



# **FY 2023/2024 Staff Handbook**

**Richard O. Belden Cultural Center**

**54 Grove Street**

**Shelton, CT 06484**

**203-924-6651**

**Office Hours**

**Monday-Thursday 8:30am-8:30pm**

**Friday 8:30am – 3:00pm**

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# Educational Options

## **ABE/GED® Preparation Classes**

Students prepare to improve their academic knowledge in Mathematical Reasoning, Science, Social Studies, and Reasoning through Language Arts to take the GED® exam. Classes are supplemented with computer assisted instruction.

## **GED® (General Educational Development) Exam**

The GED® test is computer based. The official GED® exam registration is online. For all GED® exam information and registration, visit [www.GED.com](http://www.GED.com) to set up an account. All students must present a valid CT picture I.D.

## **AHSCDP (Adult High School Credit Diploma Program)**

The Adult High School Credit Diploma Program offers adults the opportunity to earn a high school diploma through Valley Regional Adult Education. Participants may earn credits through a combination of evening courses, documented work, or training experiences. Credits may be transferred from public or private high schools and vocational/technical schools.

## **ESL (English as A Second Language)**

These courses integrate reading, writing, listening, and speaking skills. Communicative tasks develop language strategies that increase students' comfort level in real-world settings. Courses include a variety of resources to create a variety of experiences within the classroom.

**Beginning ESL:** The course focuses on English necessary for everyday life. Emphasis is on listening, conversation, reading, writing, simple grammar, and employment skills.

**Intermediate ESL:** Students continue to learn life as well as employment skills, combined with a study of higher-level grammar, conversation vocabulary, idiomatic expressions, and writing.

**Advanced ESL:** Students continue to learn life as well as employment skills in this advanced English as a Second Language course for non-native speakers of English. The class emphasizes competency in standard written English with a focus on developing paragraphs and essays. Instruction includes integrating a review of parts of speech, spelling, punctuation, and compound/complex sentence structure, as well as continued development of vocabulary, reading and communication skills necessary for success.

## **Citizenship**

This course is designed for students who wish to become U.S. citizens. This course of study includes an overview of American history, the Constitution, and the three branches of government. The basic rights and privileges afforded by the Constitution will be discussed as well as responsible citizenship.

## **Enrichment**

VRAE offers online courses to meet the interests and needs of most individuals. There is a fee for each course.

## **Statements for Adult Education Regarding Nondiscrimination, Accessibility and Accommodation**

### **1. Nondiscrimination**

Valley Regional Adult Education(VRAE) is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding VRAE's nondiscrimination policies should be directed to the Adult Education Director, Debra Hansen, 203-924-6651.

### **2. General Accessibility and Accommodation**

All activities offered by Valley Regional Adult Education are held in accessible locations. Accommodations for individuals with a disability are available upon request. Please contact Debra Hansen, 203-924-6651.

### **3. General Educational Development (GED®) Test Accommodations**

Accommodations for the GED® test are available for qualified individuals with a disability. For more information, contact the Adult Education Director, Debra Hansen, 203-924-6651. You may also contact Sabrina Mancini at the Connecticut State Department of Education at 860-807-2110.

### **4. No Charge for materials for mandated courses**

Valley Regional Adult Education complies with Connecticut General Statutes Sec.10-73a and does not charge fees for registration, textbooks or materials used in mandated program areas.

# **ABE/GED PROGRAM INFORMATION**

## **ABE/GED PREPARATION: DAY CLASSES**

Location: Richard O. Belden Cultural Center  
54 Grove Street  
Shelton, CT 06484  
203-924-6651

Days & Times: Monday & Wednesday 9:30am-12:30pm

GED Student Services are available to students through Sharon Shimonov

## **ABE/GED PREPARATION: EVENING CLASSES**

Location: Richard O. Belden Cultural Center  
54 Grove Street  
Shelton, CT 06484  
203-924-6651

Days & Times: Monday & Wednesday 6:00-8:30pm

Student Services are available to students through Sharon Shimonov

**ALL REGISTRATION IS BY APPOINTMENT**

**2023-2024 DAY Classes**

**FALL 2023 GED AM**

**Monday & Wednesday/9:30 am-12:30pm**

CLASSES START

Sept. 4 (OFF), 6

Sept. 11, 13

Sept. 18, 20

Sept. 25 (OFF), 27

Oct. 2, 4

Oct. 9 (OFF), 11

Oct. 16, 18

Oct. 23, 25

Oct. 30, Nov. 1

Nov. 6, 8

Nov. 13, 15

Nov. 20, 22

Nov. 27, 29

CLASSES END

Dec. 4, 6

**2023-2024 DAY Classes**

**WINTER/SPRING 2024 GED AM**

**Monday & Wednesday/9:30 am-12:30pm**

CLASSES START

Jan. 1 (OFF), 3

Jan. 8, 10

Jan. 15 (OFF), 17

Jan. 22, 24

Jan. 29, 31

Feb. 5, 7

Feb. 12, 14

Feb. 19 (OFF), 21

Feb. 26, 28

March 4, 6

March 11, 13

March 18, 20

March 25, 27

April 1, 3

VACATION WEEK

WEEK of April 8<sup>th</sup> (OFF)

April 15, 17

April 22, 24

April 29, May 1

May 6, 8

CLASSES END

May 13, 15

**2023-2024 PM Classes**

**FALL 2023 GED PM**

**Monday and Wednesday/6:00pm-8:30pm**

CLASSES START

Sept. 4 (OFF), 6

Sept. 11, 13

Sept. 18, 20

Sept. 25 (OFF), 27

Oct. 2, 4

Oct. 9 (OFF), 11

Oct. 16, 18

Oct. 23, 25

Oct. 30, Nov. 1

Nov. 6, 8

Nov. 13, 15

CLASSES END

Nov. 20, 22 (OFF/Thanksgiving)



**2023-2024 PM Classes**

**WINTER/SPRING 2024 GED PM**

**Monday and Wednesday/6:00pm-8:30pm**

CLASSES START

Jan. 1 (OFF), 3

Jan. 8, 10

Jan. 15 (OFF), 17

Jan. 22, 24

Jan. 29, 31

Feb. 5, 7

Feb. 12, 14

Feb. 19 (OFF), 21

Feb. 26, 28

March 4, 6

March 11, 13

March 18, 20

March 25, 27

CLASSES END

April 1, 3

## **English as a Second Language Program Information**

### **ENGLISH AS A SECOND LANGUAGE: DAY CLASSES**

Location: Richard O. Belden Cultural Center

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

Days & Times: Monday-Thursday: 9:30am-12:30pm

Student Services are available to students through Kimberly Falcioni

### **ENGLISH AS A SECOND LANGUAGE: EVENING CLASSES**

Location: Richard O. Belden Cultural Center

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

Days & Times: Tuesday and Thursday 6:00-8:30pm

Student Services are available to students through Sue DiMauro

**ALL REGISTRATION IS BY APPOINTMENT**

**2023-2024 DAY Classes**

**FALL 2023 ESL AM**

**Monday-Thursday/9:30am-12:30pm**

CLASSES START

Sept. 4 (OFF),5, 6, 7

Sept. 11, 12, 13, 14

Sept. 18, 19, 20, 21

Sept. 25 (OFF), 26, 27, 28

Oct. 2, 3, 4, 5

Oct. 9 (OFF), 10, 11, 12

Oct. 16, 17, 18, 19

Oct. 23, 24, 25, 26

Oct. 30, 31, Nov. 1, 2

Nov.6, 7 (OFF), 8, 9

Nov. 13, 14, 15, 16

Nov. 20, 21, 22, 23 (OFF/Thanksgiving)

Nov. 27, 28, 29, 30

CLASSES END

Dec. 4, 5, 6, 7

**2023-2024 DAY Classes**

**WINTER/SPRING 2024 ESL AM**

**Monday-Thursday/9:30am-12:30pm**

CLASSES START

Jan. 1 (OFF), 2 (OFF), 3, 4

Jan. 8, 9, 10, 11

Jan. 15 (OFF), 16, 17, 18

Jan. 22, 23, 24, 25

Jan. 29, 30, 31, Feb. 1

Feb. 5, 6, 7, 8

Feb. 12, 13, 14, 15

Feb. 19 (OFF), 20, 21, 22

Feb. 26, 27, 28, 29

March 4, 5, 6, 7

March 11, 12, 13, 14

March 18, 19, 20, 21

March 25, 26, 27, 28

April 1, 2, 3, 4

VACATION WEEK:

WEEK of April 8<sup>th</sup> (OFF)

