approval at the Regular Board Meeting on June 3, 2024.

Senior Leadership Sponsor: Mark Spalding Staff Presenter: Mark Spalding

Type of Memorandum

Job description modification

Background and Purpose/Rationale

Request to modify Nursing Supervisor Job Description to reflect 12 month/Exempt work schedule. Present job description reflects 10 month/Non-exempt work schedule, which has created significant overtime secondary to growing workload demands of the nursing supervisor, throughout the calendar year.

Financial Information

Non-union position in alignment with Local 818 contract – Grade 1a. The funding source is Local 101097421304-51222.

Committee Review

To be reviewed by the Personnel Committee on May 28, 2024

[Supervisor of Nursing JD with original, mark-up and clean copy - Donna Clark.doc](#)



Supervisor of Nursing

POSITION SPECIFICATIONS

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REPORTS TO

Works under the general supervision of the Director of Pupil Services.

PRIMARY FUNCTION

- Responsible for assessment, planning, coordination, implementation and monitoring of the School Health Services.
- Works under medical direction of school district's medical advisor.
- Functions as a liaison with the medical community, State Department of Education, community agencies, and staff.
- Supervises and evaluates district nursing staff in collaboration with the Director of Pupil Services, the school medical advisor and school principals.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Current license as a Registered Nurse (RN), Advanced practice Registered Nurse (APRN), or Nurse Practitioner (NP) in the State of Connecticut without restriction. Certified Health Care Provider CPR instructor or current certification in CPR.

EDUCATION

Bachelor's Degree or higher in Nursing required.

EXPERIENCE

Five years or more of clinical experience with pediatric and young adult populations and/or school nursing experience.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of State of Connecticut Department of Education school health related statutes
- Ability to provide care for ill or injured students
- Ability to follow and carry out instructions from medical providers
- Ability to follow oral and written orders from Director of Pupil Services and School medical advisor.
- Ability to describe orally and in writing school health services.
- Ability to establish and maintain cooperative working relationship with students, staff, families, health care providers and community groups.
- Adheres to all applicable professional safety standards and practices in the nursing field, including requirements set forth in federal and state statutes, the Nurse Practice Act, and Occupational Safety and Health regulations.
- Implements all Board Policies regarding health care as it relates to students and employees.
- Leadership and team development / building skills.

- Ability to lift and carry weight up to 30 pounds.
- Ability to perform CPR.
- Ability to walk, stand, and climb stairs and the mobility to carry out school nurse responsibilities.
-

ESSENTIAL PERFORMANCE RESPONSIBILITIES

Plans and coordinates the school health programs collaboratively with the Director of Pupil Services and school medical advisor.

Assists in developing policies and procedures for a comprehensive school health program in collaboration with the school medical advisor and Director of Pupil Services.

Monitors the effectiveness of the School Health Program in conjunction with the Director of Pupil Services and school medical advisor.

Serves as a resource to nurses and district staff for medical or clinical issues that arise.

Reviews, evaluates and recommends changes to school nursing procedures and service delivery functions.

Participates in school health committees.

Maintains a system for data collection and analysis relative to the health care activities of the school nurses.

Oversees the maintenance of medical files for students.

Evaluates school nursing staff in collaboration with the school medical advisor, building principals, and the Director of Pupil Services.

Coordinates staff development programs for school nursing staff.

Works collaboratively with Director of Pupil Services.

Attends professional development programs to stay abreast of changes in clinical practice.

Collaborate with service providers to analyze doctor's orders to assist with appropriate staffing for implementation of individualized education plans

Assists in the delivery of school nursing services at the building level as required.

ADDITIONAL DUTIES

- Participates in and contributes to professional nursing and school health organizations.
- Performs other related tasks as assigned by the Director of Pupil Services, the school medical advisor or other administrators.

EQUIPMENT

Must be able to use appropriate office and job-related medical equipment.

TRAVEL REQUIREMENTS

Frequent travel between schools and central office required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 818 collective bargaining agreement.alignment

WORK SCHEDULE

Work schedule as set forth in the Local 818 collective bargaining agreement.

