



THE GLOUCESTER PUBLIC SCHOOLS

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GLOUCESTER, MASSACHUSETTS 01930

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PERSONNEL SUB-COMMITTEE MEETING

Monday, May 5, 2014
5:00 pm
Superintendent's Conference Room
2 Blackburn Drive, Gloucester, MA 01930

A G E N D A

I. CALL TO ORDER

II. REPORTS/DELIBERATIONS

III. ACTION/DISCUSSION

- *A. Human Resource Director's Job Description (*Tabled from meeting of 4/1/14*)
- *B. Criminal Offender Record Information Checks Policy, File GBJA (*As recommended by the School Committee at its meeting of April 9, 2014*)
- *C. Draft Fingerprint Policy Language – Reviewing model language from the Department of Education
- *D. Review of Family Medical Leave Act Policy, File GCC
- *E. Job Description of Drama/Music Theatre Teaching Position
- F. School Committee Self-Evaluation
- G. Discussion regarding Quarterly Audit of Executive Session Minutes
- H. Discussion items that were not reasonably anticipated by the Chairperson, in accordance with M.G.L., Chapter 30A, Section 18-25

IV. EXECUTIVE SESSION

V. ADJOURNMENT

Gloucester Public Schools

Posted: 6/18/13

Respond by: 7/9/13

Employment Opportunity Please Post

DIRECTOR OF HUMAN RESOURCES **Effective August 1, 2013**

This position is accountable for directing the processes for the recruitment, hiring, orientation, retention, benefits administration, and the policies and procedures administration for the Gloucester Public Schools. The position reports directly to the Superintendent of Schools.

RESPONSIBILITIES

OPERATIONS:

- Conducts investigations relating to grievances, performance management, discipline, harassment and discrimination. Provides feedback and summation of findings to superintendent and assistant superintendent
- Coaches and councils leadership, principals and staff on work related issues, as needed
- Works cooperatively with the superintendent and other administrators to post, advertise and collect resumes for all positions
- Works cooperatively with principals in managing the hiring process for all staff
- Provides ongoing and sustained human resources support to building principals to assist them with the day-to-day operation of their schools
- Manages and oversees the responsibilities of the Human Resources Assistant position
- Provides ongoing support to faculty and staff on human resource related issues
- Creates and maintains job descriptions for all positions
- Assists the assistant superintendent to design and implement orientation and mentoring activities for new staff
- Works cooperatively with the superintendent to coordinate the recruitment and hiring process for building principals and central office administrative positions
- Provides leadership in the development and implementation of human resources information technology initiatives, collects district-wide data, fosters continuous improvement in administrative technology systems, and initiates progressive technology-based administrative and business practices
- Oversees the management of all staff personnel files
- Manages Family Medical Leave Act (FMLA) process and other leaves of absence requests
- Works cooperatively with the Director of Finance and Operations and payroll staff to ensure accurate information is processed in a timely manner
- Oversees licensing requirements, including the waiver process, for district staff consistent with Massachusetts Department of Elementary and Secondary Education regulations
- Cultivates and maintains positive relationships with colleges and universities in the area of teacher recruitment

- Supports Administration in contract negotiations
- Works cooperatively with the School Committee and the Superintendent of Schools and the Director of Finance and Operations in developing wage and benefit programs for non-represented staff
- Provides ongoing administration and interpretation of all collective bargaining agreements, including reduction in force and the non-renewal of staff
- Serves as the district's resource in personnel management as it pertains to the provisions of the law
- Provides ongoing administration and knowledge of legal compliance for the Human Resources department and its functions
- Manages the district's CORI and Fingerprinting process for staff and volunteers
- Coordinates the district's Employee Assistance Program
- Maintains district salary books, which includes the recording of approved professional development activities, to ensure proper placement on the salary schedule, as well as distribution of tuition reimbursement payments
- Works cooperatively with the City and/or Director of Finance and Operations to oversee all cases related to unemployment and worker's compensation
- Represents the superintendent on the Sick Leave Bank Committee
- Conducts exit interviews to gather pertinent data and ensure compliance with all labor laws