April 15, 16, 17, 18

April 22, 23, 24, 25

April 29, 30, May 1, 2

May 6, 7, 8, 9

CLASSES END

May 13, 14, 15, 16

**2023-2024 PM Classes**

**FALL 2023 ESL PM**

**Tuesday and Thursday/6:00pm-8:30pm**

CLASSES START

Sept. 5, 7

Sept. 12, 14

Sept. 19, 21

Sept. 26, 28

Oct. 3, 5

Oct. 10, 12

Oct. 17, 19

Oct. 24, 26

Oct. 31 (OFF), Nov. 2

Nov. 7 (OFF), 9

Nov. 14, 16

CLASSES END

Nov. 21, 23 (OFF)

**2023-2024 PM Classes**

**WINTER/SPRING 2024 ESL PM**

**Tuesday and Thursday/6:00pm-8:30pm**

CLASSES START

Jan. 2, 4

Jan. 9, 11

Jan. 16, 18

Jan. 23, 25

Jan. 30, Feb. 1

Feb. 6, 8

Feb. 13, 15

Feb. 20, 22

Feb. 27, 29

March 5, 7

March 12, 14

March 19, 21

March 26, 28

CLASSES END

April 2, 4

## 2023-2024 CITIZENSHIP PREPARATION

Location: Valley Regional Adult Education

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

Day & Time: Monday & Wednesday 5:30-8:00 pm

Student Services are available to students through Sue DiMauro

### Fall 2023

	Wednesday October 11, 2023
Monday October 16, 2023	Wednesday October 18, 2023
Monday October 23, 2023	Wednesday October 25, 2023
Monday October 30, 2023	Wednesday November 1, 2023
Monday November 6, 2023	Wednesday November 8, 2023

### Winter 2024

	Wednesday February 21, 2024
Monday February 26, 2024	Wednesday February 28, 2024
Monday March 4, 2024	Wednesday March 6, 2024
Monday March 11, 2024	Wednesday March 13, 2024
Monday March 18, 2024	Wednesday March 20, 2024

### Spring 2024

Monday April 15, 2024	Wednesday April 17, 2024
Monday April 22, 2024	Wednesday April 24, 2024
Monday April 29, 2024	Wednesday May 1, 2024
Monday May 6, 2024	Wednesday May 8, 2024
Monday May 13, 2024	

## ADULT HIGH SCHOOL CREDIT DIPLOMA

Location: Richard O. Belden Cultural Center

54 Grove Street ♦ Shelton, CT 06484 ♦ 203-924-6651

ALL REGISTRATION IS BY APPOINTMENT

### PROGRAM INFORMATION

#### Adult High School Completion Program Credit Requirements

#### Class Schedule

CDP has trimesters - **Trimester One** will meet August - November; **Trimester Two** will meet November - March; **Trimester Three** will meet March - May.

All classes meet:

Monday through Thursday (Online)	4:30 - 5:30 pm
Monday and Wednesday	5:45 - 8:15 pm
Tuesday and Thursday	5:45 - 8:15 pm
Monday and Wednesday; Tuesday and Thursday	12:30 - 3:00 pm

- Students need 25 credits to graduate.
- A certified counselor is available to students.
- All students must stay in the CDP designated areas.
- Student Services are available to students through Cindy Brouillette

#### VRAE CREDIT REQUIREMENTS

All students must earn **twenty-five (25) credits** for the issuance of a Valley Regional Adult Education Diploma.

For students who enter Valley Regional Adult Education's CDP with 25 credits, they must earn 1 credit with VRAE to receive a Valley Regional Adult Education Diploma.

#### Required Courses

##### Humanities (8 credits)

English	4 Credits
Social Science (Including American History/Civics)	4 Credits



## STEM (7 credits)

Mathematics	4 Credits
Science	3 Credits
Art or Vocational	2 Credit
Electives	8 Credits

In addition, credits MAY be obtained through:

### An Independent Study Project

There are three basic formats for Independent Study Projects: Research Paper, Textbook Course and Product Development. The appropriate format used will depend upon the credit area for which the project is being completed.

There are specific guidelines for:

- Procedures for requesting project approval
- Requirements for each type of project format
- Procedures for evaluation of projects

## Documented Credits

Students may receive credit for documented life and/or work experiences. Documentation requirements are strict, and students can receive credit only when all criteria are met. The three types of documented credits are explained below. Counselors will assist students with the appropriate forms for documentation.

- 1. Military Category**-2 credit maximum, elective credit only. One credit can be earned for successful basic training and one credit can be earned for successful specialized training. Discharge must be "other than dishonorable." No partial credit can be awarded.
- 2. Community or Volunteer Service**-credit maximum, elective credit only. One credit can be given for participation in community services or volunteer activity with the same agency or institution. One credit can be earned for 100 hours of service and one-half credit can be earned for 50 hours of service. Documentation of community service hours must be prepared by the agency. VRAE counselors will contact the appropriate agency for verification.
- 3. Occupational Category**-2 credit maximum, elective credit only. One credit can be given for work experience, occupational license, apprenticeship training or formalized job training. Counselors will contact employers or appropriate agency for verification. Please see the list below for specifics:
  - a) Work Experience:**1 credit can be earned for successful work experience which is full-time with the same employer for one year or half-time with the same employer for two years; no partial credit may be awarded.

- b) **Occupational License:** 1 credit can be earned for a current occupational license earned by the student. The license must have official signature and seal; no partial credit can be awarded.
- c) **Apprenticeship Training:** 1 credit can be earned for successful completion of a formal apprenticeship training program based on an employer-employee relationship which leads to proficiency in "journeyman status." No partial credit may be awarded.
- d) **Formalized Job Training:** 1 credit can be earned for successful formalized job training that is conducted by a recognized school, agency, employer, or trade union and which is certifiable. No partial credit can be awarded.

**Attendance**

Valley Regional Adult Education’s **AHSCDP** has been approved by the Connecticut State Department of Education and is also held responsible for maintaining attendance records on all students enrolled in the program. If a student does not attend a class session, an absence will be recorded in the CARS database.

Students are expected to be present prior to the start of all classes. Be in your classroom promptly at 5:45 p.m. **Tardiness is not acceptable.**

Students will be allowed only two (2) absences for a 1 credit course. Upon the third (3<sup>rd</sup>) absence a student may be given the option to make up the time within one week. Students may only make up an absence once per trimester per course. Any additional absences will result in the student being dismissed from the class. No credit will be earned for that class.

Use absences wisely, save them for emergencies, babysitting problems, or sickness. Avoid taking time off for any other reason.

**GRADING SYSTEM**

**The grades used in the AHSCDP are as follows:**

<b>A+ 97-100</b>	<b>C+ 79-77</b>
<b>A 96-93</b>	<b>C 76-73</b>
<b>A- 92-90</b>	<b>C- 72-70</b>
<b>B+ 89-87</b>	<b>D+ 69-68</b>
<b>B 86-83</b>	<b>D 67-65</b>
<b>B- 82-80</b>	<b>F 64-0</b>

**DR = Dropped Class**

**P = Passing**

**DC = Documented Credit**

**F = Failed**

## CREDIT DIPLOMA PROGRAM CLASS SCHEDULES

**FALL 2023**

**TRIMESTER 1**

August 30<sup>th</sup> - **Returning Students** Orientation/Registration By Appointment

August 31<sup>st</sup> - **New Students** Orientation/Registration By Appointment

<b>Monday &amp; Wednesday</b>	<b>Tuesday &amp; Thursday</b>
<b>Trimester 1</b>	<b>Trimester 1</b>
September 4 (OFF) & 6	September 5 & 7
September 11 & 13	September 12 & 14
September 18 & 20	September 19 & 21
September 25 (OFF) & 27 (PR Due)	September 26 & 28 (PR Due)
October 2 & 4	October 3 & 5
October 9 (OFF) & 11	October 10 & 12
October 16 & 18	October 17 & 19
October 23 & 25	October 24 & 26
October 30 & November 1 (PR Due)	October 31 (OFF) & November 2 (PR Due)
November 6 & 8	November 7 (OFF) & November 9
November 13 & 15	November 14 & 16 (OFF)
November 20 & 22 (OFF)	November 21
November 27 & 29	November 28 & 30
Total Trimester Hours: 55+	Total Trimester Hours: 55+

\*Snow/weather days will be made up at the end of the trimester or distance learning.

