

Memorandum of Agreement

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

1. The Board and the Union are parties to a collective bargaining agreement effective July 1, 2022 through June 30, 2026 (hereinafter the "Agreement").
2. Article 32, Section 33.7 of the Agreement provides:

"Extra duty for which extra compensation shall be paid and the amounts of such compensation are set forth in Appendix D which is attached hereto and made a part of this agreement. Appendix D appointments shall be determined by the Superintendent on an annual basis."

3. Appendix D-1 contains a table captioned "Positions, Responsibilities, Compensation" and which contains various extra duty assignments and their corresponding annual stipends for each of the Agreement's four contract years: 2022-2023, 2023-2024, 2024-2025, 2025-2026.
4. The Board and the Union wish to create an additional position titled "Transition Facilitator" which would appropriately be set forth in Appendix D-1 if set forth in the Agreement.
5. The Board and the Union hereby agree that there shall be a position titled "Transition Facilitator" which shall be considered an Appendix D-1 position as part of the Agreement and which shall be compensated as follows:

	2022-2023	2023-2024	2024-2025	2025-2026
Transition Facilitator	\$1,224	\$1,248	\$1,273	\$1,298

6. The Board and the Union agree that this Memorandum of Agreement and the terms set forth herein shall neither establish a past practice nor a precedent with respect to the issues set forth herein.



Thomaston Board of Education

November 23, 2022

Dated:



Thomaston Education Association

Thomaston Education Association

11/22/22

Dated:

Attachment: Job Description – Transition Facilitator



THOMASTON BOARD OF EDUCATION
Thomaston, Connecticut

Position Description

JOB TITLE:	Transition Facilitator (Special Education)
DEPARTMENT/SCHOOL:	Pupil-Personnel Services/Thomaston High School
REPORTS TO:	Director of Pupil Personnel Services and Thomaston High School Principal

POSITION SUMMARY/PURPOSE

The Transition Facilitator position requires an expertise working with special needs students, ages 14-21, who qualify for vocational, transitional and employment services through an Individual Education Plan (IEP). The Transition Facilitator is responsible for the transition from high school to post-graduation opportunities for Thomaston High School (THS) students who qualify for such transition services per IEP and shall directly provide services and resources for these students, their parents and THS staff in the areas of vocational evaluation, transition planning, employment skills development and, when appropriate, employment placement for students.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties may be assigned.*

- Facilitates transition programming:
 - Administers career skill and interest inventories;
 - Conducts career exploration activities;
 - Provides education services for whom the Planning and Placement Team (PPT) has established transition goals and objectives through an IEP; and
 - Provides recommendations and reports for PPT meetings.
- Acts as a liaison with the local Transition Council and provides minutes from the local Transition Council meetings to Director of Pupil-Personnel Services and Thomaston High School Principal.
- Collaborates with the Director of Pupil-Personnel Services, Thomaston High School Principal and THS staff to facilitate transition programming.
- Networks with all appropriate community agencies and organizations.
- Coordinates school and community work-based learning opportunities.
- Develops and maintains a working relationship with businesses, agencies, and organizations that provide post-secondary services for students with special needs who qualify for vocational, transitional and employment services through an IEP.
- Communicates and collaborates with qualifying students and their parents, THS staff, community and adult service providers and agencies to ensure students' successful transition into post-secondary adult life.
- Serves as a resource to qualifying students and their parents in their access of transition services and educates all staff on transition topics.

ADDITIONAL DUTIES:

- Performs other related tasks as assigned by the Director of Pupil-Personnel Services, the Thomaston High School Principal, and other administrators as designated by the Superintendent.

Note: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task or responsibility.

EQUIPMENT:

- Use standard office and classroom equipment.

TRAVEL:

- Travel to school district buildings, service provider/community agency/employer meetings as required.

WORK SCHEDULE:

- Outside of the standard teacher work schedule as set forth in the Thomaston Education Association bargaining agreement; this is an extra duty, Appendix D-1 assignment as described in the Memorandum of Agreement dated November 2022.

SKILLS, KNOWLEDGE, ABILITIES:

- Knowledge of current teaching methods and educational pedagogy as well as differentiated instruction based upon student learning styles.
- Knowledge of a wide range of subject areas and work opportunities.
- Knowledge of data information systems, data analysis, and the formulation of action plans.
- Knowledge of applicable federal and state laws regarding education and students.
- Ability to use computer network system and software applications as needed.
- Ability to organize and coordinate work.
- Ability to communicate effectively with students and parents.
- Ability to engage in self-evaluation with regard to performance and professional growth.
- Ability to establish and maintain cooperative working relationships with others contacted in the course of work.

PHYSICAL AND MENTAL DEMANDS/WORK HAZARDS:

- Work in standard office and school building environments.

QUALIFICATIONS PROFILE:

- **Certification/License:**
 - Applicable Connecticut State Certification.
 - Motor Vehicle Operator's License or ability to provide own transportation.

- **Education:**
 - Bachelor's degree from an accredited college or university in education or applicable content-area and teaching assignment
 - Master's degree from an accredited college or university in education or applicable content-area and teaching assignment preferred.

- **Experience:**
 - Expertise and successful experience in working with special education students ages 14 to 21, preferred.
 - Successful experience as Special Education Teacher in the last five (5) years, specifically, preferred.

DISCLAIMER:

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.

Last Revised: November 2022