OTHER:

- Advises the superintendent in areas of responsibility and initiates programs, proposals, and activities to improve services and/or increase the efficiency of the school district
- Functions as a district leader and member of the central Administration team
- Participates in the district budget preparation process to support district instructional goals
- Provides equal educational and employment opportunities to all individuals regardless of race, color, gender, age, religion, national origin, disability or sexual orientation
- Makes presentations as necessary to the instructional and support staff, the School Committee, and community groups
- Performs other tasks as assigned by the superintendent

Qualifications

- Bachelor's degree in Business Administration (Masters Preferred)
- Two or more years experience working in an educational setting
- Understanding of human resources policies and procedures in an educational setting
- Experience with the DESE regulations relating to licensure and re-licensure, and No Child Left Behind requirements
- Excellent interpersonal and communication skills
- Excellent organization and management skills
- Ability to multitask
- Confidentiality and professionalism essential
- Experience working with MUNIS a plus

Work Year:

- 12 months

The Gloucester Public Schools is an affirmative action employer, ensuring that its programs and facilities are accessible to the public. We do not discriminate on the basis of age, color, disability, national origin, religion, race, sex or sexual orientation.

Draft — REVISED

CRIMINAL OFFENDER RECORD INFORMATION CHECKS

1. Introduction

In the public school context Criminal Offender Record Information (CORI) checks are intended to protect students from individuals who may harm them while they are at school or engaged in a school related activity sponsored by the school district.

2. Scope

2.1 It shall be the policy of the Gloucester Public Schools to obtain from the Criminal History Systems Board all available Criminal Offender Records Information of:

- (a) prospective employee(s)
- (b) volunteer(s) who may have direct and unmonitored contact with students when no other Criminal Offender Record Information cleared employee of the school or district is present
- (c) volunteers who help to supervise students on a residential visit
- (d) any individual who regularly provides school related transportation to children, including employees of taxicab companies who may have direct and unmonitored contact with students
- (e) cooperative education/internship site employers/co-workers who may have direct and unmonitored contact with students participating in such programs.

2.2 A person having only the potential for incidental unsupervised contact with students in commonly used areas of the school grounds, such as hallways, shall not be considered to have the potential for direct and unmonitored contact with students. These excluded areas do not include bathrooms and other isolated areas (not commonly utilized and separated by sight or sound from other staff) that are accessible to students.

2.3 The Superintendent of schools shall ensure that on the application for employment and/or volunteer form there shall be a statement that as a condition of employment or volunteer service the school district is required by law to obtain Criminal Offender Record Information for any employee or volunteer who may have direct and unmonitored contact with students.

3. **Initial Checks**

- 3.1 CORI checks will be completed prior to hiring employee(s) or accepting any person as a volunteer or supervisor/co-worker of students as defined above.
- 3.2 The Superintendent of Schools shall ensure that on the application for employment and/or volunteer form and/or cooperative education agreement there shall be a statement that as a condition of employment, volunteer or other service the school district is required by law to obtain a Criminal Offender Record Information for any employee, or individual who regularly provides school related transportation, or volunteer, who may have direct and unmonitored contact with students during their term of employment or volunteer service.
- 3.3 In accordance with state law all current and prospective employees and others within scope of this policy shall sign a request form authorizing receipt by the district of all available CORI data from the Criminal History Systems Board. All applicants are required to verify their identity by providing a government issued photographic form of identification. The signing of the request form is mandatory for all current and prospective employees, volunteers, and persons regularly providing school-related transportation for students. Any concerns regarding the signing of the request form shall be brought to the attention of the Superintendent of Schools or his/her designee. Failure to sign the CORI request form may result in disciplinary action consistent with the collective bargaining agreement and/or personnel policies.
- 3.4 In the event that a current employee has questions concerning the signing of the request form, he/she may meet with the Superintendent; or his/her designee.
- 3.5 Employment applications shall include questions concerning criminal records which the Massachusetts Commission Against Discrimination has determined may be legally asked of prospective employees. Any employment application which seeks information concerning prior arrests or convictions of the applicant shall include the following statement: "An applicant for employment with a sealed record on file with the commissioner of probation may answer "no record" with respect to an inquiry relative to prior arrests, criminal court appearances or convictions. In addition, any applicant for employment may answer "no record" with respect to any inquiry relative to prior arrests, court appearances and adjudications in all cases of delinquency or as a child in need of service which did not result in a complaint transferred to the superior court for criminal prosecution.