**CREDIT DIPLOMA PROGRAM**

**FALL/WINTER 2023 - 2024**

**TRIMESTER 2**

November 29<sup>th</sup> – New Student Orientation

<b>Monday &amp; Wednesday</b>	<b>Tuesday &amp; Thursday</b>
<b>Trimester 2</b>	<b>Trimester 2</b>
December 4 & 6	December 5 & 7
December 11 & 13	December 12 & 14
December 18 & 20	December 19 & 21 (OFF)
January 1 (OFF) & 3 (PR Due)	January 2 (OFF) & 4 (PR Due)
January 8 & 10	January 9 & 11
January 15 (OFF) & 17	January 16 & 18
January 22 & 24	January 23 & 25
January 29 & 31	January 30 & February 1
February 5 & 7 (PR Due)	February 6 & 8 (PR Due)
February 12 & 14	February 13 & 15
February 19 (OFF) & 21	February 20 & 22
February 26 & 28	February 27 & 29
March 4	
Total Trimester Hours: 55	Total Trimester Hours: 55

Winter Recess April 8 – 12, 2024 – No School

\*Snow/weather days will be made up at the end of the trimester or distance learning.

**CREDIT DIPLOMA PROGRAM**

**SPRING 2024**

**TRIMESTER 3**

March 5<sup>th</sup> – New Student Orientation

<b>Monday &amp; Wednesday</b>	<b>Tuesday &amp; Thursday</b>
<b>Trimester 3</b>	<b>Trimester 3</b>
March 6	March 7
March 11 & 13	March 12 & 14
March 18 & 20	March 19 & 21
March 25 & 27	March 26 & 28 (OFF)
April 1 & 3 (PR Due)	April 2 & 4 (PR Due)
April 15 & 17	April 16 & 18
April 22 & 24	April 23 & 25
April 29 & May 1	April 30 & May 2
May 6 & 8	May 7 & 9
May 13 & 15 (PR Due)	May 14 & 16 (PR Due)
May 20 & 22	May 21 & 23
May 27 (OFF) & 29	May 28 & 30
Total Trimester Hours: 55	Total Trimester Hours: 55

Spring Recess April 8 – 12, 2024 – No School

\*Snow/weather days will be made up at the end of the trimester or distance learning.

## STUDENT REGISTRATION

VRAE has established standard procedures for registering students that must be adhered to.

NEW Students	RETURNING Students
<ul style="list-style-type: none"><li>• Enrollment</li><li>• Pre-test</li><li>• Post test</li></ul>	<ul style="list-style-type: none"><li>• Enrollment</li><li>• Pre-test</li><li>• Post test</li></ul>

## STUDENT ASSESSMENT

**All GED students will have the opportunity to take the GED Ready Practice Test while enrolled and attending GED classes**

**All CDP students must take a Reading appraisal test prior to the start of their classes**

Assessment information for each student is a vital part of the data management process. This information needs to be completed according to the schedule provided.

The Program Facilitator will communicate and work toward keeping all students current with their assessments.

The Program Facilitator is responsible for reviewing and submitting all student assessments in a timely manner.

All information is to be reviewed and completed before submitting them to the Data Manager.

GED and ESL student folders will be maintained by the Data Manager in the main office. CDP student folders will be maintained by the evening Secretary. All files must be updated on a semester/trimester basis using the appropriate student file checklist.

### **CLASSROOM ATTENDANCE-Reporting**

Each semester/trimester, attendance links are provided to all Instructors. Instructors **must take attendance for each class daily**.

It is the instructor's responsibility to communicate with the Coordinator/Student Service Personnel regarding any student attendance issues. From there, an action plan is to be developed to address ways to improve the situation.

### **STUDENT ATTENDANCE-Information**

Each Instructor will inform students of class times and establish expectations within their classroom. Instructors should do their best to establish appropriate boundaries for overall attendance including tardiness, absences, etc.

Students are required to call out if they will not be in school that day.

### **STUDENT BEHAVIORAL ISSUES**

Every year, at the beginning of the semester, the staff is required to meet and develop a plan for addressing student behavioral issues.

### **STUDENT INFORMATION AND CONFIDENTIALITY**

#### **STUDENT FILES**

- Program facilitator and data manager develop and maintain the student files.
- The "Student File Checklist" form should be used in each file.
- All files are to be kept current for each semester/trimester.
- The Data Base Clerk maintains and secures student files.

#### **CONFIDENTIALITY**

All staff are responsible for protecting students' confidentiality.

Please do not share any student information (i.e., GED test scores, student attendance, telephone numbers, etc.) without the student's consent. All students must sign the appropriate release form before information is shared, even if it is the student's request.

If a person or agency requests such information, they must supply VRAE with a written release form from the student.

## **SPECIAL NEEDS**

There are specific mandates, required by law, which must be followed concerning students with special learning needs.

All Instructors must bring any concerns regarding a student's *learning needs, informal/formal educational diagnoses, and special needs* to the attention of the Program Director **PRIOR** to any discussion with the student.

## **DOCUMENTATION**

Counselors/Student Service Personnel must document all student meetings, phone calls and any relevant actions taken.

## **OUTSIDE ACTIVITIES/FIELD TRIPS**

Any scheduled trips or activities involving an instructor and students are considered school sanctioned and must be approved by the Director prior to planning the event. No activities or trips will be approved without following this guidance.

## **DATA MANAGEMENT AND REPORTS**

### **CLASS ROSTER**

A class roster will be provided to staff each semester via Google sheets.

This information is generated from the Student Registration forms. Therefore, accuracy is extremely important.

Any changes to this information throughout the semester **MUST** be reported. Update the Google sheet and inform the data manager.

### **DATA REPORTS**

Throughout the semester, various reports regarding student information, competency, content standards, etc., will be forwarded to keep staff informed and to assist in planning.

### **CLASSROOMS**

Each classroom has a locked cabinet for storage of equipment, assessments, student files, etc.

At the end of each class, all VRAE equipment, supplies, etc. should be returned to the locked cabinets provided.



## **Job Descriptions**

### **Director**

#### *Major Responsibilities and Duties*

- Establishes guidelines for Valley Regional Adult Education programs in accordance with local school policies and the Connecticut General Statutes (C.G.S) Section 10-67 through 10-73d
- Researches grant opportunities for adult education
- Establishes and maintains lines of communication with State and local officials regarding the operation of Valley Regional Adult Education
- Organizes advisory board meetings with area superintendents
- Attends Connecticut State Department of Education, Bureau of Health/Nutrition, Family Services and Adult Education policy forums and meetings
- Assumes responsibility the preparation and submittal of the ED 244, ED 245 and the Program Compliance and Quality Review
- Approves all purchase orders
- Available for annual audit
- Hires and supervises appropriately certified staff for Adult Education programs
- Establishes procedures for student recruitment
- Disseminates information about Adult Education programs to all news and social media, area businesses, and community service organizations
- Assumes responsibility for the successful opening of the program each semester
- Coordinates mandated Adult Education programs for ESL, GED, ABE, Credit Diploma, and Citizenship and appropriate staff development
- Establishes procedures for student referrals for area high school counselors
- Works closely with the Lead Teacher/Program Facilitator for overall program successes
- Works closely with the Data Clerk to assure accurate monitoring and program statistics included in the Program Profile
- Supports the GED testing registration process
- Assumes responsibility for all student transcripts
- Maintains lines of communication with other adult education directors
- Assumes responsibility for graduation exercises
- Assumes responsibility for the year-end closing of the program
- Supervises the summer session of the adult education program
- Completes staff evaluations
- Serves as the Disabilities Contact person for VRAE

#### *Qualifications:*

- Ability to work in a variety of settings with culturally diverse population
- Knowledge of the communities and local agencies with in VRAE's region
- Demonstrates awareness of interpersonal, communication, and group facilitation skills
- Ability to work with multiple priorities involved in the oversight of the day-to-day operations of VRAE's Adult Education grant
- Ability to analyze data
- Awareness of Workforce Innovation and Opportunity Act (WIOA)
- Must be willing to work some evenings

Must hold a Professional Educator Certification – 092- Intermediate Administration and Supervision

Vacation, sick and personal time allotments as defined with the Shelton Board of Education

## **Program Facilitator**

### **Major Responsibilities and Duties:**

- Has a comprehensive understanding of Connecticut Competency System (CCS); train new staff in the implementation of the CCS System; responsible for (CCS) coordination, quality data collection
- Facilitates in maintaining and evaluating the overall operation of the education programs in conjunction with the Adult Education Director (AE director)
- Liaison with the Bureau of Health/Nutrition, Family Services and Adult Education, and provide input at Director/Facilitator meetings
- Helps informs new teachers by suggesting methods and strategies or arranging for them to attend appropriate sessions including CCS Training
- Provides in-service training, organize workshops, meetings, and curriculum development
- Use curriculum, assessment, instruction and help teachers monitor learning
- Analyzes assessment results for program planning
- Participates in grant writing/grant coordination

### **CT Competency System/CARS Coordination:**

- Coordinates, explains, and interprets the Connecticut Adult Reporting System (LACES)
- Coordinates with the Data Entry's position responsibilities
- Reviews/coordinates/completes forms as needed for quality data collection
- Oversees the maintenance of organized student records
- Evaluates test results and assist in placements
- Reviews Bureau of Health/Nutrition, Family Services and Adult Education's data reports with the AE Director for accuracy and program implications

### **Assessment:**

- Oversees the registration and testing of students enrolled in VRAE programs
- Ensures all students are assessed
- Evaluates test results and assists in placements
- Reviews/coordinates/completes forms as needed for data collection/reporting
- Encourages use of class profiles from pre-tests to provide feedback to students and teachers, and to connect curriculum, assessment, and instruction

### **Qualifications:**

- Ability to work in a variety of settings with culturally diverse population
- Attend CCS Training session (which introduces the Appraisals and the Pre- and Post-Assessments), and the CCS Program Facilitator Professional Development Certification Awareness of Workforce Innovation and Opportunity Act (WIOA)
- Ability to analyze data
- Knowledge of the various assessments required by Bureau of Health/Nutrition, Family Services and Adult Education
- Knowledge of VRAE's intake process

Must hold a four-year college degree

Vacation days 10, in addition to all school vacation days and holidays. Sick days 15; personal/bereavement days 5. All days per fiscal year, no carryover. 5 additional vacation days after 10 years of service.

