

# CWCS Education Specialist – Employment Information

*Thank you for your interest in our school! We are happy you were able to interview with us today. We know your next question is, “Now what happens next?” This page was prepared to answer some of those questions for you. Once again, thanks for your interest in our school and coming to meet with us today! We appreciate your time.*

## **Employment Process Steps after the initial interview:**

1. When the interviews are all completed and an ES is needed based on student enrollment, ES candidates will be selected.
2. After an applicant is selected as a candidate for the position of Education Specialist, the IEM Personnel office forwards employment forms to be completed by the applicant.
3. Non-selected candidates will also receive a notification letter in the mail.
4. The selected applicant completes the employment forms and submits a livescan receipt to accompany his or her employment paperwork for a clearance to work at the Charter School. All required documents must be received by the IEM office prior to employment.
5. The time required for the Department of Justice to complete a criminal background search generally varies from 1 to 4 weeks. Upon receipt of the clearance, the new ES can be assigned students and begin work (if training is also completed—see #6).
6. Education Specialist training will begin as soon as the applicant is selected. The selected applicant will be contacted by an ES Advisor or Department Manager with information as to how to begin this required training, and the specific deadlines that must be met in order to move from an ES Candidate to a school employee. Training is individual and can be completed as quickly as you wish, but we expect that Phase 1 will be completed within 2 weeks of being contacted by an ES Advisor or Department Manager. If you will not be available to work for us that soon, please contact an ES Advisor or Department Manager with the date you will be able to begin training. While in the training process, the candidate is not considered an official school employee, and your training time is not compensated in any way. Completing any part of the ES training does not guarantee school employment.
7. An ES Advisor will be assigned to the ES candidate to answer educational questions that may arise during training or after. During the summer, the Summer Advisor on duty will be available to all ESs.
8. After successful completion of both ES training and clearance from Personnel, students may be assigned to the new Education Specialist and school employment officially begins.
9. All ES employment is considered “at will” employment.

## **Job Description:**

A copy of our Educational Specialist job description is available on our website at:  
<http://www.ieminc.org/handbook/esjob/esjobdescr.htm>

## **Employee Handbook:**

A copy of the Employee Handbook is available on our website at:  
<http://www.connectingwaters.org/Employment/cweshandbook.pdf>

## **Assignment of Students:**

Students are assigned to cleared and trained Education Specialists (who have moved from candidates to ESs according to the above steps) by seniority and according to the selections made on the ES Preference Sheet during the initial interview. We do our best to accommodate the ES’s desired student count within our school guidelines, although this is not always possible and no promises are made as to the number of students you will be assigned. Sometimes ESs are assigned students outside of their preference areas. We expect the assigned ES to serve that student until another ES can be located. The maximum number of students that a new ES may have is limited to 20 students. ESs with other jobs outside of IEM schools are limited to 10 students.

## **Compensation:**

Salary calculations for ESs are based on the number of active students assigned to the Education Specialist for each official school day (175 school days possible for a full school year). Continuing ESes receive their first paycheck of each school year on the last bank day of August and will be paid in 12 increments. Each

month's payment will be made on the last bank day of the month. A snapshot of the estimated total yearly student days for each ES will be made on the 21st of each month. Each payment will contain 1/12th of the remaining projected yearly total amount due you. The annual salary earned by an ES is based on the total number of school days each officially enrolled "active" student has been assigned to the ES (referred to as "student days") and the ES's successful completion of all required student documentation related to each assigned active student (See job description and ES Handbook for more information on what is required). This pay plan may require ESs selected during the summer or a holiday period to actually meet with, enroll, and place orders for students months before seeing a first paycheck.

Current pay rates for 2009/2010 are as indicated below:

K – 8 \$1,550.00 per student year

9 – 12 \$1,750.00 per student year

9 – 12 AEISS A \$ 600/year above the standard rate per student year

9 – 12 AEISS B \$ 1200/year above the standard rate per student year.

Add \$20 additional per year of service credit (in IEM schools) earned to base pay rate for K-8 and 9-12.

### Benefits:

Your Charter School employer offers medical, dental and vision healthcare insurance for eligible fulltime employees. Premium rates will be made available as you become eligible for enrollment.

- **Eligibility:** Education Specialists become eligible for enrollment in healthcare insurance upon the date they have their 13th student assigned to them, as measured by payroll. An ES who wishes to wait for full school benefit coverage may wait to begin enrollment when their 25th student is assigned. If you do not enroll at one of these 2 points, then you can only enroll for benefits during the yearly open enrollment period. Coverage may begin on the first day of the following month.
- **Employer Contribution:** Your Charter School employer applies up to \$1,000 a month for a fulltime employee with 25-27 students to pay for the cost of enrolled benefits. (There is no cash in lieu of payment in the event premium cost is less than \$1,000.)

<b>Full-Time (25 -27 students)</b>	<b>Benefit Cap - \$1,000</b>
<b>Part-Time (14–24 students)</b>	<b>Benefit Cap - Prorated</b>
<b>Part-Time (13 students)</b>	<b>Benefit Cap - \$500</b>

- **Medical:** A number of medical plans may be offered. Availability and cost will be affected by your residential location.
- **Dental:** The current plan (Delta Dental) has a calendar year maximum payment of \$2000 and lifetime Ortho maximum of up to \$1500, but may change at any time. *Dental insurance is only offered one time to each employee at the initial benefit enrollment period.* Anyone not selected to be covered at that time by dental insurance cannot be added later.
- **Vision:** Coverage is currently provided by VSP and allows annual examinations and new frames and lens every 12 months. VSP insurance can be chosen at any time after eligibility for benefits is established. Coverage provider may have changed by the time of ES eligibility.
- **Chiropractic:** American Specialty Health provides for 20 chiropractic visits a year with a \$10 copay and can be chosen at any time after eligibility for benefits is established, if still offered to all by the school.
- **Supplemental Insurance options:** Information on Aflac supplemental insurance options is available upon request any time after eligibility for benefits is established.

Other information is available on our web site. [www.connectingwaters.org](http://www.connectingwaters.org) .After being selected as an ES candidate, please don't hesitate to contact us with any questions you may have!

IEM Personnel Department: 800-979-4436 for personnel information  
 IEM Benefits Department: 800-979-4436 for benefit information  
 ES Advisor line: 800-458-7050 Ext 9 for ES training information.