- 3.6 Records sealed pursuant to law shall not operate to disqualify a person in any examination, appointment or application for public service on behalf of the Commonwealth or an political subdivision thereof.

4. Periodic Checks

- 4.1 The Superintendent of Schools shall periodically, but not less than every three years, obtain all available Criminal Offender Record Information from the Criminal History Systems Board on all employees, and individuals who fall within the scope of this policy.
- 4.2 All employees and persons falling within the scope of this policy as set out in section 2.1 shall be informed, in writing, by the Superintendent of Schools prior to the periodic obtaining of their criminal offender record information.

5. Contractors and Contracts

- 5.1 The Superintendent of Schools shall ensure that contracts with organizations which provide services on school premises specify that the contractor shall cooperate with the district so as to ensure that his /her employees who perform work on school grounds and premises, and who may have direct and unmonitored contact with students, shall be notified of the CORI requirement and will be asked to comply with the appropriate provisions of this policy.
- 5.2 The Superintendent shall revise contracts with special education schools and other providers to require a signed statement that the provider has met all the legal requirements of the state where it is located relative to criminal background checks for employees and others having direct and unmonitored contact with students.

6. Determination

- 6.1 Access to CORI material is restricted to those individuals designated to receive such information. In the case of prospective employees or volunteers, CORI material shall be obtained only where the Superintendent of Schools has determined that the applicant is qualified and may forthwith be recommended for employment or volunteer duties.
- 6.2 If the CORI record provided by the Criminal History Systems Board does not exactly match the identification information provided by the applicant the district will make a determination based on a comparison of the CORI record and documents provided by the applicant. The district may request a further search by the Criminal History Systems Board.

- 6.3 If the district reasonably believes that the CORI record belongs to the applicant, then a decision regarding suitability for the position will be made.
- 6.4 The hiring authority, subject to applicable law, reserves the exclusive right concerning any employment decision made pursuant to Chapter 385 of the Acts of 2002. The employer may consider the following factors when reviewing CORI: the type and nature of the offense; date of the offense and whether the individual was subsequently arrested, as well as any other factors the employer deems relevant.
- 6.5 CORI may be shared with the individual to whom it pertains, upon his or her request. Prior to making an adverse decision the school district will: (1) notify the individual of the potential adverse decision based on a CORI report; (2) provide a copy of the CORI report and the district's CORI policy to the applicant; (3) provide a copy of the Criminal History System Board's information concerning the process involved in correcting a criminal record; (4) inform the individual which part of the criminal record appears to make him/her ineligible; (5) provide the individual with an opportunity to dispute the accuracy and relevance of the CORI report; and (6) upon receipt of additional documentation from the applicant and/or the Criminal History System Board, review the information with the applicant and inform him/her of the decision.
- 6.6 The district will notify the applicant of a decision involving a CORI check in a timely manner.

Confidentiality

Completed request forms shall be kept in secure files. The School Committee, and the Superintendent of Schools or their designees certified to obtain information under this policy shall prohibit the dissemination of CORI check information for any purpose other than to further the protection of students. CORI is not subject to the public records law and must be kept in a secure location, separate from personnel files and may be retained for not more than three years.

LEGAL REF. M.G.L. 71:38R, 151B, 27, §.100A, St.2002, c.385
D.O.E. Advisory on CORI Law (Feb 17, 2003)

News School/District Profiles School/District Administration Educator Services Assessment/Accountability Family & Community
Administration Finance/Grants PK-16 Program Support Information Services

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- Laws and Regulations

Background Checks

{SAFIS MODEL CHRI POLICY FOR NON-CRIMINAL JUSTICE ENTITIES }

(NAME OF ENTITY)

Policy Governing Fingerprint-Based Criminal History Record Information (CHRI) Checks Made for Non-Criminal Justice Purposes

This policy is applicable to any fingerprint-based state and national criminal history record check made for non-criminal justice purposes and requested under applicable federal authority and/or state statute authorizing such checks for licensing or employment purposes. Where such checks are allowable by law, the following practices and procedures will be followed.

