# School Specialist/Assistant Director Employment Terms

This summary is provided to clarify expectations for both the Adams Wells Manufacturing Alliance and the School Specialist - Assistant Director. It is not an employment contract; employment by the AWMA is “at-will”.

**AWMA** will pay the **School Specialist - Assistant Director** for services, as “**School Specialist**” (See Appendix A – Job Specifications/Summary Position Description) at a rate of $25 per hour for work performed, including “drive-time”, not to exceed 20 hours/week during the school year (approximately 720 hours/year).

**AWMA** will reimburse **School Specialist - Assistant Director** an additional $360.00 stipend annually for necessary “**job related expenditures”**, to be paid monthly in the amount of ($40). (Telephone, etc.)

**AWMA** will provide **School Specialist - Assistant Director** with a **laptop computer**.  **School Specialist - Assistant Director** will perform a data back up at least monthly. **School Specialist - Assistant Director** will use an email address that reinforces the AWMA branding message.

**AWMA** will provide **School Specialist - Assistant Director** with **AWMA Logo shirts** to be worn when visiting schools and AWMA member sites. The **AWMA** will also provide a logo table covering and backdrop to use during any event involving student or adult events to show branding.

**School Specialist - Assistant Director** will submit work logs monthly, providing hours worked, miles driven, a description of work done, and additional expenses for reimbursement. Work log format should be similar to the attached Appendix B. (Mileage is reimbursed at the standard IRS rate.) Daily reported work shall be mainly contiguous hours with minimal distraction. All work logs will be submitted one week prior to AWMA Steering Committee meetings. Payroll and expense reimbursement will be paid upon approval by the AWMA Steering Committee President or their designate.

**AWMA** and **School Specialist - Assistant Director** will conduct a periodic performance review on at least an annual basis.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Specialist - Assistant Director Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AWMA Steering Committee Officer Date

**Appendix A –** **Job Specifications/Summary Position Description:**

**Assignment:** AWMA “School Specialist”

**Classification:** Part-time Employee

School Specialist - Assistant Director provides professional services mainly inside the schools that support activities to promote manufacturing as a career pathway for students in K-12 school systems in Adams and Wells County. Specific Activities to be pursued in support of this strategic objective include, but are not limited to:

* Developing and implementing annual teacher/counselor externship programs with AWMA Members
* Working with EDC Directors in developing and implementing student internship opportunities for students participating in ICE or manufacturing-related CTE programs
* Participating in talks to middle school and high school students regarding opportunities in local manufacturing (especially if they have a skill), lunchtime displays by AWMA members, job fairs, etc.
* Promoting the AWMA website to teachers, counselors, administrators, parents, and students as a powerful resource when making career pathway choices.
* Assist in chaperoning plant tours during manufacturing week, (October)
* Participate in monthly AWMA Steering Committee Meetings, and serve as secretary, providing minutes for each meeting.

**Appendix B – School Specialist - Assistant Director Work Log**

Period Beginning Period Ending

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

 Date Hours Location Miles Description of work completed

Total Hours x $25/hr. $\_\_\_\_\_\_\_\_\_

Job Related Expense Allowance: $200.00/month

Total pay and Expense Claimed $\_\_\_\_\_\_\_

Submitted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

 Steering Committee Representative