-
- 40
-

UNION AFFILIATION

Local 818, American Federation of State, County and Municipal Employees.

FUNDING SOURCE

Local funding.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

REVISED: 05/2000
REVISED: 04/2006 JF
REVISED: 12/2006 JF
REVISED: 05/2018 JM
BOARD APPROVED: 05/07/2018

Supervisor of Nursing

POSITION SPECIFICATIONS

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REPORTS TO

Director of Pupil Services.

PRIMARY FUNCTION

- Responsible for assessment, planning, coordination, implementation and monitoring of the School Health Services.
- Works under medical direction of school district's medical advisor.
- Functions as a liaison with the medical community, State Department of Education, community agencies, and staff.
- Supervises and evaluates district nursing staff in collaboration with the Director of Pupil Services, the school medical advisor and school principals.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Current license as a Registered Nurse (RN), Advanced practice Registered Nurse (APRN), or Nurse Practitioner (NP) in the State of Connecticut without restriction. Certified Health Care Provider CPR instructor or current certification in CPR.

EDUCATION

Bachelor's Degree or higher in Nursing required.

EXPERIENCE

Five years or more of clinical experience with pediatric and young adult populations and/or school nursing experience.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of State of Connecticut Department of Education school health related statutes
- Ability to provide care for ill or injured students
- Ability to follow and carry out instructions from medical providers
- Ability to follow oral and written orders from Director of Pupil Services and School medical advisor.
- Ability to describe orally and in writing school health services.
- Ability to establish and maintain cooperative working relationship with students, staff, families, health care providers and community groups.
- Adheres to all applicable professional safety standards and practices in the nursing field, including requirements set forth in federal and state statutes, the Nurse Practice Act, and Occupational Safety and Health regulations.
- Implements all Board Policies regarding health care as it relates to students and employees.
- Leadership and team development / building skills.
- Ability to lift and carry weight up to 30 pounds.
- Ability to perform CPR.
- Ability to walk, stand, and climb stairs and the mobility to carry out school nurse responsibilities.
-

ESSENTIAL PERFORMANCE RESPONSIBILITIES

- Plans and coordinates the school health programs collaboratively with the Director of Pupil Services and school medical advisor.
- Assists in developing policies and procedures for a comprehensive school health program in collaboration with the school medical advisor and Director of Pupil Services.
- Monitors the effectiveness of the School Health Program in conjunction with the Director of Pupil Services and school medical advisor.
- Serves as a resource to nurses and district staff for medical or clinical issues that arise.
- Reviews, evaluates and recommends changes to school nursing procedures and service delivery functions.
- Participates in school health committees.
- Maintains a system for data collection and analysis relative to the health care activities of the school nurses.
- Oversees the maintenance of medical files for students.
- Evaluates school nursing staff in collaboration with the school medical advisor, building principals, and the Director of Pupil Services.
- Coordinates staff development programs for school nursing staff.
- Works collaboratively with Director of Pupil Services.
- Attends professional development programs to stay abreast of changes in clinical practice.
- Collaborate with service providers to analyze doctor's orders to assist with appropriate staffing for implementation of individualized education plans
- Assists in the delivery of school nursing services at the building level as required.

ADDITIONAL DUTIES

- Participates in and contributes to professional nursing and school health organizations.
- Performs other related tasks as assigned by the Director of Pupil Services, the school medical advisor or other administrators.

EQUIPMENT

Uses computers, network systems, provide district technology and job-related medical equipment.

TRAVEL REQUIREMENTS

Travel required to all school district and throughout the State regularly.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Non-union position in alignment with Local 818 contract – Grade 1a.

WORK SCHEDULE

- Twelve-month work year.
- 40 hours per week, with the ability to work flexible hours
- Exempt position
- Mileage reimbursement

UNION AFFILIATION

Local 818.

FUNDING SOURCE

Local funding.

Job description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

The Consolidated School District of New Britain (CSDNB) is an affirmative action and equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information.