## **Program Coordinator:**

### **Major Responsibilities and Duties:**

- Serves as liaison for adult education program by collaborating with program administrative personnel; staff on site; local community agencies and other organizations in the delivery of adult educational services in an effective manner
- Arranges and facilitates student recruitment and orientation for programs
- Assists Adult Education Director in designing and facilitating on-going staff development plan for adult education program
- Assists Adult Education Director in hiring, training, and evaluating adult education staff
- Supervises, coordinates and/or aids in the delivery of adult education services in collaboration with agency partners and stakeholders
- Develops and implements student orientation process which includes greeting and registering new students, administering required assessments, scoring of assessments, goal setting, and introducing students' site staff and services in a pleasant and effective manner
- Ensures the development and maintenance of daily lesson plans for adult education classes tailored to meet the instructional needs of students
- Maintains retention in classroom by outreach and recruitment efforts
- Participates in workshops, in-service training, and professional development
- Attends Adult Education Coordinators meetings and other meetings as assigned
- GED only\* Responsibility for official GED test registration

### **Qualifications:**

- Comprehensive understanding of and commitment to the CCS
- Understanding of the knowledge of the College and Career Readiness Standards (CCRS) for Adult Education
- Ability to analyze data
- Knowledge of VRAE's intake process
- Ability to work with multiple priorities involved in the oversight of the day-to-day operations of VRAE's Adult Education grant
- Willingness to work toward continuous program improvement
- Ability to work in a variety of settings with culturally diverse population
- Demonstrate awareness of interpersonal, communication, and group facilitation skills

Must hold a valid Connecticut Initial, Provisional, or Professional Educator Certification with appropriate adult education endorsements (092)

Vacation days 10, in addition to all school vacation days and holidays. Sick days 15; personal/bereavement days 5. All days per fiscal year, no carryover. 5 additional vacation days after 10 years of service.

## **Educational Technology Coordinator**

### **Major Responsibilities and Duties:**

- Facilitate the effective use of computer and other technology. Deploy new technologies and revitalize current systems
- Provides technology support to the instructional staff and program administration of both day and evening programs
- Acts as a resource for integrating technology into instruction
- Pursues professional growth to maintain an up-to-date knowledge of effective educational technology
- Manage technology resources: networks, WIFI, computers, projection equipment and portable devices
- Coordinates and supervises major technology upgrades and purchases
- Serves as liaison to outside vendors that provide support for technology equipment and materials
- Lead instructor for all digital literacy classes

### **Professional Development**

- Develop and deliver professional development to promote implementation of instructional technology
- Researches, develops, and creates professional development for instructors and staff
- Provides professional development to teachers and administrators in methods of integrating technology in the delivery of curriculum and program management. Deliver the professional development to both day and evening programs
- Coordinates the pilot of new technology-integrated activities
- Informs instructors regularly of new technologies and software which may assist in developing concepts of content specific materials
- Provides one-on-one opportunities to assist instructors with new technologies
- Empowers staff to reach a proficient level of technology utilization

### **Communication**

- Manage website and social media to produce communications and community engagement
- Creates content and manage the website and social media presence
- Coordinates, creates, and disseminates the biannual catalog and digital and print marketing items
- Manages presence on third party websites: Google, National Literacy Directory, Businesses
- Disseminates and acts on, as appropriate, the information acquired from the community meetings

### **Administrative Duties**

- Assist in the development of VRAE's goals for the integration of technology
- Develops standards and procedures for program's use of digital technology
- Compiles budget and cost estimates for technology and ensure that funds reserved for technology are used cost effectively
- Writes and executes grants for the implementation of technology related educational programs
- Works to improve the overall quality of education received by students
- Attends all meetings as required

Must hold a four-year college degree

Vacation days 10, in addition to all school vacation days and holidays. Sick days 15; personal/bereavement days 5. All days per fiscal year, no carryover. 5 additional vacation days after 10 years of service.

## **School Counselor (Part-time)**

### **Major Responsibilities and Duties**

- Informs staff and students services provided by Adult Education and community organizations and how to access those services
- Provides leadership and collaborates with other educators/counselors for student integration and transition
- Assists students in developing academic, career and personal/social skills, goals and plans
- Maintains student logs
- Accurately and appropriately uses assessment procedures for determining class placement and structuring individual and group counseling services
- Appropriately guides students in developing goals based on individual data and other relevant information
- Monitors student academic performance, behavior and attendance assisting with appropriate interventions
- Consults and collaborates with teachers, administrators and other educational/community resources regarding students who are in need or transitioning
- Uses available technology resources to enhance student services/counseling component
- CDP Only\* Review and evaluate student transcripts

### **Qualifications:**

- Comprehensive understanding of, and commitment to the CCS
- Understanding of the knowledge of the College and Career Readiness Standards for Adult Education
- Ability to analyze data
- Knowledge of VRAE's intake process
- Willingness to work toward continuous program improvement
- Ability to work in a variety of settings with culturally diverse population
- Demonstrates awareness of interpersonal, communication, and group facilitation skills
- Ability to express oneself clearly and concisely, orally and in writing
- Ability to establish and maintain effective working relationships with coworkers

Must hold a valid Connecticut Initial, Provisional, or Professional Educator Certification with appropriate adult education endorsements

**CDP\*** Must hold 068 School Counselor

Part-time, hourly positions do not include paid time off.

## **School Counselor (Full-time)**

### **Major Responsibilities and Duties**

- Implement the use of Career Cruising with all enrolled students to support goal setting, career exploration, post-secondary planning, and inventories. Student meetings may be individual, small group or whole class.
- Support students' academic performance and progress toward graduation or program completion by reviewing progress reports, transcripts, and teacher reports. Plans interventions when appropriate and collaborates with stakeholders to promote success.
- Work collaboratively with the workforce readiness teacher to provide opportunities to visit community colleges, trade programs, and employers in the region. Collaboration between teacher and counselor on activities that support the curriculum and goals of the program.
- Career Specialist, as designated by the CT SDE, will attend all training and document students as they navigate entry or reentry into employment. This will include the development of a working relationship with the Workforce Board and the American Job Center.
- Train in the state database, LACES, to support understanding and use of data. Work in collaboration with Data Manager to input/update data for all students as needed.
- Work collaboratively with the Director to provide opportunities for students to attend transition events.
- GED registrar and counselor.
- Provide counseling and referrals to students as needed or referred by VRAE staff.

### **Qualifications**

- Current Connecticut certification 068
- Ability to work with a culturally diverse student population
- Excellent interpersonal and communication skills
- Ability to analyze data and apply it in decision making

Vacation days 10, in addition to all school vacation days and holidays. Sick days 15; personal/bereavement days 5. All days per fiscal year, no carryover. 5 additional vacation days after 10 years of service.

