



**WEYMOUTH PUBLIC SCHOOLS**

Strong Schools  Strong Community

# Update for Unit B Job Descriptions

**November 14, 2019**

# Overview

- Purpose of Review
- Committee Members
- Review Process
- Positions Reviewed
- Common Changes
- Questions



# Purpose of the Review

## **Article V, Section B of the Unit B Contract states:**

The parties agree to form a Joint Labor Management Committee entitled “Unit B Hours, Work Year and Job Description Committee”... The purpose of the Committee shall be to analyze the work load of all Unit B positions, develop recommendations to assist with the increasing responsibilities of Unit B members and to assist in formulating new job descriptions for all Unit B positions. This Committee shall consist of four (4) members, two (2) appointed by the Association, and two (2) appointed by the School Committee. This Committee shall meet at least every quarter for the 2018-2019 school year, with first meeting to be held no later than October 1, 2018. This Committee shall submit its non-binding recommendations to the parties no later than June 1, 2019. This committee shall issue recommendations for job descriptions for all Unit B positions as part of its non-binding recommendations above. The School Committee shall issue final versions of said job descriptions no later than December 1, 2019.



# Committee Members

- Susan Kustka, Ed.D., former Assistant Superintendent
- Karen Monahan, Associate Principal, WHS
- Michael Murphy, WEA President and Teacher, WHS
- Andrew Materna, Assistant Principal, AAMS



# Review Process

- Committee met four times:
  - October 18, 2019
  - December 6, 2018
  - January 31, 2019
  - May 9, 2019
- Use of Google docs for easy, continuous collaboration
- Superintendent review
- School Committee review and final approval



# Positions Reviewed

- Assistant Directors of Curriculum
  - Science
  - ELA
  - Mathematics
  - Social Studies
- Coordinator of Health Services
- Primary School Assistant Principal
- Middle School Assistant Principal/Housemaster
- Dean – High School
- Director of Physical Education and Athletics
- Director of Career and Technical Education



# Common Changes

- Addition of:
  - Physical Demands
  - Work Environment
  - Fair Labor Standards Act (FLSA) Classification
  - Terms of Employment
- Amended:
  - Equal Opportunity Employer (EOE) language
- Create consistent language across job titles



