



Staff Handbook

2026-2027 School Year

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-2:00pm

www.VRAE.org

Table of Contents

Welcome	Page 3
Educational Program Options	Page 4
Nondiscrimination, Accessibility and Accommodation Statements	Page 5
Student Registration, Student Rights and Responsibilities	Pages 6 - 7
GED Program Information	Pages 8 - 14
ESL Program Information	Pages 15 - 19
Citizenship Program Information	Page 20
Credit Diploma Program Information	Pages 21 - 26
School Calendar	Page 27
REMIND App	Pages 28 - 30

Welcome

Welcome to Valley Regional Adult Education. We are happy to assist you as you work to increase your academic skills, obtain a high school diploma, perfect your English, or become a citizen. We will make every effort to support you so you will have the necessary tools to achieve success in your future.

Valley Regional Adult Education

Daytime Office Staff

Debra Hansen, Director of Adult Education

Kimberly Falcioni, Program Facilitator

Sharon Shimonov, School Counselor & GED Coordinator

TJ Nagy, Technology Coordinator and Data Manager

Kate Antolini, Reception & Office Manager

Donna Lane, Administrative Assistant

Educational Program 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 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.

Nondiscrimination, Accessibility and Accommodation Statements

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.

Student Registration

Each year, Valley Regional Adult Education holds tuition free academic programs during the fall session, winter session, and spring session. Student registration and orientation are planned for each session. All student registration is on site and in person.

Student Rights and Responsibilities

School Property: School property must be respected. Offenders will be required to make restitution and appropriate disciplinary action will be taken.

Conduct: Proper behavior is expected of all students attending Adult Education classes. Rude or disruptive conduct will not be tolerated under any circumstances. Behavior not considered proper by the administration will result in disciplinary action up to and including expulsion from the program.

Smoking, Alcohol, and Drugs: In compliance with the regulations of the local Board of Education, smoking alcoholic beverages or illegal substances of any kind are not permitted on school property. This includes all paraphernalia pertaining to vaping. Violation will result in suspension from the program. Any student suspected of using or being under the influence of alcoholic beverages, illegal substances of any kind, or vape products will be suspended from the program. *Any student smelling of marijuana will be issued a written warning and may attend class. A 2nd incident of the same infraction will result in an absence from class and possible loss of credit.*

Dress Code: All students should be dressed in a neat, nonrevealing, and appropriate manner that is not disruptive to the educational environment. Garments with vulgarities/cursing, gang or drug/alcohol related print are not allowed. No full-face masks are allowed. Students may request a mask from the administrator.

Please Note: In the Credit Diploma Program – No backpacks are allowed.

Parking: Free parking is available on site. Please observe all traffic signs in the school parking lot, be considerate of others, and observe the handicapped parking areas.

Fires and Emergencies: Fire exits are posted in every classroom. Please observe the location of the closest exit, and in case of an emergency, evacuate the building as quickly as possible in an orderly fashion. Once outside, please report to your teacher so that your safe exit can be confirmed.

Visitors: No visitors, including children and families, are allowed in the school.

Personal Possessions: Possession of any dangerous instrument or weapon is prohibited and may result in suspension from the program.

Recording Devices: Students are prohibited from recording any class activities including lessons and teachers.

Office Telephone Policy: The office phone is to be used in case of emergency and with the authorization of office personnel/staff.

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

Enrollment Policy: Students enter class on a first come first serve basis. Class capacity is based on a limit of twenty-five students in a classroom. If a class is at capacity and a student wants to enroll in a class, they will be placed on a wait list and notified when an opening occurs.

Class Eligibility: All students must be at least 17 years of age and officially withdrawn from school. Students who are 17 years of age must have a signed parental withdrawal letter before enrollment. All students must be a resident of Ansonia, Derby, Monroe, Seymour, or Shelton. All students interested in the CDP program must submit an official transcript from the last high school they attended.

