

**LITTLE COMPTON SCHOOL COMMITTEE
LITTLE COMPTON, RHODE ISLAND
AGREEMENT OF EMPLOYMENT**

This Agreement is made by and between the School Committee of the Town of Little Compton, Rhode Island (hereinafter referred to as the "Committee"), and Meriah Dufur of 57 Meetinghouse Lane, Little Compton, Rhode Island (hereinafter referred to as the "Student Support Services Administrative Assistant/District Data Coordinator)."

In accordance with the action taken by the Committee, the Committee hereby agrees to employ the Administrator, and the Administrator hereby agrees to accept such employment as Student Support Services Administrative Assistant/District Data Coordinator subject to the following terms and conditions:

Section 1. TERMS OF AGREEMENT

The term of this contract shall be July 1, 2023 through June 30, 2026.

Section 2. SALARY

The Administrator shall be paid an annual salary as follows:

July 1, 2023 – June 30, 2024: \$55,000
July 1, 2024 – June 30, 2025: \$56,100
July 1, 2025 – June 30, 2026: \$57,222

Payment shall be made in twenty-six (26) equal installments. All sums required by federal, state, and local laws, and all other sums as the Student Support Services Administrative Assistant/District Data Coordinator and Superintendent may agree on shall be withheld from the Student Support Services Administrative Assistant/District Data Coordinator's salary.

Section 3. TIME TO BE WORKED

It is expressly agreed that the duties of this position require the Administrator to work twelve months per year, at a .8 full-time equivalency, not including District paid holidays as designated by the Superintendent. It is expected that this will include a minimum of 20 work days between 1 July and the first day of school each year.

It is expected that the Administrator shall be required to work beyond the normal school day or on weekends or at night-time (e.g. attendance at various district and committee meetings, and/or school department related activities). The parties specifically acknowledge that given the nature of the Administrator's duties and tasks, and the managerial role in which the Administrator is so employed, that unless otherwise provided herein, there shall be no provision for adjustments, increments or other compensatory time.

Also, the Administrator shall attend such administrative meetings, as required by Superintendent. Such meetings may be held after school hours and the Administrator shall not be further compensated therefore.

Section 4. DUTIES AND RESPONSIBILITIES

The Student Support Services Administrative Assistant/District Data Coordinator agrees to perform the duties presently prescribed for said position in the job description and in accordance

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with all laws applicable thereto as well as any policies, rules, and regulations of the Little Compton School Committee ("Committee") now and hereafter adopted, and such duties and responsibilities as assigned by his/her supervisors.

- a. The Student Support Services Administrative Assistant/District Data Coordinator, under the direction of the Student Support Services Director, will faithfully and diligently observe, enforce, and implement the rules, policies and regulations adopted by the Committee and/or the Superintendent, from time to time, for the control, government, and management of said school system.
- b. The Student Support Services Administrative Assistant/District Data Coordinator, under the direction of the Student Support Services Director, will faithfully and diligently perform all the duties and exercise the powers which are set forth and described in the job description (a copy of which is attached hereto and marked "Schedule A").
- c. The Student Support Services Administrative Assistant/District Data Coordinator will serve under the advice and direction of the Student Support Services Director and will faithfully and diligently perform such other duties as required by the Superintendent. The Student Support Services Administrative Assistant/District Data Coordinator shall faithfully and diligently exercise any other duties consistent with Little Compton School Committee policy and perform other assignments from time to time, delegated to said Student Support Services Administrative Assistant/District Data Coordinator by the Student Support Services Director.

Section 5. TERMINATION BY MUTUAL CONSENT

The Superintendent or the Student Support Services Administrative Assistant/District Data Coordinator may, upon thirty (30) days prior notice and upon mutual consent between both parties, terminate this employment agreement without penalty or prejudice. In this event, the Superintendent shall pay to the Student Support Services Administrative Assistant/District Data Coordinator all remuneration and benefits accrued but unpaid during the period of employment as of the time of such termination. However, any such benefits or compensation shall be prorated based upon the time period worked.

Section 6. CONTRACT TERMINATION

During the term of this agreement, the Superintendent may act to terminate the Student Support Services Administrative Assistant/District Data Coordinator for good cause if the Student Support Services Administrative Assistant/District Data Coordinator violates any of the terms and conditions of this agreement and/or received an evaluation of less than "Effective."

