

WEST CHESTER AREA SCHOOL DISTRICT  
**Personnel Committee**  
 Monday, June 12, 2023  
 6:30 pm  
 Spellman Education Center Board Room

**AGENDA**

•	Public Comment	
★	Approval of January 17, 2023 Personnel Committee meeting minutes	K. Herrmann
★	Review and approval of new job description and position: K-5 STEM teacher	J. Ulmer
★	Review and approval of new job description and position: Secondary Instructional Coach	J. Ulmer
★	Review and approval of the contract agreement with Chester County Intermediate Unit (CCIU) for superintendent search services	K. Herrmann

★ Committee Voting Item

***Public Comment Protocol***

- Residents wishing to make public comment on agenda items must register prior to the start of the meeting.
- Public comments on agenda items will be taken at the beginning of the meeting prior to voting.
- Policy 903: Public Participation in Board Meetings governs public comment.
- The committee chair or designee will call residents in the order in which they signed in.
- A three-minute timer will be projected on the screen and will start after the speaker gives their name and township/borough.

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**West Chester Area School District**  
**Personnel Committee – January 17, 2023**

**Meeting Minutes**

**Meeting Start time: 7:00 pm**

**Committee Members:**  Dr. Karen Herrmann-Chair,  Mr. Gary Bevilacqua,  
 Ms. Karen Fleming,  Mrs. Stacey Whomsley

**Other Board Members:**  Ms. Joyce Chester,  Mr. Daryl Durnell,  
 Dr. Laura Detre  Dr. Kate Shaw,  Ms. Sue Tiernan

**Administration:**  Mr. Wayne Birster,  Mrs. Kleiman,  Dr. Sara Missett,  Dr.  
Kalia Reynolds,  Mr. John Scully,  Dr. Bob Sokolowski,  Dr. Jeffrey Ulmer,   
Mr. Michael Wagman

**Public Comment:**

Name	Agenda Item
Melissa Bennett	Personnel

**Items on Agenda:**

- Review and Approval of MOU for West Chester Area Education Association (WCAEA) Summer Work
- Review and Approval of MOU for West Chester Area Education Support Professional Association (WCASPA) Salary Chart for Addition of Group 1C (Registered Behavior Technician)
- Review and Approval of MOU for Supervisory, Technical and Confidential Employees Retirement Benefits
- Review and Approval of job description and additional Network Coordinator Position
- Summary of Support Staff Job Fair

Personnel Committee Agenda Item actions/outcomes to be placed on January 23, 2023 Agenda for board approval:

<b>Agenda Item</b>	<b>Vote</b>
Approval of MOU for West Chester Area Education Association (WCAEA) Summer Work	<b>4-0</b>
Approval of MOU for West Chester Area Education Support Professionals Association (WCAESPA) Salary Chart for Addition of Group 1C (Registered Behavior Technician)	<b>4-0</b>

Approval of MOU for Supervisory, Technical and Confidential Employees Retirement Benefits	<b>4-0</b>
Approval of job description and additional Network Coordinator Position in Technology Dept.	<b>4-0</b>

**Meeting adjourned at 7:10 pm.**

DRAFT



## WEST CHESTER AREA SCHOOL DISTRICT

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Elementary STEM teacher	<b>DATE:</b>	May 11, 2023
<b>DEPARTMENT:</b>	Elementary STEM	<b>LOCATION:</b>	School Building
<b>FLSA:</b>	Exempt (Professional Staff-WCAEA)		

#### SUMMARY:

The Elementary STEM teacher will deliver dynamic instruction during a STEM special for all K-5 students that is being implemented starting in the 2024-25 school year. Additionally, the STEM teacher is responsible for providing enrichment opportunities for identified gifted students to meet the needs of their GIEP enrichment goals. The program will highlight design thinking principles and the STEM teacher will offer additional support at the building and district level for infusing these principles throughout the curriculum. Successful candidates will be part of a cohort who, during the 2023-24 school year, will continue in their currently assigned roles while also collaborating during identified professional development opportunities to design the STEM curriculum, organize resources and plan for professional development opportunities for STEM teachers and other stakeholders throughout the district, including families.

#### REPORTING RELATIONSHIPS:

- Reports directly to the building principal to which they are assigned, and the Elementary STEM supervisor.
- Works cooperatively with administrators, supervisors, staff, parents/guardians, students and others to perform job responsibilities as outlined

#### TERMS OF EMPLOYMENT:

1. As outlined in the current Collective Bargaining Agreement
2. Salary (step/level placement) & Benefits are as described in the current Collective Bargaining Agreement.

#### QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Active PA certification
  - Elementary K-6 or PK-4
  - Tech Ed PK-12 certification
- PA STEM Endorsement, preferred
- STEM and Computer Science experience preferred
- Meet professional teacher education requirements of the district and state
- Proficiency in the use of technology for individual communication and research
- Possess effective interpersonal skills with the ability to interface diplomatically with other educators, families, and various stakeholders
- Perform all other related work delegated or required to accomplish the objectives of the total school program

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.



## Job Description – Intervention Specialist (cont'd)

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.