I. Requesting CHRI checks

Fingerprint-based CHRI checks will only be conducted as authorized by M.G.L. c. 71, §38R and 42 U.S.C. § 16962, in accordance with all applicable state and federal rules and regulations, and in compliance with M.G.L. c. 6, §§ 167-178 and 803 CMR §§ 2.00, *et seq.* If an applicant or employee is required to submit to a fingerprint-based state and national criminal history record check, he/she shall be informed of this requirement and instructed on how to comply with the law. Such instruction will include information on the procedure for submitting fingerprints. In addition, the applicant or employee will be provided with all information needed to successfully register for a fingerprinting appointment [e.g., IdentoGO web site address, Provider Identification Number (Provider ID)].

PLEASE NOTE: The Department of Elementary and Secondary Education (ESE) suggests including the language in italics in this document as part of a CHRI policy. However, a CHRI policy will meet legal requirements without the inclusion of the italicized language.

The (insert name of entity) may want to include factors it will consider in determining whether to conduct discretionary fingerprint-based background checks (i.e. for volunteers and subcontractors or laborers who might have direct and unmonitored contact with children). Factors might include likelihood of direct and unmonitored contact, duration of potential contact (e.g. chaperones on overnight field trips), ability of requesting entity to limit potential for unmonitored contact (e.g. by means of escorting, physical separation, restrictions on hours of access to school facility).

II. Access to CHRI

All CHRI is subject to strict state and federal rules and regulations in addition to Massachusetts CORI laws and regulations. CHRI cannot be shared with any unauthorized entity for any purpose, including subsequent hiring determinations. All receiving entities are subject to audit by the Massachusetts Department of Criminal Justice Information Services (DCJIS) and the FBI, and failure to comply with such rules and regulations could lead to sanctions. Title 28, U.S.C. § 534, Pub. L. 92-544 and Title 28 C.F.R. 20.33(b) provide that the exchange of records and information is subject to cancellation if dissemination is made outside of the receiving entity or related entities. Furthermore, an entity can be charged criminally for the unauthorized disclosure of CHRI.

III. Storage of CHRI

CHRI shall only be stored for extended periods of time when needed for the integrity and/or utility of an individual's personnel file. Administrative, technical, and physical safeguards, which are in compliance with the most recent CJIS Security Policy , have been implemented to ensure the security and confidentiality of CHRI. Each individual involved in the handling of CHRI is to familiarize himself/herself with these safeguards.

In addition to the above, each individual involved in the handling of CHRI will strictly adhere to the policy on the storage, retention and destruction of CHRI.

IV. Retention and Destruction of CHRI

Federal law prohibits the repurposing or dissemination of CHRI beyond its initial requested purpose. Once an individual's CHRI is received, it will be securely retained in internal agency documents for the following purposes **only**:

- Historical reference and/or comparison with future CHRI requests,
- Dispute of the accuracy of the record
- Evidence for any subsequent proceedings based on information contained in the CHRI.

CHRI will be kept for the above purposes in {Insert specifics of the storage location}.

When no longer needed, CHRI and any summary of CHRI data must be destroyed by shredding paper copies and/or

by deleting all electronic copies from the electronic storage location, including any backup copies or files. The shredding of paper copies of CHRI by an outside vendor must be supervised by an employee of the *(insert name of entity)*.

IV. CHRI Training

An informed review of a criminal record requires training. Accordingly, all personnel authorized to receive and/or review CHRI at *(insert name of entity)* will review and become familiar with the educational and relevant training materials regarding SAFIS and CHRI laws and regulations made available by the appropriate agencies, including the DCJIS.