## **Program Instructor (ABE/GED, CDP, ESL, CITIZENSHIP)**

### **Major Job Responsibilities and Duties:**

- Establishes clear objectives for all lessons, units, projects and communicates those objectives to students
- Establishes and maintains a Google classroom
- Adapts teaching methods and instructional materials to meet students' varying needs, abilities and interests
- Observes and evaluates students' work to determine progress and to make suggestions for improvement
- Responsible for lesson plans, reporting and maintaining accurate attendance, administering assessments, providing students with their personal assessment results and completing all required paperwork
- Plans and conducts activities for a balanced program of instruction, demonstration and class time that provides students with opportunities to observe, question and investigate
- Instructs students individually and in groups, using various teaching methods such as lectures discussions and demonstration
- Prepares materials and classrooms for class activities through lesson plans
- Uses computers, audiovisual aides, and other equipment and materials to supplement presentations
- Attends professional meetings, conferences, and workshops to maintain and improve professional competence in all updated adult education practices
- Attends staff meetings

### **Qualifications:**

- Comprehensive understanding of, and commitment to the CCRS
- Understanding of the knowledge of the College and Career Readiness Standards for Adult Education
- Ability to analyze data
- Knowledge of VRAE's intake process
- Willingness to work toward continuous program improvement
- Ability to work in a variety of settings with culturally diverse population
- Demonstrates awareness of interpersonal, communication, and group facilitation skills

Must hold a valid Connecticut Initial, Provisional, or Professional Educator Certification with appropriate adult education endorsements

Part-time, hourly positions do not include paid time off.

## **Administrative Assistant**

### **Major Responsibilities and Duties**

- Answers and/or places telephone calls, record messages and greet visitors
- Prepares written reports, memos, letters, etc., for the purpose of documenting activities, providing written reference and/or conveying information
- Processes documents and materials for the purpose of disseminating information to appropriate parties
- Maintains products/supplies inventory by checking stock to determine inventory level, anticipating needed products/supplies
- Places and expedites approved orders for products/supplies, verifying receipt of products/supplies
- Maintains contact information for staff and students
- Maintains and keep current office equipment (phone system, postage meter, copier)
- Assists in coordination and set up for graduation
- Maintains classroom supplies
- Performs other related duties as assigned

### **Purchasing**

- Works with finance to insure a smooth flow of required paperwork
- Ensures that invoices are correct regarding product/supply quantity/quality specifications; review invoices listed prices; make necessary pricing adjustments and make computer entries according to procedures

### **Required knowledge, skills, and abilities**

- Ability to communicate clearly and effectively, both orally and in writing
- Ability to work in a variety of settings with culturally diverse population
- Effective, active listening skills
- Ability to work effectively with others
- Organizational and problem-solving skills
- Excellent public relations skills
- Strong working knowledge of Microsoft Office and Google
- Must be able to meet schedule requirements

Must hold a High School Diploma, some college/business coursework preferred, background in education field preferred

Part-time, hourly positions do not include paid time off.



## **Data Manager**

### **Major Responsibilities and Duties**

- Prepare and sort documents for the purpose of data entry
- Establish entry priorities by maintaining understanding of what data needs to be entered first.
- Enter student information using CT Adult Reporting System (LACES) and exporting to TE (TOPSpro Enterprise)
- Create classes or course section in LACES
- Enter student enrollments in the course sections
- Enter student attendance into LACES
- Scan Pre and Post Tests into TE
- Track all assessment information
- Print individual skills profile report (TE) for student files
- Maintain student files
- Create forms for student registration, attendance, assessment, and outcomes
- Keep Instructor's attendance books updated with current attendance forms
- Print reports for instructors and other program staff
  - TOPS:
    - student performance by test item
    - class performance by test item and content standard
    - class performance by test and competency
    - student test summary by class
  - LACES:
    - student test by course section
    - class roster
- Meet with program staff for status of reports
- Meet with Lead Teacher/Program Manager regarding data and data input on a regular basis
- Verify entered data by reviewing, correcting, and changing entered information
- Provide administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports
- Track and follow-up on uncompleted paperwork
- Attend State Dept. of Education in-service meetings and debrief staff on state meetings
- Order diplomas and cap/gowns for graduation
- Assist in coordination and set-up for graduation (photographer, cap/gown measurement, lists and signs)
- Perform other duties as assigned by Program Director
- Participate in professional staff development activities

### **Qualifications:**

- Ability to work independently
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Strong organization skills

Must hold a high school diploma and be trained in state database

Vacation days 10, in addition to all school vacation days and holidays. Sick days 15; personal/bereavement days 5. All days per fiscal year, no carryover. 5 additional vacation days after 10 years of service.

## **Data Clerk II**

### **Major Responsibilities and Duties**

- Prepare and sort documents for the purpose of data entry and uploading
- Establish entry priorities by maintaining understanding of what data needs to be entered first
- Enter student information using CT Adult Reporting System (LACES) and exporting to TE (TOPSpro Enterprise)
- Create classes or course section in LACES
- Enter student enrollments in the course sections
- Enter student attendance into LACES
- Scan Pre and Post Tests into TE
- Track all assessment information
- Print individual skills profile report (TE) for student file
- Print reports for instructors and other program staff
  - TOPS:
    - student performance by test item
    - class performance by test item and content standard
    - class performance by test and competency
    - student test summary by class
  - LACES:
    - student test by course section
    - class roster
- Meet with program staff for status of reports
- Meet with Data Manager regarding data and data input on a regular basis
- Verify entered data by reviewing, correcting, and changing entered information
- Provide administrative support in such areas as compiling data, analyzing data, and preparing related statistical reports
- Track and follow-up on uncompleted documents
- Attend State Dept. of Education in-service meetings and debrief staff on state meetings
- Perform other duties as assigned by Program Director
- Participate in professional staff development activities

### **Qualifications:**

- Ability to work independently
- Ability to be detail oriented
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Strong organization skills

Must hold an associate or bachelor's degree and be willing to be trained in state database

Part-time, hourly positions do not include paid time off.

## **Finance**

### **Major Responsibilities and Duties**

- Executes and maintains budgets for adult education grants
- Computes, records, and verifies data related to grants management
- Bill towns for state and local payments
- Maintains financial records and payments for towns
- Compares current and past balance sheets for accountability
- Prepares fiscal reports for the Director of Valley Regional Adult Education
- Prepares monthly reports for the Director of Valley Regional Adult Education
- Revises/updates adult education budgets through the state, city, and internally
- Maintains financial records/contracts via vendor's files
- Summarizes details of separate ledgers for total fiscal management
- Posts and processes purchase orders and invoices thru Munis
- Balances internal ledgers with Munis for fiscal management
- Mailing of accounts payable transactions
- Prepares and completes bank transactions for VRAE through QuickBooks
- Maintains personnel files
- Initiates employee tax status and direct deposits for employees through the City of Shelton
- Prepares payroll sheets
- Verifies timekeeping records and consults with employees about discrepancies
- Collects and submits payroll amounts biweekly to the City of Shelton
- Balances and records payroll data through internal ledgers and Munis
- Distribution of paychecks to employees
- Prepares for annual audit

### **Qualifications:**

- Ability to work independently
- Ability to communicate ideas and directives clearly and effectively, both orally and in writing
- Strong organization skills

Must hold a college degree and have bookkeeping knowledge. Part-time, hourly positions do not include paid time off.

## Program Policies

### AGENCY MISSION

#### VALLEY REGIONAL ADULT EDUCATION

#### *Building a Stronger Community*

At Valley Regional Adult Education, we are committed to developing a sense of “*community education*” in which local citizens, schools, agencies, and businesses work together to address the educational needs of the Valley community.

Our goal is to be a vital organization, responsible for creating an environment that continually fosters 100% engagement of students and staff through:

- **Commitment**
- **Integrity**
- **Innovation and Creativity**
- **Quality**

## LEGISLATION

*The purpose of this section is to provide appropriate reference information as it relates to adult education and the parameters and responsibilities developed by the State Department of Education for providing adult education services. We encourage all staff to visit the Connecticut Department of Education website at [www.sde.ct.gov](http://www.sde.ct.gov) where you will find specific and current information related to the mandates and structures that our agency is responsible for adhering to maintain funding. Once you access the website, click on “**adult education**” and you will find a comprehensive view of all legislation.*

We recommend you review the following:

- Position Statement on Adult Education
- Connecticut State Statues for Adult Education
- Workforce Innovation and Opportunity Act of 2014
- State Grants
- Federal Priority Initiatives
- Certifications/Adult Education Endorsements – Fact Sheet 101
- Instructional Programs

## Community Partnerships and Agency Affiliations

**CAACE - CT Association of Adult and Continuing Education** [www.caace.net](http://www.caace.net) Their purpose is to provide leadership in advancing the concept of lifelong learning, and to conduct, promote and sponsor professional development conferences and activities.

**CECA - Connecticut Educators Computer Association** [www.ceca-ct.org](http://www.ceca-ct.org) CECA is a non-profit organization of professionals interested in promoting the use of technology throughout schools in CT

**THE WORKPLACE, INC.** [www.workplace.org](http://www.workplace.org) The WorkPlace, Inc. is Southwestern Connecticut's regional workforce development board and coordinates job training and education. They build projects that help people prepare for careers and strengthen the workforce for employers.