1. Plan, prepare and deliver lesson plans and instructional materials that facilitate active STEM-integrated learning.
2. Develops schemes of work, lesson plans and assessments that are in accordance with researched based practices.
3. Use relevant technology to support and differentiate instruction.
4. Manage student behavior in the classroom by establishing and enforcing rules and procedures.
5. Maintain discipline in accordance with the rules and disciplinary systems of the school.
6. Provide timely and appropriate feedback on work.
7. Encourage and monitor the progress of individual students and use data to inform instruction.
8. Maintain accurate and complete records of students' progress and development.
9. Update all necessary records accurately and completely as required by laws, district policies and school regulations.
10. Prepare required reports on students and activities.
11. Participate in department, school, district and parent meetings.
12. Communicate necessary information regularly to students, colleagues and parents regarding student progress and student needs.
13. Establish and communicate clear objectives for all learning activities.
14. Prepare classroom for class activities.
15. Provide a variety of learning materials and resources for use in educational activities.
16. Observe and evaluate student's performance and development.
17. Assign and grade class work, homework, assessments and assignments.
18. Demonstrate preparation and skill in working with students from diverse cultural, economic and ability backgrounds.
19. Encourage parent and community involvement, obtain information for parents when requested, promptly return phone calls and answer emails.
20. Participate in appropriate professional activities.
21. Participate in extracurricular activities such as social activities, sporting activities, clubs and student organizations as directed.
22. Facilitate one annual "STEM" night experience at the building level for families and stakeholders

The West Chester Area School District is an equal opportunity employment, educational and service organization.



## WEST CHESTER AREA SCHOOL DISTRICT

### POSITION DESCRIPTION

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<b>POSITION TITLE:</b>	Secondary Instructional Coach	<b>DATE:</b>	May 3, 2023
<b>DEPARTMENT:</b>	Teaching and Learning	<b>LOCATION:</b>	School Building
<b>FLSA:</b>	Exempt (Professional Staff – WCAEA)		

#### SUMMARY:

The Instructional Coach (IC) is a critical lever in improving student achievement. The role of the coach is to build teacher capacity and their understanding of instructional practices, standards based assessments, and reporting. An instructional coach is a learner who models continuous improvement, lifelong learning, and goes above and beyond to ensure student success. All instructional coaches work collaboratively as a team with members of the Department of Teaching & Learning and their building leadership team. Instructional coaches will promote reflection, provide guidance and structure where needed, and focus on strengths, collaboration and common issues of concern. They are responsible for ensuring high-quality instruction in classrooms through modeling, co-planning, co-teaching and providing feedback to teachers. **This is not a supervisory position and does not include evaluation of colleagues.**

#### REPORTING RELATIONSHIPS:

- Reports directly to the building principal and indirectly to the Assistant Director of Teaching & Learning - Secondary.
- Works cooperatively with administrators and other staff to perform job responsibilities as outlined

#### TERMS OF EMPLOYMENT:

1. As outlined in the current Collective Bargaining Agreement
2. Salary (step/level placement) & Benefits are as described in the current Collective Bargaining Agreement.

#### QUALIFICATIONS & PHYSICAL REQUIREMENTS:

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- Bachelor's degree with valid 7-12 PA certification;
- Preferred: PDE Instructional Coach endorsement, or a master's degree in the area of leadership or curriculum development
- Minimum of three successful years of secondary classroom teaching experience;
- Successful completion of an Instructional Coaching training program (this can be completed upon employment);
- Demonstrated expertise in oral and written communication.
- Strong interpersonal skills.
- Possess effective interpersonal skills;
- Expertise in educational best practices in teaching and data analysis;
- Knowledge of equity issues in current educational reform.

Qualified candidate will be required to use hands to finger, handle or feel objects, tools or controls, and to talk and hear; Sit and occasionally be required to stand, walk, stoop, kneel and crouch; Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus; Have the ability to lift and/or move up to 25 pounds; and possess effective communication, judgmental, planning and human relations skills, and will be required to work under periods of stress due to the level of the position responsibility.



## Job Description –Secondary Instructional Coach (cont'd)

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list is intended to be illustrative rather than complete and serves to show major duties and responsibilities and does not express or imply that these are the only duties to be performed by the incumbent in this position. The employee will be required to be consistently at work and perform any other position-related duties requested by the supervisor.

1. Work collaboratively with all district administrators to develop, implement and support all district instructional initiatives.
2. Facilitate consistency of implementation across the district by providing stable and consistent support to all teachers, professional staff, and administrators involved in the implementation of the district's curricular initiatives.
3. Provide job-embedded instructional support for secondary teachers and professional staff including:
  - a. In-class guided practice with specific components of the district's programs;
  - b. In-class guided practice with the integration of the components of the district's programs;
  - c. Demonstration of effective instructional practices
  - d. Other kinds of instructional assistance as requested by building and/or district administrators
4. Observe & coach colleagues through non-evaluative feedback;
5. Mentor new teachers;
6. Train teachers in analyzing student data and the use of data to differentiate instruction;
7. Support the administrative team in analyzing building data and support the use of data in PLC meetings.
8. Work with individual teachers and groups of teachers (PLCs, Departments, etc) to make instructional decisions and help ensure that all instruction is matched to student needs as identified by assessment results.
9. Work closely and collaboratively with independent consultants and program experts who have been hired by the district to plan and provide specific building and district-wide professional development.
10. Participate in building, district, regional and state-wide training opportunities for continued professional development.
11. Develop and provide training to assist staff in translating research into practice at the classroom, building, and district level.
12. Working with administration, identify professional development needs of teachers by analyzing student data; organizing and implementing problem solving strategies with teachers based on student data analysis.

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