

Memorandum of Agreement

The Thomaston Board of Education (hereinafter the "Board") and the Thomaston Education Association (hereinafter the "Association") hereby agree to the following:

1. The Board and the Association are signatories to a collective bargaining agreement dated July 1, 2019 through June 30, 2022.
2. Appendix K-1 of the collective bargaining agreement dated July 1, 2019 through June 30, 2022 sets forth positions, responsibilities and compensation for stipend positions.
3. The Board has created a new Appendix K-1 stipend position of Experiential Learning Program Coordinator.
4. A primary purpose of the Experiential Learning Program Coordinator is to enhance student opportunities so that when they graduate from the Thomaston School District they will be better prepared for post-high school endeavors whether as college students, in vocational training or as part of the workforce.
5. The primary duties and responsibilities of the Experiential Learning Program Coordinator include, but are not limited to, providing students with:
 - a network of contacts built by the Experiential Learning Program Coordinator for students to explore opportunities to find mentors and enter apprenticeships with individuals experienced in various fields ranging from vocational to professional occupations; and
 - a broad range of opportunities to explore their interests and career opportunities.
6. The primary duties and responsibilities of the Experiential Learning Program Coordinator are set forth in the attached job description.
7. The stipend for the Experiential Learning Program Coordinator is nine thousand three hundred twenty-seven dollars (\$9,327.00) for the July 1, 2020 through June 30, 2021 contract year. Consequently, for the July 1, 2020 through June 30, 2021 contract year, such sum will be prorated from the date the teacher commences in the position through the June 30, 2021.
8. The stipend is based on an expected three hundred (300) hours of performing the aforementioned duties and responsibilities (with the assumption that two hundred seventy-six (276) hours will be performed during the school year and twenty-four (24) hours will be performed during the summer recess. The number of hours for the July 1, 2020 through June 30, 2021 contract year will be prorated from the date the teacher commences in the position through the June 30, 2021.

9. The Superintendent of Schools may, in her discretion, eliminate the Experiential Learning Program Coordinator in any subsequent contract year (or during the term of a contract year) if the Superintendent of Schools deems that the position is no longer necessary.
10. The Board and the Association agree that this Memorandum of Agreement shall be affixed to the collective bargaining agreement between the parties dated July 1, 2019 through June 30, 2022.
11. The Board and the Association agree that this Memorandum of Agreement and the terms and conditions set forth herein shall neither establish a past practice nor a precedent with respect to the issue of future stipend positions and the remuneration for stipend positions.



Thomaston Board of Education



Thomaston Education Association

Dated: 4/28/21

Dated: 4.28.21



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut
Position Description

JOB TITLE:	EXPERIENTIAL LEARNING COORDINATOR
DEPARTMENT:	Thomaston High School (and Thomaston Center School Grade 6)
REPORTS TO:	Principal

POSITION SUMMARY/PURPOSE

To recruit and engage community businesses and local agencies as partners to provide structured, internal and external, learning experiences for students.

ESSENTIAL FUNCTIONS

- Design and develop programming that aligns with the school's mission, core values, and academic goals.
- Through ongoing communication with key stakeholders, identify institutional barriers and enablers to experiential learning at Thomaston High School and recommend solutions to the Leadership Team.
- Audit Thomaston High School's experiential program and activities (current and planned) to provide direction and inform program offerings.
- Research and share best practices in community engagement, experiential education, program assessment/evaluation, and risk management.
- Cultivate and manage partnerships between our school and community businesses, industries, and other professionals.
- Speak to and champion the interests of broad experiential learning priorities during strategic discussions with the community
- Monitor the implementation of institutional commitments related to experiential learning and work to address roadblocks and challenges that may arise relative to implementation.
- Organize celebration and recognition events for experiential education.
- Ensure risk management and child protection measures and processes are followed to satisfy compliance with internal and external best practices, policies, laws and to provide a safe and nurturing experiential learning experience for students.
- Develop and perform data reports, program assessments and evaluations as appropriate and communicate results to internal and external stakeholders.
- Work with external partners to bridge gaps and forge new agreements between external partners and experiential education programs if/when required.
- Foster and develop community partnerships for student placements and act as a liaison with community partners.
- Recruit and interview students interested in participating in experiential learning and support them from initial contact to final evaluation.
- Develop and supervise the implementation of activities to initiate experiential learning at the middle school level (Grades 6-8).
- Facilitate appropriate orientation and training on our experiential learning opportunities with parents and families.
- Develop and implement assessment plans for student internships.
- Create, manage, and monitor the experiential learning budget
- Apply to foundations, government programs, and engage with potential private donors both for specific one-off projects and for potential multi-year funding to support a larger experiential learning effort.
- Work with the school's Leadership Team and teachers to develop and sustain partnerships with local businesses, industry, and other professionals

EXPERIENTIAL LEARNING COORDINATOR

TRAVEL:

Travel to/from school district buildings and professional meetings as required.

WORK SCHEDULE:

As assigned.

QUALIFICATIONS/EXPERIENCE:

- Member of the Thomaston Education Association.
- Holds a current Connecticut Educator Certificate.
- Experience working in the private sector preferred.

This job description conforms to EEO and ADA requirements. This job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Created: April 2021