V. Determining Suitability

In determining an individual's suitability, the following factors will be considered:

- a. *{List factors to be considered here}*

PLEASE NOTE: In addition to CHRI, these factors may include, but not necessarily be limited to: the nature and gravity of the crime and the underlying conduct, the time that has passed since the offense, conviction and/or completion of the sentence, nature of the position held or sought, age of the individual at the time of the offense, number of offenses, any relevant evidence of rehabilitation or lack thereof.

A record of the suitability determination will be retained. The following information will be included in the determination:

- a. The name and date of birth of the employee or applicant;
- b. The date on which the school employer received the national criminal history check results; and,
- c. The suitability determination (either "suitable" or "unsuitable").

A copy of an individual's suitability determination documentation must be provided to another school employer, or to the individual, upon request of the individual for whom the school employer conducted a suitability determination.

VI. Relying on Previous Suitability Determination.

PLEASE NOTE: {(insert name of entity) may want to include those circumstances, consistent with 603 CMR 51.06, where the employer will rely on a suitability determination made by another school employer. Relevant factors might include: date of previous suitability determination, type of organization that conducted the previous determination (public school district, private school), state of residence of subject of suitability determination.}}

VII. Adverse Decisions Based on CHRI

If inclined to make an adverse decision based on an individual's CHRI, *(insert name of entity)* will take the following steps prior to making a final adverse determination:

- Provide the individual with a copy of his/her CHRI used in making the adverse decision;
- Provide the individual with a copy of this CHRI Policy;
- Provide the individual the opportunity to complete or challenge the accuracy of his/her CHRI; and
- Provide the individual with information on the process for updating, changing, or correcting CHRI.

A final adverse decision based on an individual's CHRI will not be made until the individual has been afforded a reasonable time depending on the particular circumstances *{entity may want to specify a maximum time}* to correct or complete the CHRI.

VIII. Secondary Dissemination of CHRI

If an individual's CHRI is released to another authorized entity, a record of that dissemination must be made in the secondary dissemination log. The secondary dissemination log is subject to audit by the DCJIS and the FBI.

The following information will be recorded in the log:

1. Subject Name;
2. Subject Date of Birth;
3. Date and Time of the dissemination;
4. Name of the individual to whom the information was provided;
5. Name of the agency for which the requestor works;
6. Contact information for the requestor; and
7. The specific reason for the request.

IX. Reporting to Commissioner of Elementary and Secondary Education

Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *(insert name of entity)* dismisses, declines to renew the employment of, obtains the resignation of, or declines to hire a licensed educator or an applicant for a Massachusetts educator license because of information discovered through a state or national criminal record check, *(insert name of*

entity) shall report such decision or action to the Commissioner of Elementary and Secondary Education in writing within 30 days of the employer action or educator resignation. The report shall be in a form requested by the Department and shall include the reason for the action or resignation as well as a copy of the criminal record check results. *(insert name of entity)* shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(1) to the Commissioner.

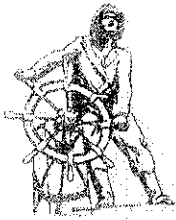
Pursuant to M.G.L. ch 71, § 71R and 603 CMR 51.07, if *(insert name of entity)* discovers information from a state or national criminal record check about a licensed educator or an applicant for a Massachusetts educator license that implicates grounds for license action pursuant to 603 CMR 7.15(8)(a), *(insert name of entity)* shall report to the Commissioner in writing within 30 days of the discovery, regardless of whether *(insert name of entity)* retains or hires the educator as an employee. The report must include a copy of the criminal record check results. The school employer shall notify the employee or applicant that it has made a report pursuant to 603 CMR 51.07(2) to the Commissioner and shall also send a copy of the criminal record check results to the employee or applicant.

last updated: April 8, 2014

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Massachusetts Department of
Elementary & Secondary Education

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The GLOUCESTER PUBLIC SCHOOLS

Our mission is for all students to be successful, engaged, lifelong learners.

