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CSEA 

***Creative Solutions
to Equitable Advancement:***

Bridging the divide to support all members!



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A LETTER FROM THE SUPERINTENDENT

May 2022

Dear valued CSEA members,

We are proud to offer this unique and inclusive guidance document to the dedicated members of the CSEA bargaining unit within our district. Members from your unit, representing all departments, and the NECSD senior staff dedicated specific time and attention to developing this professional learning framework, specifically designed for NECSD CSEA professionals.



Our overall goal is to provide CSEA members with various opportunities for professional learning, development, and growth. We value the members of our CSEA departments and hope this model allows for members to grow personally and professionally, while remaining part of our NECSD team.

Thank you for your continued commitment and dedication to educating our scholars. You each play a critical role in providing a quality educational experience for each child, educator, and community member who enters our school and district buildings. We hope these opportunities interest you and provide support that allows you to have a long and rewarding career in the Newburgh Enlarged City School District.

Sincerely,

A handwritten signature in blue ink that reads "Ed Forgit".

Mr. Ed Forgit
Interim Superintendent of Schools



Introduction to the Professional Learning Framework

Creative Solutions to Equitable Advancement is a guidance document that has been created for CSEA unit members with two primary intentions:

1. To communicate the opportunities for promotion that exist in different departments with Civil Service titles; and
2. To market the growing professional learning supports that are available in the Newburgh Enlarged City School District (NECSD) for CSEA unit members.

This framework was created collaboratively by the following CSEA Planning Committee members:

- **Joseph Ammons**
- **Denise Clegg**
- **David Kramer**
- **Jennifer Dietz**
- **John Fisher**
- **Jamel Green**
- **Dawn-Lyn Mathieu**
- **Michele McKnight**
- **Catherine Lentz**
- **Diana Nelson**
- **Felicia Powell**
- **Matthew Tindall**
- **Jeremy Wood**
- **Michael McLymore**
- **Onyx Peterson**
- **Sara Vann**

This team met over the course of four 90-minute sessions between February and May 2022. Together, the team discussed the following key essential questions in order to reflect on and rethink how professional supports for CSEA could change:

- ❖ What are the pathways we should communicate through a District-wide organization chart to show tiers of titles?
- ❖ What might be the professional learning opportunities for different CSEA pathways we should seek to offer throughout the year?
- ❖ How do we structure the identification of internal talent to facilitate professional development?

We hope that you will find the information in this framework useful as you make decisions about promotional moves and learning opportunities that support your professional and personal growth. However, our work with rethinking the support for unit members does not end with the publication of this document.

During 2022-23 and in future years, the expectation is that the planning team will continue to meet to analyze the successes and challenges of the promotional pathways and professional learning options so that we may make the necessary adjustments that support your needs.



The Promotional Pathways

The Promotional Pathways section represents a sample layout which aims to organize information in order to support CSEA unit members in making decisions regarding vacancies that lead to promotion. The content of this section is subject to change over time.



Reading the Promotional Pathways: Read the table from the bottom up.

Entry-level positions are located towards the bottom of a department's pathway while the more senior, supervisory positions are located at the top of each table.

Adult Education

Title	Salary Range	Competitive (Test Required)
Adult Education Case Manager	\$39.00/hour	No
Adult Education Data Manager	\$39.00/hour	No

Buildings & Grounds

Title	Salary Range	Competitive (Test Required)
District-Wide Positions		
Maintenance Foreman	\$60,180 - \$71,921	Yes
Electrician 1	\$56,400 - \$78,787	No
Mason, Plumber, Skilled Maintenance Worker, Electrician, HVAC 1, Carpenter 1,	\$49,449 - \$71,759	No
Maintenance Worker	\$40,413 - \$56,470	No
Painter, Printer	\$43,590 - \$60,869	No
Cleaner/Messenger	\$38,351 - \$52,280	No
Part-time Cleaner/Messenger	\$13.57 - \$18.02/hour	No