Sexual Harassment: Sexual harassment is forbidden by federal and state law and by the Boards of Education and will not be tolerated in the school. Employees and students are expected to adhere to a standard of conduct that is respectful and courteous to employees of the public schools, other adult education sites, fellow students, and the public. Students have the right to an educational environment free of sexual harassment, whether by employees of the public schools, other adult education sites or by other students.

Bullying: Bullying behavior by any student is strictly prohibited. "Bullying" means any overt acts by a student or group of students directed against another student with intent to ridicule, humiliate, or intimidate the other student while on school grounds, which acts are repeated against the same student over time. Students should report any bullying to teachers, counselors, program coordinators, or the program director. Any reports of suspected bullying that are verified, prompt disciplinary action may be taken against the perpetrator, consistent with his/her rights of due process.

Cell Phones: Cell phones need to be turned off or on vibrate and locked in the phone locker at the start of class. Students will maintain their locker key during class. Emergency calls must be taken outside the classroom with permission. Students will be given time at the end of class to retrieve their phone and return the key. Cell phones will not be used for any educational purpose.

ABE/GED PROGRAM INFORMATION

ABE/GED PREPARATION: DAY CLASSES

Location: Richard O. Belden Cultural Center

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

GED Days & Times: Monday & Wednesday 9:30am-12:00pm

ABE: Tuesday 9:30-11:30am

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

GED Student Services are available to students through Sharon Shimonov

ALL REGISTRATION IS BY APPOINTMENT ONLY

GED AM - FALL 2026

Monday & Wednesday/9:30am-12:00pm

CLASSES START

Sept. (7 **OFF**) & 9

Sept. 14 & 16

Sept. (21 **OFF**) & 23

Sept. 28 & 30

Oct. 5 & 7

Oct. (12 **OFF**) & 14

Oct. 19 & 21

Oct. 26 & 28

Nov. 2 & 4

Nov. 9 & 11

Nov. 16 & 18

Nov. 23 (25 **OFF**)

Nov. 30, Dec. 2

CLASSES END

Dec. 7 & 9

GED AM - WINTER/SPRING 2027

Monday & Wednesday/9:30am-12:00pm

CLASSES START

Jan. 11 & 13

Jan. (18 **OFF**) & 20

Jan. 25 & 27

Feb. 1 & 3

Feb. 8 & 10

Feb. (15 **OFF**) & 17

Feb. 22 & 24

March 1 & 3

March 8 & 10

March 15 & 17

March 22 & 24

March 29 & 31

April 5 & 7

Spring Recess

WEEK of April 12-16 **OFF**

April 19 & 21

April 26 & 28

May 3 & 5

CLASSES END

May 10 & 12

GED PM - FALL 2026

Monday & Wednesday/6:00pm - 8:30pm

CLASSES START

Sept. (7 **OFF**) & 9

Sept. 14 & 16

Sept. (21 **OFF**) & 23

Sept. 28 & 30

Oct. 5 & 7

Oct. (12 **OFF**) & 14

Oct. 19 & 21

Oct. 26 & 28

Nov. 2 & 4

Nov. 9 & 11

CLASSES END

Nov. 16 & 18

GED PM - WINTER/SPRING 2027

Monday & Wednesday/6:00pm - 8:30pm

CLASSES START

Jan. 11 & 13

Jan. (18 **OFF**) & 20

Jan. 25 & 27

Feb. 1 & 3

Feb. 8 & 10

Feb. (15 **OFF**) & 17

Feb. 22 & 24

March 1 & 3

March 8 & 10

March 15 & 17

March 22 & 24

March 29 & 31

April 5 & 7

Spring Recess

WEEK of April 12-16 **OFF**

April 19 & 21

CLASSES END

April 26 & 28

ABE - FALL 2026

TUESDAYS/9:30am - 11:30am

CLASSES START

Sept. 8

Sept. 15

Sept. 22

Sept. 29

Oct. 6

Oct. 13

Oct. 20

Oct. 27

Nov. (3 **OFF**)