Richard Safier, Ed.D.
Superintendent of Schools

2 Blackburn Drive
Gloucester, MA 01930

Phone: 978-281-9800/ Fax 978-281-9899

Email: rsafier@gloucester.k12.ma.us

March 31, 2014

Re: The Statewide Applicant Fingerprint Identification Services (SAFIS)

Dear Colleagues,

Last year, Governor Patrick signed into law Chapter 459 of the Acts of 2012, "An Act Relative to Background Checks", a requirement for all public school employees to have a one-time criminal background check through the Statewide Applicant Fingerprint Identification Services (SAFIS). Unlike the current Criminal Offender Record Information (CORI) process, SAFIS will provide information on criminal activity in all states, including Massachusetts.

While the new law went into effect last September, the Commonwealth did not have the infrastructure in place to launch this national criminal background check. Recently, I received communication from the Department of Elementary & Secondary Education indicating the system is now in place.

The national criminal background check will require all of us to schedule an appointment to be fingerprinted at one of the eight (8) statewide locations. Fingerprints will be reviewed by the Federal Bureau of Investigation (FBI) and a report will be sent to the Criminal Justice Information Service. The final report will be sent to Michelle Harvey, Director of Human Resources.

Fingerprinting will begin with all employees who were hired on or after July 1, 2013 and Michelle will be communicating directly with those employees affected as to the necessary steps to complete the task. At a later date, employees hired before July 1, 2013 will be required to complete the national background check and you will receive instructions, as well.

For those of you who are interested in learning more about this process, please visit the Executive Office of Public Safety and Security website.

Please feel free to contact Michelle Harvey, ext. 22318 or me with any questions.

Sincerely,

Richard Safier
Superintendent of Schools

DRAFT - REVISED

FAMILY AND MEDICAL LEAVE ACT

As a workplace, the Gloucester Public Schools is committed to public policies responsive to family needs. It is the School Department's policy to comply with the Family and Medical Leave Act of 1993, which became effective on August 5, 1993, for employees not covered by a collective bargaining agreement. The Act became effective for employees subject to a collective bargaining agreement at the expiration of the applicable collective bargaining agreement or February 5, 1994, whichever arrived sooner.

This policy shall apply to all permanent employees of the Gloucester Public Schools.


I. PROCEDURE

A. Eligibility

An employee employed by the Gloucester Public Schools for at least twelve (12) months and who has worked at least 1,250 hours during the twelve (12) month period immediately preceding a leave under this section, may take up to twelve (12) work-weeks of unpaid leave per twelve (12) month period measured backward from the date an employee uses any leave for any one or more of the following reasons:

1. The birth and care of the newborn of the employee (see Massachusetts Maternity Leave Act);
2. The placement with the employee of a son or daughter for adoption or foster care;
3. To care for an immediate family member (spouse, child or parent) with a serious health condition;
4. To take medical leave when t employee is unable to work because of a serious health condition.

B. Key Employee



The FMLA defines a key employee as salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee's worksite. The law gives an employer the option of declining reinstatement to an employee because of his or her status as a key employee if such reinstatement would cause the employer substantial and grievous economic injury to its operations.)

C. Certification

An employee shall provide certification from a health care provider to substantiate any leave due to the serious health condition of the employee or the employee's immediate family member. Failure to provide such certification will result in a denial of the leave request until the employee provides the requested

certification. Certification of Healthcare Provider forms are available in the Human Resource department.

1. In order to plan for the provision of quality uninterrupted service to the public, the employee seeking leave must notify their supervisor at least thirty (30) days prior to any anticipated leave. If the need for leave is not foreseeable, the employee must give the supervisor notice “as soon as practicable” (“as soon as practicable” generally means at least verbal notice within one or two business days of learning of the need to take FMLA leave).
2. The employee shall first consult in writing to the Superintendent of Schools or his/her designee regarding the leave request. The Human Resources department will send written notification of request, the need for proper documentation, and authorization (or denial) from the Superintendent. Once the documentation has been received, the Personnel Action Form (PAF) will be processed through Payroll. Documentation will be filed in the employee’s personnel file after the FMLA has been closed.

D. Distribution of Policy

This policy shall be placed in the Human Resource department. In addition, a copy of this policy shall be distributed to the employee by the Human Resources department at the time a request for Family and Medical Leave is made.