School-based Positions

Head Custodian	\$45,805 - \$63,935	Yes
Senior Custodian	\$40,413 - \$56,470	Yes
Custodian	\$36,014 - \$50,313	Yes
Cleaner	\$34,780 - \$48,572	No
Part-time Cleaner	\$13.57 - \$18.02/hour	No
Temporary Hourly Custodian, Temporary Hourly Cleaner	\$13.57 - \$18.02/hour	No

Clerical

Title	Salary Range	Competitive (Test Required)
Principal Typist	\$37,172 - \$54,923	Yes
Senior School Office Manager	\$32,383 - \$44,862	Yes
Senior Typist	\$30,624 - \$44,264	Yes
Typist, Bilingual Typist	\$31,592 - \$43,322	Yes
Clerk, Bilingual Clerk	\$28,831 - \$39,059	Yes
Part-time Typist, Part-time Clerk	\$13.57 - \$18.02	No
Substitute Typist, Substitute Clerk	\$13.57 - \$18.02	No

Communications

Title	Salary Range	Competitive (Test Required)
Communications Strategist	\$66,301 - \$79,140	Yes
Web Content Specialist	\$60,891 - \$85,085	No
Broadcast Specialist	\$46,252 - \$65,095	No



Data & Technology

Title	Salary Range	Competitive (Test Required)
Senior Network Manager	\$110,357 - \$132,098	Yes
Network Specialist	\$95,964 - \$114,868	Yes
System Engineer	\$72,074 - \$92,718	Yes
Student Information Specialist	\$68,573 - \$82,016	Yes
Micro Computer Technician	\$65,479 - \$86,497	No
Helpdesk Coordinator, Student Information Systems Specialist, Student Records Database Specialist	\$36,913 - \$51,393	Yes

Delivery Services

Title	Salary Range	Competitive (Test Required)
Driver	\$36,014 - \$50,313	No

District & School Security

Title	Salary Range	Competitive (Test Required)
Director of School Safety & Security	\$95,964 - \$114,868	Yes
District-wide Senior School Monitor	\$65,239 - \$91,094	No
Senior School Monitor	\$51,116 - \$66,998	No
School Monitor	\$36,165 - \$52,911	No
Part-time School Monitor	\$18.31 - \$24.23/hour	No
Substitute School Monitor	\$18.31 - \$24.23/hour	No



Family & Community Engagement

Title	Salary Range	Competitive (Test Required)
McKinney-Vento Coordinator	\$55,372 - \$77,100	Yes
Parent Coordinator	\$51,000 - \$60,950	Yes

Finance

Title	Salary Range	Competitive (Test Required)
Junior Accountant	\$49,702 - \$66,854	Yes
Senior Account Clerk, Senior Account Clerk Typist	\$33,271 - \$48,697	Yes
Account Clerk, Data Processing Clerk	\$32,112 - \$46,761	Yes
Part-time Tax Cashier	\$17.78 - \$23.22	No
Part-time Account Clerk	\$15.07 - \$19.58	No
Substitute Account Clerk	\$15.07 - \$19.58	No

Food Services Staff

Title	Salary Range	Competitive (Test Required)
Assistant School Lunch Director	\$57,120 - \$68,264	Yes
District Chef	\$57,120 - \$68,264	Yes
School Lunch Manager 2	\$33,575 - \$46,886	Yes
School Lunch Manager 1	\$32,599 - \$45,522	Yes
Cook Manager	\$30,202 - \$42,205	Yes
Cook	\$23,480 - \$31,436	No
Food Service Helper	\$22,333 - \$29,887	No
Part-time Food Service Helper, Part-time Lunch Monitor	\$13.35 - \$17.89	No
Substitute Food Service Helper, Substitute Lunch Monitor	\$13.35 - \$17.89	No