Nov. 10

Nov. 17

Nov. 24

Dec. 1

CLASSES END

Dec. 8

ABE WINTER/SPRING 2027

TUESDAYS/9:30am - 11:30am

CLASSES START

Jan. 12

Jan. 19

Jan. 26

Feb. 2

Feb. 9

Feb. (16 **OFF**)

Feb. 23

March 2

March 9

March 16

March 23

March 30

April 6

Spring Recess

WEEK of April 12-16 **OFF**

April 20

April 27

May 4

CLASSES END

May 11

English as a Second Language Program Information

ESL DAY CLASSES

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

Days & Times: Monday – Thursday/9:30am-12:00pm

Student Services are available through Kimberly Falcioni

ESL EVENING CLASSES

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

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

Student Services are available through Sue DiMauro

ALL REGISTRATION IS BY APPOINTMENT

2026-2027 Classes

ESL AM - FALL 2026

Monday-Thursday/9:30am-12:00pm

CLASSES START

Sept. 8, 9, 10

Sept. 14, 15, 16, 17

Sept. (21 **OFF**) 22, 23, 24

Sept. 28, 29, 30, Oct. 1

Oct. 5, 6, 7, 8

Oct. (12 **OFF**), 13, 14, 15

Oct. 19, 20, 21, 22

Oct. 26, 27, 28, 29

Nov. 2, (3 **OFF**), 4, 5

Nov. 9, 10, 11, 12

Nov. 16, 17, 18, 19

Nov. 23, 24, (25 & 26 **OFF**)

Nov. 30, Dec. 1, 2, 3

CLASSES END

Dec. 7, 8, 9, 10

ESL AM - WINTER/SPRING 2027

Monday-Thursday/9:30am-12:00pm

CLASSES START

Jan. 11, 12, 13, 14

Jan. (18 **OFF**), 19, 20, 21

Jan. 25, 26, 27, 28

Feb. 1, 2, 3, 4

Feb. 8, 9, 10, 11

Feb. (15 & 16 **OFF**) 17, 18

Feb. 22, 23, 24, 25

March 1, 2, 3, 4

March 8, 9, 10, 11

March 15, 16, 17, 18

March 22, 23, 24, 25

March 29, 30, 31, April 1

April 5, 6, 7, 8

Spring Recess

WEEK of April 12 **OFF**

April 19, 20, 21, 22

April 26, 27, 28, 29

May 3, 4, 5, 6

CLASSES END

May 10, 11, 12, 13

ESL PM - FALL 2026

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

CLASSES START

Sept. 8, 10

Sept. 15, 17

Sept. 22, 24

Sept. 29, Oct. 1

Oct. 6, 8

Oct. 13, 15

Oct. 20, 22

Oct. 27, 29

Nov. (3 **OFF**), 5

Nov. 10, 12

CLASSES END

Nov. 17, 19

ESL PM - WINTER/SPRING 2027

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

CLASSES START	Jan. 12, 14
	Jan. 19, 21
	Jan. 26, 28
	Feb. 2, 4
	Feb. 9, 11
	Feb. (16 OFF), 18
	Feb. 23, 25
	March 2, 4
	March 9, 11
	March 16, 18
	March 23, 25
	March 30, April 1
	April 6, 8
Spring Recess	WEEK of April 12 OFF
	April 20, 22
CLASSES END	April 27, 29

2026-2027 CITIZENSHIP PREPARATION

Location: Valley Regional Adult Education

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

Day & Time: Monday & Wednesday - 6:00-8:30 pm

Student Services are available to students through Sue DiMauro

Fall 2026

First class starts⇒	Wednesday, October 14
Monday, October 19	Wednesday, October 21
Monday, October 26	Wednesday, October 28
Monday, November 2	Wednesday, November 4
Monday, November 9	Wednesday, November 11
Monday, November 16	Wednesday, November 18

Spring 2027

First class starts⇒	Wednesday, February 24
Monday, March 1	Wednesday, March 3
Monday, March 8	Wednesday, March 10
Monday, March 15	Wednesday, April 17
Monday, April 22	Wednesday, April 24
Monday, April 29	Wednesday, April 31