II. GUIDELINES

A. Group Health and Life Insurance Plan Coverage

1. The Gloucester Public Schools will continue its contribution to the group health and life Insurance plans for an employee who is out on an approved family or medical leave. The employee must continue to pay his or her share of such premium during any unpaid leave period.
2. To continue insurance during any unpaid leave, the employee must make arrangements for the payment of premiums with the Human Resource department.

If an employee’s premium payment is more than thirty (30) days late, Gloucester Public Schools will give the employee written notice at least fifteen (15) days in advance advising that coverage will cease if payment is not received. If payment still has not been received, the Gloucester Public School’s obligation to maintain health insurance will cease. The Gloucester Public Schools reserves the right to recover the employee’s share of any premium payments missed by the employee during the leave period. If the employee fails to return to work after taking the leave, the Gloucester Public Schools reserves the right to recover the employer’s contribution for health insurance premiums paid during the employee’s leave.

B. Benefits and Accrual

1. An employee on family or medical leave must use any accrued vacation, personal time, and compensatory time while on such leave prior to becoming

eligible for unpaid leave. An employee who is on medical leave for the reasons stated in Procedure A.4 must use any accrued sick time while on such leave.

2. Vacations, Holidays, and Sick Leave accrue only during the paid portion of the family or medical leave. Unpaid leave shall not be included in the computation of such benefits. Longevity or other accrued benefits shall be pro-rated by the length of any unpaid leave of absence.
3. Approved family or medical leave shall not affect an employee's right to any benefits and seniority to which he or she was entitled at the start of the leave. An employee's anniversary date for step movement on the salary scale or benefit accrual shall be adjusted by the length of any unpaid leave as determined by the Superintendent of Schools or his/her designee.

C. **Job Restoration**

At the end of a family or medical leave, an employee shall be restored to his or her original job, if available, or to an equivalent job, with the same pay, benefits and working conditions as of the date of the employee's leave, as economic conditions warrant. The employee's right to be restored is limited to what the employee's job would have been if he or she had not taken leave. Prior to restoration, an employee who takes a medical leave for the reasons set forth in Procedure A.4 must obtain and present Fitness-for-Duty certification from a health care provider before being restored to his or her job. Failure to provide such certification will result in a denial of restoration until the employee provides the requested certification.

D. **Addendum**

The parties agree that under certain circumstances, an employee applying for benefits under the Family and Medical Leave Act (FMLA) may qualify for salary continuation, either through the use of paid sick leave. If the employee has exhausted all accrued, vacation, personal, and compensatory time, sick leave shall be granted, at the discretion of the Superintendent or his/her designee, to an employee needing to care for a seriously ill relative if the following conditions are operational:

1. The employee has maintained a satisfactory attendance record in the preceding twelve-month period.
2. The seriously ill relative shall be an immediate family member; i.e., a parent, spouse, child, or relative residing in the immediate household.
3. In the event that the employee's request for sick leave use exceeds five (5) days, the length of the sick leave granted, up to the twelve (12) week FMLA limit, shall be contingent upon medical certification of Healthcare Provider provided by the employee that such care is medically necessary. The length of sick leave granted may further be determined by the Superintendent or his/her designee if more than one caregiver is available within the immediate family.

GLOUCESTER PUBLIC SCHOOLS
Gloucester, MA 01930
NOTICE OF POSITION VACANCY

DATE OF NOTICE: **May 5, 2014**

POSITION: **H.S. Drama/Music Theater Teacher**

LOCATION: **Gloucester High School**

BRIEF DESCRIPTION:

The Gloucester Public Schools is seeking a dynamic Drama/Musical Theater teacher to join our team of high school arts educators. This position will include teaching a variety of drama classes for Grades 9-12 at Gloucester High School, which may include courses such as Acting, World Drama, Advanced Acting and Directing, and Musical Theatre. Dual certification in Theatre and Music or dance is preferred.

Other job responsibilities include advising the Theater Arts Club and directing/managing all aspects of theatrical productions. At a minimum, the Theater Art Club stages one play and one musical per year and participates in the state one-act festival. An additional stipend will be provided for after-school activities related to the Theater Arts Club.