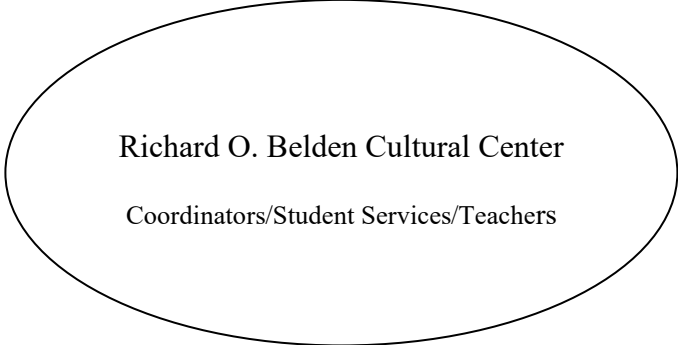
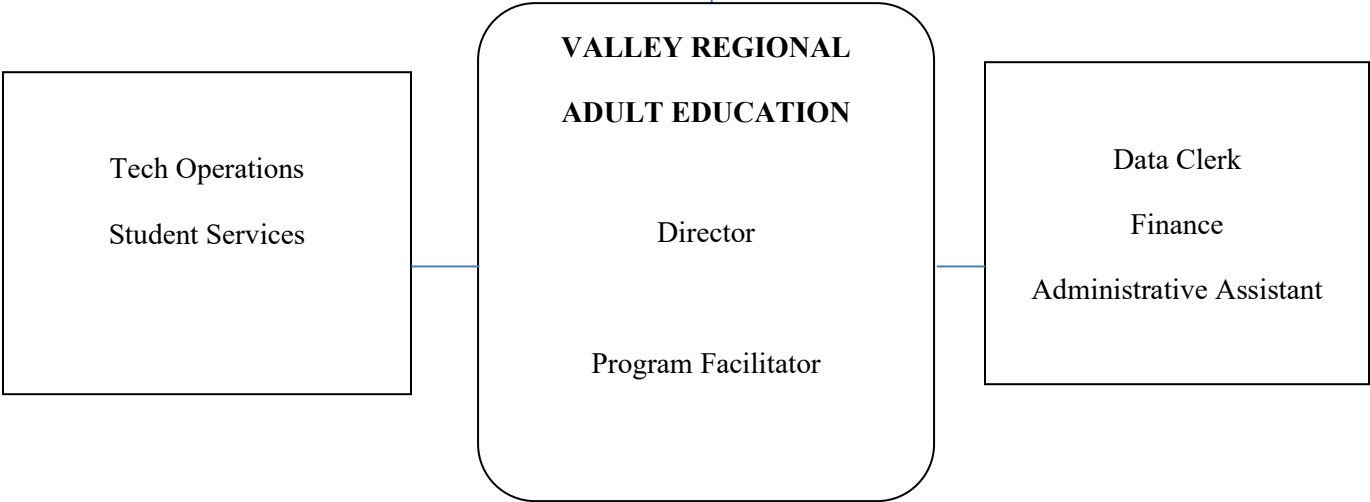
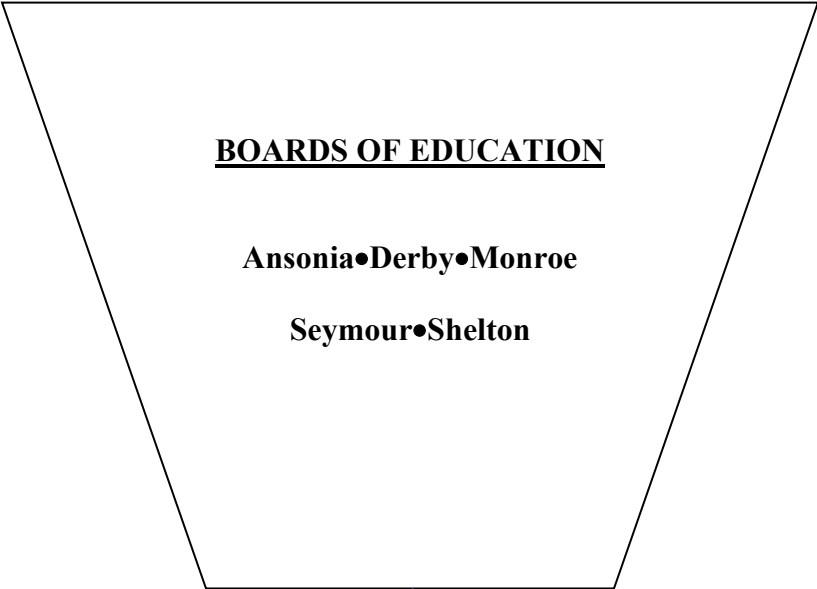
**VALLEY COUNCIL FOR HEALTH & HUMAN SERVICES** [www.valleycouncil.org](http://www.valleycouncil.org) The Valley Council plans, implements, and coordinate a comprehensive system of human service delivery which advocates for community-wide and culturally diverse planning.

**TEAM, Inc.-Training Education Assistance and Manpower** [www.teaminc.org](http://www.teaminc.org) TEAM provides the opportunity to combat poverty in the region and helps low-income families to improve their self-sufficiency. Their services include Early Childhood Development, Elderly Care, Economic and Asset Building, Housing, Heating Assistance and Neighborhood Outreach.

**THE GREATER VALLEY CHAMBER OF COMMERCE** [www.greatervalleychamber.com](http://www.greatervalleychamber.com) The Greater Valley Chamber of Commerce represents the Connecticut Business Community of Ansonia, Beacon Falls, Derby, Oxford, Seymour, Shelton and the surrounding area. It provides leadership to enhance economic growth, development, prosperity, and quality of life in the region.

**VALLEY EARLY CHILDHOOD REGIONAL COUNCIL** [www.valleycouncil.org](http://www.valleycouncil.org) The mission of the Valley Early Childhood Regional Council (VECRC) is to coordinate and promote early care and education throughout the Valley region by engaging families to ensure that all children enter school ready to learn and succeed.

**FEDERAL AND STATE GOVERNMENT**



## **EMPLOYEE INFORMATION**

### **El-1 Staff Agreement and Hiring Information**

Any new employee not currently working for the City of Shelton needs to be fingerprinted.

#### **Certification Requirements**

Anyone in a role that requires certification is expected to provide a copy of their certification(s). It is also a requirement to maintain the proper endorsements for employment at VRAE. All documentation must be forwarded to Debra Hansen, Director.

#### **Termination**

VRAE makes decisions for termination on a case-by-case basis. Should an employee terminate their employment with VRAE voluntarily, it is expected there will be a minimum of 2 weeks' notice.

#### **Exit Interviews**

Exit interviews are provided at the discretion of the Director and Program Facilitator.

#### **Staff Evaluation**

A calendar for staff evaluations will be developed and communicated to staff each year. Any paperwork required to be completed by staff for this process will be provided to everyone in advance.

#### **TRB**

Credit Diploma teachers may be able to purchase service but need to follow the guidelines established by TRB and maintain records of their hours worked yearly and hourly rate received.

### **El-2 Professional Expectations**

#### **Planning**

##### **Instructional Staff**

All instructors should be prepared for each class. Lesson plans are required for all classes. All lesson plans must follow VRAE's format and be kept in Google. There are curriculums developed for the subject areas and programs offered by VRAE. Please feel free to use the resources and materials VRAE has, to provide your students with the best learning environment. Lesson plans must be aligned with the appropriate standards (ESL – ELP Standards, CASAS; CDP & ABE/GED – College and Career Readiness Standards). In the case of an absence, it is the teacher's professional responsibility to prepare a lesson for the substitute.

All instructors will be required to set up and maintain a Google classroom to be used in coordination with their seated class. Each teacher/class will be required to complete a weekly assignment using their Google classroom.

## **Non-Instructional Staff**

Non-instructional staff are expected to prioritize their work and complete tasks, based on their roles and responsibilities, in a timely and accurate manner. Should you be unable to complete your work, it is expected that you will bring it to the attention of the administrative staff immediately.

## **Attendance and Staff Punctuality**

Staff are responsible for working during the designated business hours. When a staff member is unable to come to work for all or part of the day, it is expected that notice is provided within a reasonable amount of time so that alternative plans can be made. Instructors calling out remain responsible for lesson plans.

Staff employed at the Richard O. Belden Cultural Center during the day is responsible for contacting the Director when calling out. The staff at the Richard O. Belden Cultural Center during the evening must contact the Site Coordinator.

Staff are expected to begin and end their workday based on the schedule agreed at the time of hire. Staff are also expected to begin and end breaks on time.

## **Vacation/Personal Time Off**

VRAE follows the Shelton Public School calendar for all holidays and vacations scheduled during the school year.

Vacation, sick, and personal time allotments are located on each job description page. Only full-time or salaried employees are entitled to paid time off.