ADULT HIGH SCHOOL CREDIT DIPLOMA PROGRAM INFORMATION

Location: Valley Regional Adult Education

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

ALL REGISTRATION IS BY APPOINTMENT

Adult High School Completion Program Credit Requirements

CDP Trimester Class Schedule

Trimester One will meet August - November

Trimester Two will meet November - March

Trimester Three will meet March - May

All classes meet:

Monday & Wednesday; Tuesday & Thursday	1:00 - 3:30 pm
Monday & Wednesday; Tuesday & Thursday	3:30 - 6:00 pm
Monday & Wednesday; Tuesday & Thursday	6:00 - 8:30 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 an 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 an 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 LACES database.

Students are expected to be present prior to the start of all classes. Be in your classroom promptly at 1:00 p.m., 3:30 p.m., 6:00 p.m. **Tardiness is not acceptable.**

Students will be allowed only two (2) absences for a 1 credit course. Upon the third (3rd) 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:

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

DR = Dropped Class

P = Passing

DC = Documented Credit

F = Failed

CREDIT DIPLOMA PROGRAM

FALL 2026

TRIMESTER 1

September 1st, Tuesday – Student Orientation / Registration by Appointment

Monday & Wednesday	Tuesday & Thursday
August 31 & September 2	September 3
September (7 OFF) & 9	September 8 & 10
September 14 & 16	September 15 & 17
September (21 OFF) & 23	September 22 & 24
September 28 & 30	September 29 & Oct. 1
October 5 & 7	October 6 & 8
October (12 OFF) & 14	October 13 & 15
October 19 & 21	October 20 & 22
October 26 & 28	October 27 & 29
November 2 & 4	November (3 OFF) & 5
November 9 & 11	November 10 & 12
November 16 & 18	November 17 & 19
November 23	
Total Trimester Hours: 55+	Total Trimester Hours: 55+

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

Progress reports due

CREDIT DIPLOMA PROGRAM

FALL/WINTER 2026-2027

TRIMESTER 2

November 23rd, Monday - Student Orientation

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

Winter Recess/No School February 12 - 16

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

Progress reports due

CREDIT DIPLOMA PROGRAM

SPRING 2027

TRIMESTER 3

March 4th, Thursday - Student Orientation

Monday & Wednesday	Tuesday & Thursday
March 8 & 10	March 9 & 11
March 15 & 17	March 16 & 18
March 22 & 24	March 23 & 25
March 29 & 31	March 30 & April 1
April 5 & 7	April 6 & 8
April 12-16 (Spring Recess)	April 12-16 (Spring Recess)
April 19 & 21	April 20 & 22
April 26 & 28	April 27 & 29
May 3 & 5	May 4 & 6
May 10 & 12	May 11 & 13
May 17 & 19	May 18 & 20
May 24 & 26	May 25 & 27
Total Trimester Hours: 55	Total Trimester Hours: 55

Spring Recess/No School April 12 - 16

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

Progress reports due

Job Descriptions

Director

Major Responsibilities and Duties

- Follows 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 for 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 within 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
- Help to inform new teachers by suggesting methods and strategies or arranging for them to attend appropriate sessions including CCS Training
- Provides in-service training, organizes 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 assists 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:

- Oversee the registration and testing of students enrolled in VRAE programs
- Ensure 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 the 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)

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 manages 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 about 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 Level All 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
- Attend 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.

Office Manager

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 keeps current office equipment (phone system, postage, copier)
- Assists in coordination and set up for graduation
- Maintains classroom supplies
- Performs other related duties as assigned

Purchasing

- Works with finance to ensure 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.

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 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) & 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 four-year college degree 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) & 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 Administrative Assistant

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 of purchase orders and invoices through 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

Valley Regional Adult Education is a dynamic organization that is committed to providing education to our adult learners. We work with our schools, community partners, and stakeholders as we address the needs of our students. We are dedicated to offer these opportunities to all learners:

- the ability to access and use technology in their lives
- to be prepared for career, training, and/or college opportunities
 - to become active community members and citizens
 - to value education and become lifelong learners

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 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

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

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

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 their careers and strengthen the workforce for employers.

