



**WEYMOUTH PUBLIC SCHOOLS**

Strong Schools  Strong Community

# Unit D Job Descriptions

May 27, 2021

# Overview

Committee created in accordance with Unit D Collective Bargaining Agreement, Article X to assist in formulating new or revised job descriptions for all Unit D positions.

**18. Article X (General), Amend by adding new section as follows:**

“The parties agree to form a Joint Labor Management Committee entitled “Unit D Job Description Committee.” The purpose of this JLM Committee shall be to assist in formulating new or revised job descriptions for all Unit D 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 three times between October 1, 2020 and March 15, 2021.

Working drafts of the proposed job descriptions will be kept in a shared Weymouth Public Schools Google Drive folder titled “Unit D Job Description Committee” that the Superintendent (and/or their designee) and the Association President (and/or their designee) will have access to throughout the JLM Committee's period of activity. Upon a majority vote of approval within this JLM Committee, this JLM Committee shall submit non-binding recommendations for Unit D job descriptions no later than April 1, 2021 in the form of a document titled “Final Draft of Suggested Unit D Job Descriptions” that will be stored in the aforementioned shared Google Drive folder.

On April 2, 2021, the Superintendent (and/or their designee) and the Association President (and/or their designee) will access the final recommendations for Unit D job descriptions from the shared Google Drive folder and distribute the document(s) to their respective parties. From April 3, 2021-April 30, 2021, members covered under this contract may review the “Final Draft of Suggested Unit D Job Descriptions” document and submit comments and suggestions to the Superintendent and WPS Director of Human Resources via email.

From May 2, 2021-May 24, 2021, the Superintendent and WPS Director of Human Resources shall take the comments and suggestions from the Association under advisement and will create a final draft of the Unit D job descriptions to present to the School Committee for a vote on or around May 27, 2021. The School Committee shall decide on a final version of said job descriptions no later than July 1, 2021.”



# Committee Members

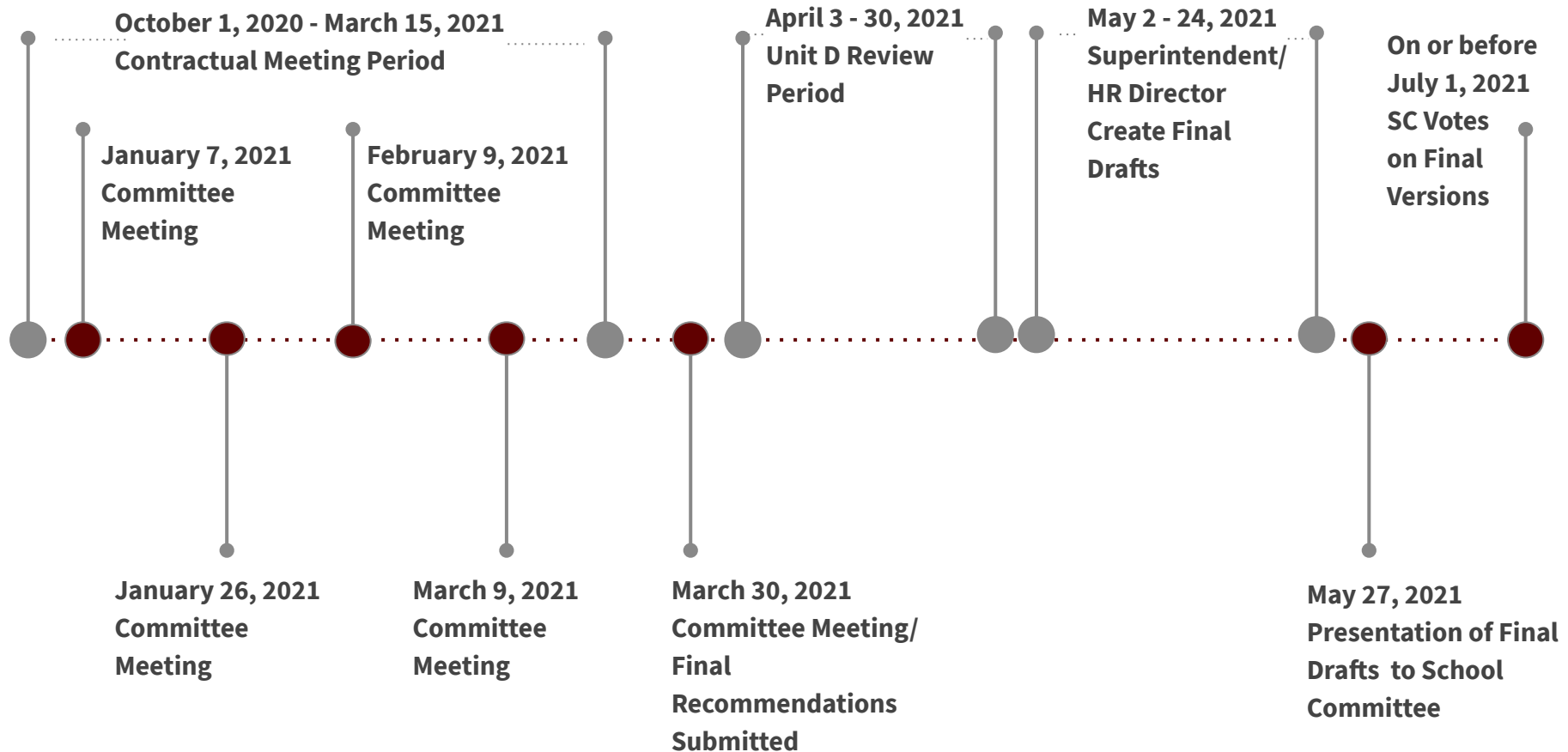
- Katherine Monteiro
- Lisa Wiklund
- Allyson Bell
- Maryann Foley