Any staff member in need of time off should contact the Director or their Site Coordinator.

All time off requires advanced notice, approval and is tracked throughout the school year.

## **Meeting Participation**

All staff are compensated for any additional time required for attending meetings and staff development. Meetings and staff development sessions may or may not be optional. Management will inform staff accordingly. Occasionally there may be times when staff support is needed, outside of meetings and staff development.

## **Dress Code**

VRAE strives to present a positive, professional image. We expect the same from our staff and that they will dress professionally when reporting to work.

## **Sexual Harassment Policy**

Appendix B includes the City of Shelton Sexual harassment policy.

## **Affirmative Action Policy**

Appendix C includes the City of Shelton Affirmative Action Policy



## **Smoking**

The City of Shelton buildings and properties are smoke free. You will receive a sign off for this policy on a yearly basis which will be included in your personnel file. See sign off Appendix A.

## **Alcohol and Drug Free Workplace**

VRAE is an alcohol and drug free workplace which is free of the effects of alcohol and drug abuse. By establishing this purpose, we seek to ensure a safe, healthy working environment for all employees and to reduce absenteeism, tardiness and other job performance problems which may be caused by alcohol and/or drug abuse.

### **Policy:**

Employees shall not be involved with the unlawful manufacture, distribution, possession, or use of an illegal drug, controlled substance or alcohol and shall not be under the influence of such substances while on school premises or while conducting school business on or of school property. Any employee who discovers illegal drugs or alcohol on school property shall notify the Debra Hansen or her designee who shall investigate the matter.

An employee must report any conviction under a criminal drug statute for violations occurring on or off school premises while on school business, to the Director or her designee within five (5) days after the conviction. Debra Hansen, Director, will notify any agency awarding a grant to this agency of such conviction, within ten (10) days thereafter.

Employees shall only use prescription drugs on school premises which have been prescribed by a licensed medical practitioner, and such drugs shall be used only as prescribed.

Violations of this policy may result in disciplinary action, up to and including possible termination of employment.

## **EI-3 Payment, Wages and Benefits**

### **Payment**

A payroll schedule is provided to all staff for each calendar year. For questions regarding issues with your paycheck, contact Lori Sanchez at 203 924-6651 [lsanchez@vrae.org](mailto:lsanchez@vrae.org)

### **Wages**

VRAE offers competitive wages for salaried and hourly positions.

### **Documenting Time**

Hourly staff must complete the time sheet provided by the deadline. Staff are responsible for submitting the time sheet by the deadline noted on the timesheet.

## **Assistance**

### **To update personal information:**

Contact: Debra Hansen at 203-924-6651 ext. 2005 / dhansen@vrae.org

## **EI-4 Holidays, School Closings, Delays and Early Dismissal**

### **Holidays**

The schedule of holidays for staff is the same as Shelton Public Schools. Our agency follows the calendars provided by Shelton Public Schools.

### **School Closings**

Each school system within VRAE's region makes separate decisions to close school. All staff should be signed up to the program's Remind account for the most current changes. Closing updates are also reported to Channel 8 WTNH, Channel 3 WFSB, and Channel 30 WVIT.

### **Delayed Opening**

When a school system reports a delay for opening, staff should expect to report as scheduled.

### **Early Dismissal**

Should a school system decide to dismiss students from school early that day, VRAE will not hold classes that evening.

## **EI-5 Use of Company Property**

### **Internet**

VRAE has developed a "Staff Electronic Information Resources Responsible Use Agreement" that is provided to all staff members. Each staff member is required to review and sign off on the agreement. A copy is kept in everyone's individual personnel file.

### **Confidentiality Statement**

Connecticut Adult Education providers are responsible for maintaining confidential student information and keeping this information secure. This information may include, but is not limited to, test scores, date of birth and social security numbers. A personal confidentiality statement must be completed by any staff member with access to CARS, GED Manager or any other source of confidential student data. Confidentiality statements are kept on file for the duration of employment.

### **Phones**

Our company phones are for business purposes only.

### **Technology Assistance**

The Technology Coordinator can be contacted directly if you have any technical needs or problems regarding electronic properties of VRAE.

Contact: Lori Sanchez: 203-924-6651 ext. 2003 / lsanchez@vrae.org

## **EI 6 Confidentiality**

### **Personnel Records and Information**

Staff personnel records are maintained in our administrative office. Any inquiries from outside sources are not fulfilled unless we have received written consent from the staff member. Please direct written consent to the Program Director.

### **Company Information**

Sharing company information should be done only for the purpose of business.

### **Student information**

#### **Third Parties**

Due to student confidentiality, please do not release any student information (i.e., GED test scores, student attendance, telephone numbers, etc.). If a person or agency requests such information, staff is required to obtain a completed "Release of Information" (ROI) form for the student.

#### **Special Needs**

ALL Instructors must bring any student concerns (learning needs, informal/formal educational diagnoses, and special needs) to the attention of the Disability Contact Person prior to any discussion with the student. There are specific mandates, required by law, which must be followed concerning students with special learning needs.

## **EI-7 Emergency and Accidents within School Facilities**

### **Fire Drills**

Staff shall act in accordance with the procedures for fire drills provided for their assigned location. Staff should also refer to the Emergency Exit diagrams posted in each classroom.

### **Emergency and Accidents**

Should emergencies occur, please call 911 and inform the Site Coordinator or Director as soon as possible. Any accidents or injuries, involving staff or students, occurring on school property requires an "Incident Report", to be completed and submitted to the Program Director.

### **First Aid**

A basic first aid kit will be supplied to each level. The Director and Site Coordinator are responsible for communicating to the staff where the kit will be stored. The Administrative Assistant will keep track of supplies.

## Program Operations

Based on the requirements set forth by the state, through active grants and the policy of VRAE, the following tasks are required to be completed as a team effort, each semester/trimester by the Site Coordinators, Student Services personnel, and Instructors.

\*Student Registration

\*Pre and Post testing

\*Review of Student Handbooks and completion of agreement/release forms

\*Daily Attendance

Additionally, related schedules and deadlines are provided each semester. VRAE expects all staff to adhere to the schedules and deadlines per semester.

### **Student Registration**

It is a VRAE policy to complete registration of all students each semester. This information is captured on an Enrollment Form and documented into the state database. The information is utilized for internal purposes as well as for reporting to state and federal funding sources.

All Site Coordinators and Student Services personnel are required to participate in this process each semester.

Registration forms are expected to be completed accurately upon submittal.

### **Student Requirements for Enrollment into Classes for ABE/GED/CDP**

VRAE follows the policies mandated by state law.

- Students 17 years old are required to present a Parental Withdrawal Form to enroll for classes in ABE/GED/CDP.
- All students planning to enroll in CDP are required to provide an official transcript.

### **Photo and Video/Student Agreement/Information Resources Responsible Use Agreement Forms**

VRAE is mandated to provide a Student Handbook to each student. Every year our Student Handbook is reviewed and revised.

To ensure each student receives attention and information consistently, it is required that staff provides each student with a verbal/visual review of the Student Handbook online once they have completed the Orientation/Registration process.

VRAE is also mandated to provide verification that this process has been completed with each student and does so through the Photo and Video/Student Agreement/Information Resources Responsible Use Agreement Forms.

The staff is also required to ensure the student signs off on all release forms as it relates to our student policies. Staff is responsible for retaining a copy for their site and filing appropriately within the student folders.

### **Pre/Post Testing**

Pre and Post testing (“assessments”) are required per state and federal mandates and include reading and/or math.

Within the GED and ESL programs, Pretesting is based on Appraisal test scores.

Pre and Post tests are required for both **new** and **returning** students.

All students must be Pre and Post tested annually.

### **Attendance**

Instructors are required to track daily student attendance and to submit this information on the appropriate form according to the schedule provided.

All attendance information is confidential. The attendance information will be retained in the designated area.

### **Grades/Progress Reports**

CDP teachers will submit progress reports using the schedule located on the trimester calendars. Teachers must indicate the status of each student and submit forms on the designated dates to the CDP Coordinators.

### **Student Behavioral Issues**

VRAE expects Site Coordinators, Student Service personnel/Counselors and Instructors to communicate and work collectively to identify and address student behavioral issues. ***Please see “Student Rights and Responsibilities” in the Student Handbook.***

### **Textbooks**

Students enrolled in mandated classes are provided use of all necessary textbooks and are also provided materials used in their class free of charge.