VALLEY COUNCIL FOR HEALTH & HUMAN SERVICES

www.valleycouncil.org

The Valley Council plans, implements, and coordinates 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

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

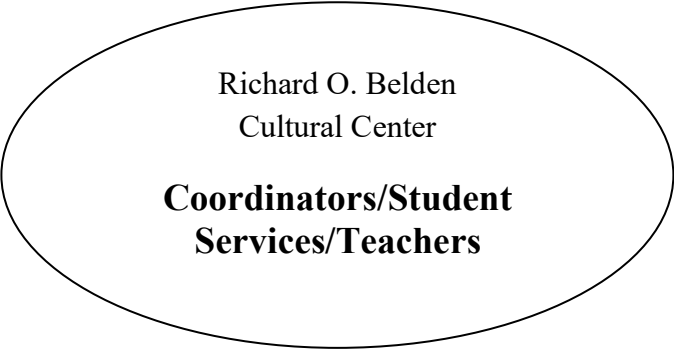
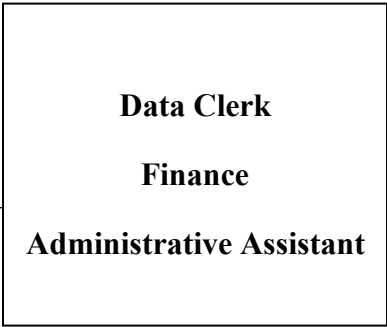
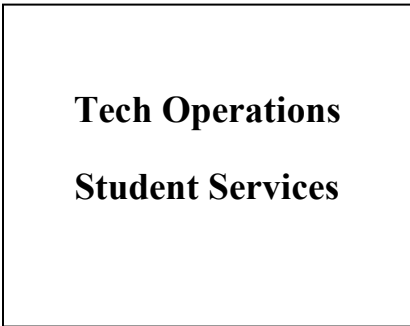
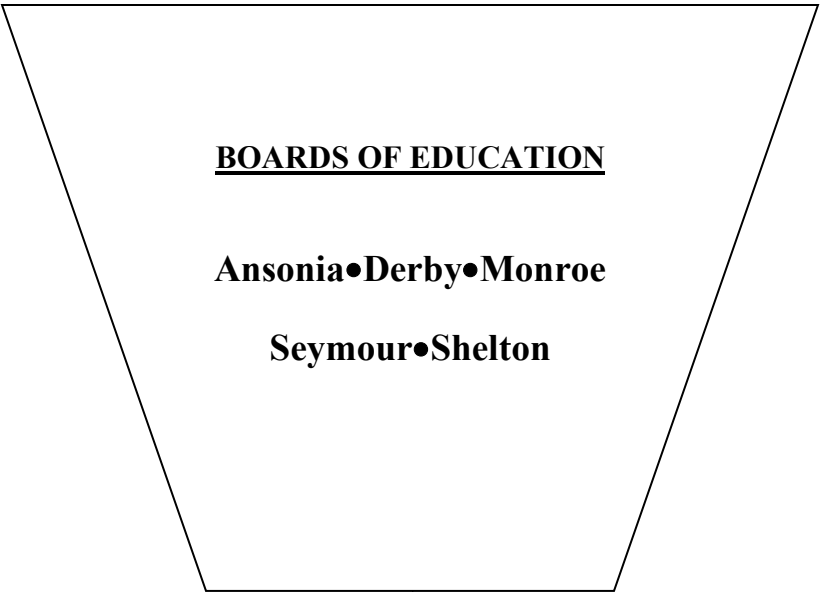
The Greater Valley Chamber of Commerce represents the Connecticut Business Community of Ansonia, Beacon Falls, Derby, Oxford, Seymour, Shelton and the surrounding area. It provides leadership to enhance economic growth, development, prosperity, and quality of life in the region.

VALLEY EARLY CHILDHOOD REGIONAL COUNCIL

www.valleycouncil.org

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

EI-1 Staff Agreement and Hiring Information

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.