Newburgh Free Library Security

Title	Salary Range	Competitive (Test Required)
Library Guard	\$33,754 - 49,383	No
Substitute Library Guard Sunday	\$15.78 - \$20.87	No
Part-time Library Security Guard	\$15.78 - \$20.87	No

Newburgh Free Library Staff

Title	Salary Range	Competitive (Test Required)
Librarians		
Librarian 3	\$60,891 - \$85,085	Yes
Librarian 2	\$56,400 - \$78,787	Yes
Librarian 1	\$51,521 - \$71,989	Yes
Librarian Trainee	\$39,892 - \$55,725	Yes
Library Assistant	\$39,238 - \$54,024	Yes
Substitute Librarian Sunday	\$39.60/hour	No
Part-time Librarian	\$30.67 - \$43.00	Yes
Part-time Library Assistant	\$23.41 - \$32.52	Yes
Clerks		
Senior Library Clerk	\$40,763 - \$49,670	Yes
Principal Library Clerk	\$33,754 - \$49,383	Yes
Library Account Clerk	\$32,754 - \$47,697	Yes
Library Clerk	\$27,573 - \$38,558	Yes
Typists		
Substitute Typist	\$13.57 - \$18.02	No



Pages

Part-time Senior Page	\$13.35 - \$17.89	No
Part-time Page	Up to \$13.20	No

Technology

Assistant Micro-Technician	\$45,734 - \$60,416	No
Part-time Machine Technician	\$15.78 - \$20.87/hour	No

Teacher Aide

Title	Salary Range	Competitive (Test Required)
Teacher Aide	\$22,333 - \$29,887	No
Teacher Aide Substitute	\$13.35 - \$17.89/hour	No
Teacher Aide Retiree	\$17.03/hour	No

Transition Services

Title	Salary Range	Competitive (Test Required)
Transition Services Specialist	\$55,372 - \$77,100	Yes

Transportation

Title	Salary Range	Competitive (Test Required)
Assistant to Transportation Coordinator	\$49,702 - \$66,854	Yes
Transportation Information Specialist	\$36,913 - \$51,393	Yes





Year 1 Professional Learning Options

The Newburgh Enlarged City School District recognizes that professional learning is essential to the success of our workforce. Therefore, we have evaluated and reconstructed the opportunities for our CSEA unit to strengthen its knowledge base and skill set. Beginning in July 2022, CSEA unit members will begin to benefit from the exploration and availability of three tiers of support, as follows:

- ***Job Performance Support Sessions***
- ***CSEA-facilitated Work & Life Workshops***
- ***Partnerships with External Consultants.***

Job Performance Support Sessions are workshop sessions that will take place on Superintendent Conference Days. During these meetings, CSEA unit members will have the opportunity to learn from seasoned peers who have been in their positions for over five years and have demonstrated effective and innovative practices. These sessions will offer practical insights from the field as well as an open forum for questions and answers in a risk-free environment.

CSEA-facilitated Work & Life Workshops are another layer of offerings that will take place on Superintendent Conference Days. These sessions will be facilitated by the CSEA Work Institute at the State level, focusing on strategies to support unit members with their personal growth. Training topics will include:

- Stress Management: How do you know you are stressed?
- Power of Positive Thinking
- Overcoming Burnout
- Staying Strong and Resilient
- Health and Well-Being in the Workplace

Partnerships with External Consultants are highly-specialized professional learning workshops and courses, provided by carefully selected organizations that have been identified by the District, in consultation with the CSEA Planning Team. Whereas we expect our partnerships with outside organizations to expand over time, currently we plan to sustain our existing partnerships with:

- Occupational Safety & Health Administration (OSHA)
- Handle with Care[®]
- Assorted BOCES
- Office Professional Institute (Ulster BOCES)
- New York Schools Insurance Reciprocal (NYSIR)
- Promethean[®], Infinite Campus[®], & TipWeb IT
- Educational Vistas[®] (SafeSchools, StaffTrac)
- ServSafe[®]
- Ramapo Catskill Library System (RCLS)