Applicants requiring reasonable accommodations for the hiring process must request the necessary accommodations when scheduled for an interview

REVISED: 05/2000
REVISED: 04/2006 JF
REVISED: 12/2006 JF
REVISED: 05/2018 JM
BOARD APPROVED: 05/07/2018

REVISED: 05/2000
PERSONNEL COMMITTEE REVIEW
BOARD APPROVED: 05/07/2018

Supervisor of Nursing

POSITION SPECIFICATIONS

REPORTS TO

Works under the general supervision of the Director of Pupil Services.

PRIMARY FUNCTION

- Responsible for assessment, planning, coordination, implementation and monitoring of the School Health Services.
- Works under medical direction of school district's medical advisor.
- Functions as a liaison with the medical community, State Department of Education, community agencies, and staff.
- Supervises and evaluates district nursing staff in collaboration with the Director of Pupil Services, the school medical advisor and school principals.

QUALIFICATION PROFILE

CERTIFICATION / LICENSE

Current license as a Registered Nurse (RN), Advanced practice Registered Nurse (APRN), or Nurse Practitioner (NP) in the State of Connecticut without restriction. Certified Health Care Provider CPR instructor or current certification in CPR.

EDUCATION

Bachelor's Degree or higher in Nursing required.

EXPERIENCE

Five years or more of clinical experience with pediatric and young adult populations and/or school nursing experience.

SKILLS, KNOWLEDGE & ABILITIES

- Knowledge of State of Connecticut Department of Education school health related statutes
- Ability to provide care for ill or injured students
- Ability to follow and carry out instructions from medical providers
- Ability to follow oral and written orders from Director of Pupil Services and School medical advisor.
- Ability to describe orally and in writing school health services.
- Ability to establish and maintain cooperative working relationship with students, staff, families, health care providers and community groups.
- Adheres to all applicable professional safety standards and practices in the nursing field, including requirements set forth in federal and state statutes, the Nurse Practice Act, and Occupational Safety and Health regulations.

- Implements all Board Policies regarding health care as it relates to students and employees.
- Leadership and team development / building skills.
- Ability to lift and carry weight up to 30 pounds.
- Ability to perform CPR.
- Ability to walk, stand, and climb stairs and the mobility to carry out school nurse responsibilities.

ESSENTIAL PERFORMANCE RESPONSIBILITIES

1. Plans and coordinates the school health programs collaboratively with the Director of Pupil Services and school medical advisor.
2. Assists in developing policies and procedures for a comprehensive school health program in collaboration with the school medical advisor and Director of Pupil Services.
3. Monitors the effectiveness of the School Health Program in conjunction with the Director of Pupil Services and school medical advisor.
4. Serves as a resource to nurses and district staff for medical or clinical issues that arise.
5. Reviews, evaluates and recommends changes to school nursing procedures and service delivery functions.
6. Participates in school health committees.
7. Maintains a system for data collection and analysis relative to the health care activities of the school nurses.
8. Oversees the maintenance of medical files for students.
9. Evaluates school nursing staff in collaboration with the school medical advisor, building principals, and the Director of Pupil Services.
10. Coordinates staff development programs for school nursing staff.
11. Works collaboratively with Director of Pupil Services.
12. Attends professional development programs to stay abreast of changes in clinical practice.
13. Assists in the delivery of school nursing services at the building level as required.

ADDITIONAL DUTIES

- Participates in and contributes to professional nursing and school health organizations.
- Performs other related tasks as assigned by the Director of Pupil Services, the school medical advisor or other administrators.

EQUIPMENT

Must be able to use appropriate office and job-related medical equipment.

TRAVEL REQUIREMENTS

Frequent travel between schools and central office required.

TERMS OF EMPLOYMENT

SALARY & BENEFITS

Salary and benefits as set forth in the Local 818 collective bargaining agreement.

WORK SCHEDULE

Work schedule as set forth in the Local 818 collective bargaining agreement.

UNION AFFILIATION

Local 818, American Federation of State, County and Municipal Employees.

FUNDING SOURCE

Local funding.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

