



TO: William Harbron, Superintendent of Dover Schools
Dover School Board
FROM: Deanna Strand, Executive Director Dover Adult Learning Center
RE: Dover Adult Learning Center Staff Handbook Changes
DATE: June 26, 2024

~~Strikethrough~~ indicates text to be eliminated
Bold & italics indicates text to be added

Staff Handbook, page 21

Wages are set at market rates comparable to similar positions within the region and COLA increases are made when Bureau of Adult Education grant funding allows. Hourly rates for ~~FY24~~ ***FY25*** are as follows:

<u>Instructional Positions</u>		
Adult Education & Literacy Teacher	\$27-32	<i>\$27.81-32.96</i>
Adult High School Diploma Teacher	\$27-32	<i>\$27.81-32.96</i>
Technology Integrator	\$27-32	<i>\$27.81-32.96</i>
Computer Literacy Teacher	\$27-32	<i>\$27.81-32.96</i>
<u>Support Positions</u>		
HiSET/GED Supervisor	\$22-24	<i>\$22.66-24.72</i>
HiSET/GED Proctor	\$14-17.50	<i>\$14.42-18.03</i>
Counselor Aide	\$15-19	<i>\$15.45-19.57</i>
Office Assistant	\$15-19	<i>\$15.45-19.57</i>
Receptionist	\$14-17.50	<i>\$14.42-18.03</i>
Childcare Coordinator	\$15-19	<i>\$15.45-19.57</i>
Childcare Assistant	\$14-17.50	<i>\$14.42-18.03</i>
<u>Administrative Positions</u>		
Data Manager	\$22-24	<i>\$22.66-24.72</i>

Office Manager (DEOP Member)		According to the DEOP CBA
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The following year-round, full-time positions are paid an annual salary, commensurate with experience, and are benefits eligible.

Instructional **Support** Positions

Counselor

Student Services Coordinator

Volunteer Tutor Coordinator

~~Dover Adult Learning Center Office Manager is a member of the DEOP and is paid according to the collective bargaining agreement.~~

Staff Handbook, page 31-33

Remove section titled “Guidelines for Enrichment Teachers”, as the enrichment program has been suspended.

Staff Handbook, page 34

State Sponsored Professional Development

~~Each year the~~ **Staff NH Adult Education Professional** Development Office ~~of and~~ the Bureau of Adult Education organizes many free conferences and workshops for adult educators. These activities are designed to meet the needs of those working in the field as well as to keep practitioners abreast of new and developing theories, techniques, and methodologies for working with adults. These **may** include:

- ~~The A~~ Conference for Adult Educators
- Workshops for new staff
- ESL Sharing Groups
- Webinars on various topics

All adult education practitioners are required by the BAE to have a nhadulted.org Google account. This account provides access to Canvas, Zoom and professional development opportunities, both virtual and in person. Every practitioner must be a member of the NH Adult Ed Practitioner group within Canvas and is responsible for monitoring notices and announcements posted in the group. The Technology Integrator can assist with setting up notifications or forwarding to make this easier.

A calendar of state sponsored professional development opportunities is available in the Adult Ed Practitioner group of your CANVAS account. ***Registration for all PD is done through this calendar. Each practitioner is expected to review the monthly Bureau Newsletter and be familiar with the information, initiatives and opportunities therein. Each newsletter is accompanied by a Bureau Updates Zoom meeting where additional information may be provided and questions***

answered by BAE staff. These meetings are recorded; the PowerPoint presentation and recording are posted in Canvas after each of the monthly Bureau Updates meetings for reference. A direct link to the current Bureau Newsletter can be found on the DALC dashboard.

Practitioners and mentors attending ***in-person*** Bureau of Adult Education-sponsored workshops or conferences are usually eligible to receive \$15 per hour plus mileage. This does not apply to the **State** adult education conferences, which ~~is~~ are unpaid by the state. DALC staff may request up to 6 hours of paid time for attendance at a conference and will be paid as funding allows; please request approval from the director before registering.

Staff Handbook, page 35

Classroom Observations

Professional staff may expect ***up to*** two informal classroom observations per year. These may be announced, unannounced, or by request of the teacher. The teacher will ***may*** receive ***or request*** feedback in writing after the observation.

A formal observation may be conducted at the request of the teacher, the program coordinator, or the director. A formal observation will include a preview meeting, the observation itself, and a follow-up meeting after which a written observation report will be provided to the teacher.

A summary of ~~all~~ observation(s) will be provided ~~within a year at the annual professional development meeting or~~ upon request.

Tuition Waiver/Tuition Support

~~By vote of the Board of Directors, September 2004, DALC will waive tuition for staff to take DALC enrichment and personal development courses on a seat-available basis, provided there is sufficient paid enrollment for the class to be held. If the instructor requires reimbursement per person, staff will pay the instructor fee. Staff members are expected to purchase their own supplies and materials. This is unpaid time, and should be taken outside working hours.~~

The DALC budget includes a small fund for Professional Development activities not reimbursed by the Bureau of Adult Education or other sources. You may request reimbursement via the Director.

~~Substantial~~ ~~†~~ Tuition support for professional development is ***may*** also ***be*** available through the New Hampshire Department of Education. Contact ~~NH Adult Education (www.nhadulted.org)~~ ***Ginette Chandler, gchandler@second-start.org, Statewide Professional Development Director at Second Start Adult Education for more information.***

Email

DALC staff employed for the school year will be issued a Dover School District email address. Additionally, a Gmail address from the NH Bureau of Adult Education will be assigned. This email address will provide access to Canvas. All school related communication should be done via one of these email addresses. All school email is considered public information and is subject to disclosure under Right to Know laws, even if is generated from a personal email address. ***Any and all content created using either of your emails is considered to be the property of Dover adult Learning Center and/or the Dover School District. By signing your acknowledgement of receipt and understanding of the contents of this handbook you grant permission to the administration of both entities to access and retrieve any and all content associated with your email accounts.***