This employment contract may be terminated by:

- a. mutual agreement of the parties; **or**
- b. retirement, disability or death of the Administrator; **or**
- c. termination by the Superintendent in accordance with the laws of Rhode Island for, but not limited to, professional unfitness and inability to serve as role model as determined by the Superintendent; **or**

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- d. failure to meet the expectations and/or standards of performance as set by the Superintendent and/or School Committee; **or**
- e. unsatisfactory evaluation; **or**
- f. annulment, suspension, lapse or revocation of certification; **or**
- g. in accordance with the provisions of this Agreement; **or**
- h. criminal convictions regarding the treatment of a child or crime of moral turpitude or any other misdemeanor or other felony; **or**
- i. lapse of certification; **or**
- j. any other lawful reason.

The Student Support Services Administrative Assistant/District Data Coordinator may also be subject to suspension and/or dismissal at the discretion of the Superintendent

Section 7. EVALUATION

Each year, the Student Support Services Administrative Assistant/District Data Coordinator shall receive from the Superintendent, or his/her designee, the Evaluation instrument by which he/she will be evaluated. On or before June 10th of each year the Student Support Services Administrative Assistant/District Data Coordinator shall receive a written copy of his/her evaluation which shall contain a provision allowing for a written comment by the Student Support Services Administrative Assistant/District Data Coordinator. Furthermore, a conference shall be held with the Student Support Services Administrative Assistant/District Data Coordinator to discuss the substance of the evaluation within ten (10) days of the evaluation.

Section 8. PROFESSIONAL DEVELOPMENT, MEETINGS AND CONFERENCES

The Student Support Services Administrative Assistant/District Data Coordinator shall be reimbursed for out of pocket expenses incurred during the performance of his/her professional duties, including meetings, conferences, professional dues, subscriptions and/or tuition costs. However, such costs and expenses must be preapproved in writing by the Superintendent and subject to budget considerations.

Section 9. INABILITY

Should the Student Support Services Administrative Assistant/District Data Coordinator, in the sole opinion of the Superintendent, be unable to perform by reason of absence or other event and said inability exists for a continuous period, if such inability is, in the sole opinion of the Superintendent, permanent, irreparable or of such nature as to make performance impossible, the Superintendent may, terminate this agreement, whereupon the respective duties, rights and obligations shall terminate. The Student Support Services Administrative Assistant/District Data Coordinator acknowledges that he/she is critical to the operation of the school system and as such cannot claim accommodations offered non-critical employees.

Section 10. INDEMNIFICATION

The Superintendent agrees that it will indemnify the Administrator in accordance with Rhode Island Gen Laws 9-1-31. In the event of any claim against the Student Support Services Administrative Assistant/District Data Coordinator in his/her/their individual capacity arising out of employment, the Superintendent will pay the Student Support Services Administrative Assistant/District Data Coordinator's reasonable expenses arising from his/her/their retaining

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counsel of his/her/their choice, provided that the Student Support Services Administrative Assistant/District Data Coordinator's conduct meets the standard set forth in R.I. Gen. Laws Section 9-1-31.

Section 11. AMENDMENTS

This Agreement shall be modified or amended only by mutual agreement of the Student Support Services Administrative Assistant/District Data Coordinator and the Superintendent, in writing, executed in the same manner as this Agreement.

Section 12. SAVINGS CLAUSE

If any portion of this Agreement shall be found to be in conflict with any applicable state or federal statute, rule or regulation, then such portion shall be considered to contain such statute or regulation in lieu of such invalid portion, and if any portion of this Agreement is otherwise declared invalid, or unenforceable by a court or administrative tribunal of competent jurisdiction, then in both instances, such findings or declaration shall not affect the validity or enforceability of the remaining portions of this Agreement.

Section 13. ENTIRE AGREEMENT

This contract and the attached Contract Addendum signed by the parties embodies the entire agreement between the Superintendent and the Student Support Services Administrative Assistant/District Data Coordinator, and there are no inducements, promises, terms, conditions, or obligations made or entered into by either party other than those contained herein. The contract may not be changed except by a writing signed by the party against whom enforcement thereof is sought. A waiver by either party or a breach of any provision of this Agreement shall not operate or be construed to be a waiver of any subsequent breach.

Section 14. INVALIDITY

If any portion of this Agreement is found to be invalid, it shall not affect the remainder of said Agreement, but said remainder shall be binding and effective against all parties.