We also plan to collaborate with the following organizations to support us with additional professional learning:

- Newburgh Police Department
- STIHL, SCAG
- The Culinary Institute of America
- CBT Nuggets
- Homeless Training by Ryan Dowd



2022-23 Superintendent Conference Days

During the 2022-23 school year, the approved Superintendent conference Days are, as follows:

- September 1, 2022**
- September 2, 2022**
- November 23, 2022**
- March 17, 2022**
- May 16, 2022**

All workshop sessions that are scheduled on these dates, during the regular work day, will be available to targeted audiences. CSEA unit members will be assigned to participate by their department supervisors.

Please note that all correspondence regarding session content, location changes and/or cancellations will be sent to members by the immediate supervisors of our CSEA unit members.

In addition to the professional learning to be scheduled on Superintendent Conference Days, there may be some additional sessions that are offered outside of the regular work hours. The dates and times of these additional sessions will be coordinated in consultation with department supervisors.





Mentoring

Mentoring Framework	
★ Purpose	Mentoring is an effective professional learning mechanism in which a seasoned person is matched with a novice in the same department so that focused learning occurs, small gains are celebrated over time, and the novice grows in confidence and skills. The mentoring experience also allows unit members to connect with other peers that mentors introduce their mentees to in order to support the development of a longstanding, helpful resource network of colleagues.
★ Model	<p>Using a traditional approach, mentors will meet with their mentees, in person, for a minimum of two (2) times per quarter - one time in a 1:1 setting and another in a group setting with other mentor pairs. Beyond the basic in-person requirement, mentors may communicate with their mentees voluntarily as often as they choose to.</p> <p>Acceptable mentoring activities include:</p> <ul style="list-style-type: none"> ★ Identifying and discussing strengths and areas for continued growth ★ Mentors demonstrating how specific job responsibilities and/ or machinery/software is used effectively ★ Discussing learning from training and/or workshop sessions
★ Pairings	<p>Mentor pairings will be generated by Human Capital Partners/ Human Resources in consultation with the CSEA Executive Leadership team annually. Members will be notified in writing by HCP/HR of their participation in the CSEA Mentoring Program.</p> <p>If a mentor pairing needs to be revised, HR will work with CSEA Executive Leadership to support the change.</p>
★ Confidentiality	<p>In an effort to support vulnerable trust, the 1:1 exchanges that take place between mentors and mentees will be maintained confidentially. This way, a mentee can feel comfortable revealing their areas for continued growth without the fear of being stigmatized.</p> <p>During the large-group meetings, an opportunity to share best practices will exist, during which mentor pairs may share experiences voluntarily.</p> <p>Note: If a mentor or mentee expresses a danger/threat to themselves or others, the expectation is that HCP/HR be notified immediately for the appropriate intervention support to be mobilized.</p>
★ Program Effectiveness	<p>At mid-year and year-end, the mentoring program will be assessed through an anonymous online survey.</p> <p>A final collaborative meeting between the group and HCP/HR and CSEA Leadership will also take place at the end of the year to celebrate the program's successes as well as receive additional feedback.</p>



Moving Forward

During 2022-23 and in future years, a planning team, composed of CSEA members and Superintendent’s Cabinet members, will continue to meet to analyze the successes and challenges of this framework so that we may make adjustments that support your changing needs. To this end, the anticipated meeting calendar for 2022 - 23 is expected to be, as follows:

Rethinking CSEA Pathways and Supports Planning Calendar: October 2022 - June 2023

Date	Content	Participants
October		
November		
November		
January	CSEA Mid-Year Mentoring Meeting	HCP/HR; CSEA Executive Leadership; Mentor Pairs
February		
February		
April		
May		
May		
June	CSEA Year-End Mentoring Meeting	HCP/HR; CSEA Executive Leadership; Mentor Pairs

If you are interested in joining the CSEA Planning Team, please contact Dawn-Lyn Mathieu at dmathieu@necsd.net via email.