QUALIFICATIONS:

- Hold Massachusetts Department of Elementary and Secondary Education license as an Academic: Teacher, Theater, Gr. 9-12
- Possess knowledge of secondary theater education teaching methods
- Have experience designing and implementing engaging lessons, units and assessments that correlate to the MA Frameworks for Theater
- Have experience directing and managing all aspects of theatrical productions including staging, vocal coaching, choreography, technical theatre, budgeting and marketing.

SALARY: per GTA contract

APPLICATIONS WILL BE ACCEPTED: **May 30, 2014**

APPLY IN WRITING TO: **Erik Anderson, Principal**
Gloucester High School
Leslie O. Johnson Road
Gloucester, MA 01930
eanderson@gloucester.k12.ma.us

The School Committee of the Gloucester Public Schools declares that it is the policy of the system to hire the best-qualified applicants for any and all positions within the School Department. In pursuing this policy, the system will not discriminate on the basis of an applicant's sex, race, color, national origin, ancestry, religion, age, disability, or sexual orientation as required by Title IX of the 1992 Educational Amendments and Chapter 622 of the Acts of 1971. The Gloucester Public School District is an Equal Opportunity Employer, which actively seeks to increase the diversity of its workforce.

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Gloucester, MA**

Job Description

GHS Drama/Musical Theater Teacher

Responsible to: School Principal

Responsible for: Theatre Arts Club staff

Purpose of Position:

Teach a variety of drama/music theater classes for Grades 9-12 at Gloucester High School such as Acting, World Drama, Advanced Acting and Directing, and Musical Theatre.

Responsibilities:

- Direct/manage all aspects of theatrical productions and advise the Theater Arts Club.
 - This includes but is not limited to one play and one musical per year, and participation in the state one-act festival.
 - An additional stipend will be provided for after-school activities related to theatrical productions and the Theater Arts Club.
- Assist in the production of assembly programs, plays, holiday observances, concerts, and community projects
- Share in the responsibility (with the Guidance Dept. and Administration) for promoting enrollment in the Drama/Musical theater Arts courses in order to maintain sustainable levels
- Assist in the development of and updating of curriculum consistent with the Massachusetts Curriculum Frameworks
- Design and implement lessons, units and assessments that correlate to the MA Frameworks for Theater
- Identify, modify and adapt curriculum and approved instructional resources to meet various learning styles and needs of students
- Use a variety of teaching methods to instruct students individually, in small groups, and as a whole class
- Prepare classroom, materials and lesson plans and implement research based instructional practices

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- Observe, evaluate, remediate and extend on students' academic performance, behavior and social development
- Implement and maintain effective classroom management to ensure continual progress of students
- Establish standards-based objectives for all lessons and utilize clear criteria for evaluating lessons
- Utilize efficient record keeping procedures
- Meet and confer with parents and guardians to discuss student progress (as per SC Policy Manual and GTA contract)
- Communicate and confer effectively both orally and in written form with students, parents, colleagues and administration
- Work collaboratively with colleagues (Regular and Special Education staff) in support of student achievement goals and professional development
- Meet professional criteria and obligations
- Interpret student performance data
- Enforce GHS rules and policies
- Actively participate in a variety of meetings and professional development activities for the purpose of conveying and/or gathering information required to perform functions and to improve student achievement (as per SC Policy Manual and GTA contract)
- Use computers and other interactive technology to supplement and support lessons
- Keep up-to-date with current educational issues
- Demonstrate strong work ethic, accept responsibility, and the ability to be self-motivated
- Maintain conduct that not only reflects credit to the school system, but also sets forth a model worthy of emulation by students ([File GBEB, SC Policy Manual](#))?

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Qualifications:

- Hold Massachusetts Department of Elementary and Secondary Education license as an Academic: Teacher, Theater, Gr. 9-12
- Possess knowledge of secondary theater education teaching methods
- Have experience designing and implementing engaging lessons, units and assessments that correlate to the MA Frameworks for Theater
- Have experience directing and managing all aspects of theatrical productions including staging, vocal coaching, choreography, technical theatre, budgeting and marketing.

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