Section 15. MEDICAL EXAMINATION

The Student Support Services Administrative Assistant/District Data Coordinator agrees to a comprehensive medical examination (on an out-patient basis) at reasonable intervals if requested by the Superintendent. The Superintendent agrees to pay the cost of said examination. The physician's report shall be filed with the Superintendent. By signing this agreement, the Student Support Services Administrative Assistant/District Data Coordinator consents to the delivery of the medical report to the Superintendent and the completion of such paperwork as may be necessary to effect the above.

Section 16. FRINGE BENEFITS

- a. The Student Support Services Administrative Assistant/District Data Coordinator will be provided with twelve (12) days of sick leave each year, cumulative up to two hundred (200) days. There shall be no buyback of sick days upon severance of employment for any reason. All unused sick days existing at the end of the term of this agreement shall be lost without further compensation of any type.
- b. The Student Support Services Administrative Assistant/District Data Coordinator will be

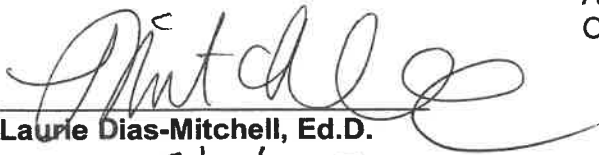
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- provided with two (2) personal days each year. Such days shall not accrue year to year.
- c. The Student Support Services Administrative Assistant/District Data Coordinator will be provided with sixteen (16) vacation days each year.
 - d. Funeral leave will be available to the Student Support Services Administrative Assistant/District Data Coordinator up to five (5) days of leave during each year of this contract in the event of the death of any member of the immediate family. One day funeral leave shall be available for all other family members of the Student Support Services Administrative Assistant/District Data Coordinator. Such days shall not accumulate from year to year.
 - e. The Committee agrees to provide to the Student Support Services Administrative Assistant/District Data Coordinator the difference between the daily rate of pay and the amount received for jury service in the event the Student Support Services Administrative Assistant/District Data Coordinator is required to serve jury duty.
 - f. The Committee will provide to the Student Support Services Administrative Assistant/District Data Coordinator a term life insurance policy for the term of employment in the amount of fifty thousand dollars (\$50,000).
 - g. The Committee agrees to reimburse the Student Support Services Administrative Assistant/District Data Coordinator for the cost of any course work successfully completed, with prior approval of the Superintendent.
 - h. Except as otherwise provided herein, the Student Support Services Administrative Assistant/District Data Coordinator shall be offered substantially the same benefits as are afforded members of the support staff.

Section 17. SIGNATURES

SUPERINTENDENT OF SCHOOLS

STUDENT SUPPORT SERVICES
ADMINISTRATIVE ASSISTANT/DISTRICT DATA
COORDINATOR



Laurie Dias-Mitchell, Ed.D.

Date: 5/10/2023

Witness: P. Squash



Meriah Dufur

Date: 5/10/23

Witness: P. Squash



SPECIAL EDUCATION/DISTRICT DATA COORDINATOR (.8)

Little Compton Public Schools
Little Compton, Rhode Island

Job Details

Job ID: 4193188

Application Deadline: Posted until Filled

Posted : March 28, 2023

Starting Date: July 1, 2023

Job Description

The Little Compton School Department is seeking a (.8-time) coordinator of district-level data and processes in order to ensure compliance with district policy, as well as state and federal regulatory agencies and applicable laws. This includes direct support of the Special Education Department. This is a salaried position with the possibility for a flexible scheduling arrangement. Reports directly to Superintendent.

RESPONSIBILITIES:

Perform administrative and operational functions related to district-level reporting of critical data.

Support audits and data collection activities to meet deadlines.

Maintain knowledge of applicable laws, policies, and procedures.

Assist Special Education Director with administration of the Special Education Department.

Compile and manage all data relative to Medicaid and Special Education, including consent forms where applicable.

Work collaboratively with the Special Education Director, IT Director, and HR Director to ensure all data needs are met.

Create and maintain workflow documentation of related processes.

Position Type: Full-time

Positions Available: 1

- Job Category : Support Staff > Administrative Assistant

Equal Opportunity Employer

Little Compton Public Schools is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

Job Requirements

- Demonstrated exceptional organizational and technology skills.
Demonstrated ability to uphold strict standards of confidentiality and professionalism.
Adherence to Little Compton School Department Policies and Procedures.
National Background Check.
- At least 3 years of relevant experience preferred
- Bachelor degree preferred
- Citizenship, residency or work visa required

Contact Information

Carolyn Sedgwick , HR Director
28 Commons
PO Box 178
Little Compton, Rhode Island 02837

Phone: 401-592-0363 (1500)
Fax: 401-635-9596

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