**Great Collaboration!**



# Contractual Timeline



# Created Job Descriptions for:

- **ESP (1:1, program, instructional support, inclusion)**
- **Security**
- **Clerical**
- **Health Clerical**
- **Library**
- **CNA**
- **ABA**



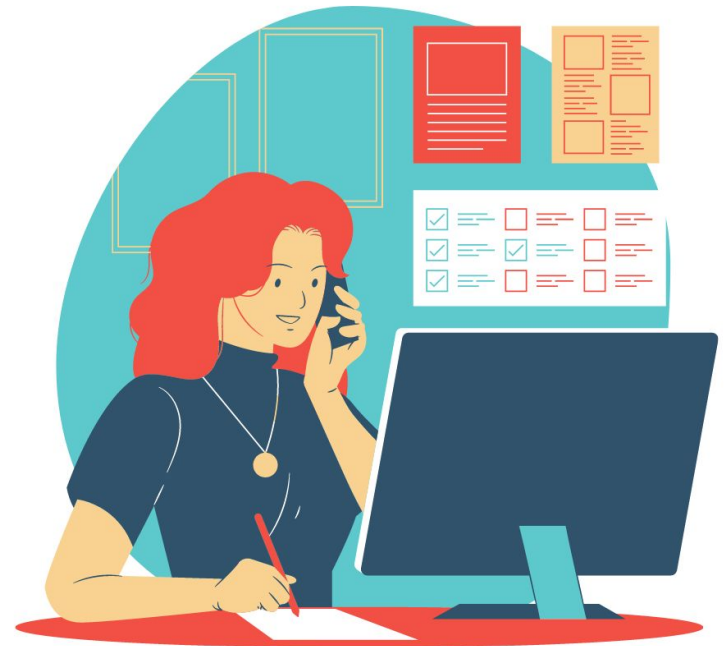
# What are Job Descriptions?

- Give employees clear concise resource to guide job performance
- May be used by supervisor as a tool to determine if employee is meeting expectations
- Are not designed to cover or contain a comprehensive listing of required responsibilities; duties, responsibilities and activities may change as needed



# Why Do We Need Job Descriptions?

- **Communication Tool**
- **Identify Right Employee for a Job**
- **Helps with Interactive Process**
- **Describe legitimate minimum qualifications**



# Questions/Comments?