EI-2 Professional Expectations

Planning

Instructional Staff

All instructors should be prepared for each class. A Google classroom is required for each class. There is curriculum 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 event 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 and the Office Manager.

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 off 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 Donna Lane at 203 924-6651 dlane@vrae.org

Wages

VRAE offers competitive wages for salaried and hourly positions.

Documenting Time

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

Assistance

To update personal information contact: [Debra Hansen 203-924-6651 ext. 2005/dhansen@vrae.org](mailto:Debra.Hansen@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 delayed 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. Confidential 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 TJ Nagy: 203-924-6651 ext. 2003/Tnagy@vrae.org](mailto:TJ.Nagy@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 is 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 provide 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 are 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 with all necessary textbooks and provided materials used in their class free of charge.

PAYROLL SCHEDULE - 2026-2027

	PAY PERIOD <i>(Sunday-Saturday)</i>	TIMESHEET DATE DUE <i>(Wednesday)</i>	PAY DATE <i>(Friday)</i>
1	June 14 – June 27	June 2, 2026	July 3, 2026
2	June 28 – July 11	July 8, 2026	July 17, 2026
3	July 12 – July 25	July 22, 2026	July 31, 2026**
4	July 26 – August 8	August 5, 2026	August 14, 2026
5	August 9 – August 22	August 19, 2026	August 28, 2026
6	August 23 – September 5	September 2, 2026	September 11, 2026
7	September 6 – September 19	September 16, 2026	September 25, 2026
8	September 20 - October 3	September 30, 2026	October 9, 2026
9	October 4 – October 17	October 14, 2026	October 23, 2026
10	October 18 – October 31	October 28, 2026	November 6, 2026
11	November 1 – November 14	November 11, 2026	November 20, 2026
12	November 15 – November 28	November 25, 2026	December 4, 2026
13	November 29 – December 12	December 9, 2026	December 18, 2026
14	December 13 – December 26	December 22, 2026	December 31, 2026**
15	December 27 – January 9	January 6, 2027	January 15, 2027
16	January 10 – January 23	January 20, 2027	January 29, 2027
17	January 24 – February 6	February 3, 2027	February 12, 2027
18	February 7 – February 20	February 17, 2027	February 26, 2027
19	February 21 – March 6	March 3, 2027	March 12, 2027
20	March 7 – March 20	March 17, 2027	March 26, 2027
21	March 21 – April 3	March 31, 2027	April 19, 2027
22	April 4 – April 17	April 14, 2027	April 23, 2027
23	April 18 – May 1	April 28, 2027	May 7, 2027
24	May 2 – May 15	May 12, 2027	May 21, 2027
25	May 16 – May 29	May 26, 2027	June 4, 2027
26	May 30 – June 12	June 9, 2027	June 18, 2027
1	June 13 – June 26	June 23, 2027	July 2, 2027

*Timesheet due on December 22nd due to Holidays.

**No voluntary deductions taken.



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 lunchroom, 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 for 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.

Name Print

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.

Name: Mayor Mark Lauretti

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**

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 13th, 14th, and 15th 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.

VRAE calender goes here

REMIND 2026 – 2027

Signing up for text messages / **ESL & CITIZENSHIP**

- Text my class code **@vraeesl26** to the phone number 81010
- Reply to the text messages from the Remind team.

That is all you need to do to start receiving messages!

Everyone needs to sign up for the new account. All previous accounts will be closed.

REMIND 2026 - 2027

Signing up for text messages / **GED**

- Text my class code **@vraeged26** to the phone number 81010
- Reply to the text messages from the Remind team.

That is all you need to do to start receiving messages!

Everyone needs to sign up for the new account. All previous accounts will be closed.

REMIND 2026 - 2027

Signing up for text messages / **CDP**

- Text my class code **@vraecd26** to the phone number 81010
- Reply to the text messages from the Remind team.

That is all you need to do to start receiving messages!

Everyone needs to sign up for the new account. All previous accounts will be closed.