## PAYROLL SCHEDULE - 2023-2024

	PAY PERIOD ( <i>Sunday-Saturday</i> )	TIMESHEET DATE DUE ( <i>Wednesday</i> )	PAY DATE ( <i>Friday</i> )
1	June 18 – July 1	June 28, 2023	July 7, 2023
2	July 2 – July 15	July 12, 2023	July 21, 2023
3	July 16 – July 29	July 26, 2023	August 4, 2023
4	July 30 – August 12	August 9, 2023	August 18, 2023
5	August 13 – August 26	August 23, 2023	September 1, 2023
6	August 27 – September 9	September 6, 2023	September 15, 2023
7	September 10 – September 23	September 20, 2023	September 29, 2023
8	September 24 - October 7	October 4, 2023	October 13, 2023
9	October 8 – October 21	October 18, 2023	October 27, 2023
10	October 22 – November 4	November 1, 2023	November 10, 2023
11	November 5 – November 18	November 15, 2023	November 24, 2023
12	November 19 – December 2	November 29, 2023	December 8, 2023
13	December 3 – December 16	December 13, 2023	December 22, 2023
14	December 17 – December 30	*December 20, 2023	January 5, 2024
15	December 31 – January 13	January 10, 2024	January 19, 2024
16	January 15 – January 27	January 24, 2024	February 2, 2024
17	January 28 – February 10	February 7, 2024	February 16, 2024
18	February 11 – February 24	February 21, 2024	March 2, 2024
19	February 25 – March 10	March 6, 2024	March 16, 2024
20	March 11 – March 24	March 20, 2024	March 30, 2024
21	March 25 – April 7	April 3, 2024	April 13, 2024
22	April 8 – April 21	April 17, 2024	April 27, 2024
23	April 22 – May 5	May 1, 2024	May 11, 2024
24	May <sup>67</sup> – May 19	May 15, 2024	May 25, 2024
25	May 20 – June 2	May 29, 2024	June 7, 2024
26	June 3 – June 16	June 12, 2024	June 22, 2024

***\*Due to holiday vacation, timesheet is due on Tuesday, December 20, 2023***

***\*\*June 17 through June 28, 2024, will be paid on July 5, 2024***



## Smoke Free Workplace Policy

To protect and enhance our air quality and to contribute to the health and well-being of all employees, The City of Shelton buildings and properties shall be smoke-free. Additionally, the use of all tobacco and smoking products, including chewing tobacco and electronic cigarettes (E-cigarettes), is prohibited from all workplaces including City owned vehicles, as designated in this policy.

Smoking is prohibited in all of the enclosed areas within all City of Shelton work sites, without exception. This includes common work areas, conference and meeting rooms, offices, hallways, the lunchrooms, stairs, restrooms, employer-owned vehicles, and all other enclosed facilities.

The only areas where smoking is allowed is outdoors, away from all entrances to the buildings. No one may smoke along any pathway or walkway leading to or from any building, garage or facility entrances or exits.

Employees may smoke in their personal vehicles, but the smoke and tobacco products must be completely contained within the vehicle. It is not acceptable that either smoking or non-smoking persons are subjected to smoke that they must walk through to reach their vehicle or any other destination on City property.

No additional breaks are allowed to any employee who smokes.

As a reminder, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees and visitors to City property.

Failure to comply with all of the components of this policy may result in disciplinary action for violation of City policy.

By my signature, I have received, will read and acknowledge this policy of the City of Shelton.

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Name Print

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Signature

Date

## APPENDIX A

### CITY OF SHELTON

### (APPENDIX B)

#### SEXUAL HARASSMENT POLICY:

It is the policy of the City of Shelton to prohibit harassment of one employee by another employee or supervisor on the basis of sex. The purpose of this policy is not to regulate our employees' personal morality. It is to assure that no employee harasses another on the basis of sex or sexual orientation. In this regard, supervisors shall not use their authority to solicit subordinates for sexual favors, making submission either implicitly or explicitly a term of condition of employment. Likewise, between fellow employees, solicitation, insults, comments, verbal or physical advances or other sexually offensive activities will not be tolerated.

#### DEFINITIONS:

##### A. Sexual Harassment

Sexual Harassment is a violation of Title VII of the Civil Rights Act of 1964 as well as Connecticut General Statutes, 46a-60 (a) (8). Sexual harassment is generally defined under both state and federal laws as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of any individual's employment; or
- Submission to or rejection of such conduct by any individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

##### B. Types of Sexual Harassment

1. **Verbal:** Includes sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, threats or coercion;
2. **Non-Verbal:** Includes sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling, obscene gestures;
3. **Physical:** Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse, assault.

Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the workplace. But whatever form it takes (verbal, non-verbal or physical), sexual harassment can be insulting and demeaning to the recipient and will not be tolerated in the workplace.



**COMPLAINT PROCEDURE:**

Any employee who believes he or she has been the subject of sexual harassment should report the alleged act immediately to the Administrative Assistant who is primarily responsible for investigating such allegations. In the event that the employee is uncomfortable, for any reason, with discussing the matter with the Administrative Assistant, the employee should contact another of his or her supervisors or administrative personnel with whom he/she is comfortable discussing the matter. Said representative will then, at the employee’s request, either act as liaison between the employee and the Administrator or personally undertake the investigation.

All complaints will be handled in a timely and limited confidential manner. Investigation of such matters will usually entail interviewing involved parties and any named or apparent witnesses. Obviously, in the course of such investigation the names of the complainant and the person complained about (respondent) will be disclosed if necessary, to facilitate the investigation. If disciplinary action against the respondent is a possible outcome of the investigation, due process will require that any statements made will be available at the time of any hearing.

**DISCIPLINARY ACTION:**

If an investigation reveals that the complaint is valid, prompt action will be taken to stop the harassment immediately and prevent its recurrence. Violation of the policy will not be permitted, and may result in disciplinary action up to and including discharge.

Contact the Shelton Administrative Assistant, Human Resources or your Supervisor if you have questions or concerns or believe that you or others are being sexually harassed.

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Name: Mayor Mark Lauretti

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Contact Information

**IF YOU FEEL THAT YOU HAVE BEEN DISCRIMINATED AGAINST, CONTACT:  
THE CONNECTICUT COMMISSION ON HUMAN RIGHTS AND  
OPPORTUNITIES**

**WEST CENTRAL REGION OFFICE  
Rowland State Government Center  
55 West Main Street, Suite 210  
Waterbury, CT 06702-2004  
PHONE: (203) 805-6530  
FAX: (203) 805-6559  
TDD: (203) 805-6579**

**IF YOU NEED ADDITIONAL INFORMATION CONTACT:**

**Permanent Commission on the Status of Women  
18-20 Trinity Street  
Hartford, CT 06106  
Phone: 860-240-8300  
Fax: 860-240-8314  
Email: [pcsw@cga.ct.gov](mailto:pcsw@cga.ct.gov)**

Updated 8/16/2017

**APPENDIX C**  
**CITY OF SHELTON**

**AFFIRMATIVE ACTION POLICY**

It has been the policy and will continue to be the strong commitment of the City of Shelton and all contractors and subcontractors who do business with this City, to provide equal opportunities in employment to all qualified persons solely on the basis of job-related skills, ability and merit. The City of Shelton will continue to take Affirmative Action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, religion, sex, national origin, ancestry, creed, mental disorder (present or past history thereof), age, physical disability (but not limited to blindness), marital status, mental retardation, criminal record, sexual orientation or preference or criminal record. Such action includes but is not limited to, employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training including apprenticeship. The City of Shelton, its contractors and subcontractors, will continue to make good faith efforts to comply with all federal and state laws and policies which speak to equal employment opportunity.

The principles of Affirmative Action are addressed in the 13<sup>th</sup>, 14<sup>th</sup>, and 15<sup>th</sup> Amendments of the United States Constitution, Civil Rights Act of 1866, 1870, 1871, the Equal Pay Act of 1963, Title VI and VII of the 1964 United States Civil Rights Act, Presidential Executive Order 11246, amended by 11375, (Nondiscrimination under federal contract), Act 1, Sections 1 and 20 of the Connecticut Constitution, Governor Grasso's Executive Order Number 11, Governor O'Neill's Executive Order Number 9, the Connecticut Fair Employment Practices Act (Sec. 46-a-60-69) of the Connecticut General Statutes, Connecticut Code of Fair Practices (46a-70-81), Deprivation of Civil Rights (46a-58(a)(d)), Public Accommodations Law (46a-51(1)), definition of Physically Disabled (46a-51(15)), definition of Mentally Retarded (46a-51(13)), cooperation with the Commission on Human Rights and Opportunities (46a-77), and Sexual Harassment (46a-60(a)-8), Connecticut Credit Discrimination Law (360436 through 439), Title 1 of the State and Local Fiscal Assistance Act of 1972 and the Genetic Information Act of 2008.

This Affirmative Action Policy Statement re-affirms my personal commitment to the principles of Equal Employment Opportunity.