

ESSR 3 Plan
Public posting for Public Comment

The Vermilion Vocational Education Delivery System (VVEDS) houses the College Express dual credit program. To ensure the safety and continuation of the learning process, VVEDS is proposing a plan for keeping our students safe, and keeping the learning process consistent. The following are the job descriptions for stipends for each position VVEDS is hiring for, what their duties require, and how they are to be paid. If any stakeholder has input on this, please do not hesitate to reach out to Nick Chatterton, Director of VVEDS at 217-443-8742.

Connie Cannon
Job Description
ESSR3 Grant
Covid Learning Loss Coordinator

Stipend - \$3339.44 (payable in 2, installments. Installment 1 in December 2022 and Installment 2, May 2023)

Duties

1. Report expenditures and all other duties of maintaining the ESSR 2 post application including amendments)
2. Keep records of all covid related absences with detailed information regarding each absence (duration, exposed or positive, etc). This information will be provided and verified by the student's home district.
3. Communicate with College Express instructors and document said communication with the instructor regarding initial absences and any further pertinent information (return dates etc.)
4. Communicate with entire Learning Loss team, Instructors

Hours: must be done outside of the timeframe of Monday – Friday 8 am to 3 pm during the College Express instructional semester. Must accumulate and document 5 work hours per week.

Documentation

Employee must provide documentation of a minimum of 76hours per semester prior to receiving their stipend installment.

Type of employment – This is a contract for professional services. Therefore, the stipend will not go through payroll so no deductions such as taxes will be taken out.

Contact will expire on June 30, 2023 with no expectations of the contract being renewed.

Signature

date

Jill Paz
Job Description
ESSR3 Grant
Covid Learning Loss Family /Instructor Liaison

Stipend - \$3339.44 (payable in 2, installments. Installment 1 in December 2022 and Installment 2, May 2023)

Duties

1. Contact student's parents or guardians regarding absence as soon as the information about the covid related absence is reported by the Coving Learning Loss Coordinator
2. Relay on information to the home school administrators, instructors, and parents regarding the expectations for learning to continue (information will come from the Instructor Liaison). Any technical issues or difficulties should be passed on to the Learning Loss tutors. Rectified problems shall be communicated to Families and the Instructor Liaison
3. Pass along information from Learning Loss tutors about progress being made with regard to students at risk not to receive credit before, during and after tutoring sessions to family and instructors.

Hours: must be done outside of the timeframe of Monday – Friday 8 am to 3 pm during the College Express instructional semester. Must accumulate and document 5 work hours per week.

Documentation

Employee must provide documentation of a minimum of 76 hours per semester prior to receiving their stipend installment.

Type of employment – This is a contract for professional services. Therefore, the stipend will not go through payroll so no deductions such as taxes will be taken out.

Contact will expire on June 30, 2023 with no expectations of the contract being renewed.

Signature

date

Jan Wheaton
Job Description
ESSR3 Grant
Covid Learning Loss Tutor

Stipend - \$3339.44 (payable in 2, installments. Installment 1 in December 2022 and Installment 2, May 2023)

Duties

1. Work with students who are at risk of not receiving credit for their College Express course to make up homework or learning loss.
2. Travel to the student's community will be required
3. Communicate with the Learning Loss Instructor Liaison to acquire necessary materials/assignments.
4. Update Family Liaison with all necessary information to pass along to family members.
5. Update Instructor Liaison with all necessary information to pass along to College Express Instructors.
6. Rectify any technical issues (i.e. email, blackboard, etc.) for the students and communicated this with the Instructor and Family Liaisons.

Hours: must be done outside of the timeframe of Monday – Friday 8 am to 3 pm during the College Express instructional semester. Must accumulate and document 5 work hours per week.

Documentation

Employee must provide documentation of a minimum of 76 hours per semester prior to receiving their stipend installment.

Type of employment – This is a contract for professional services. Therefore, the stipend will not go through payroll so no deductions such as taxes will be taken out.

Contact will expire on June 30, 2023 with no expectations of the contract being renewed.

Signature

date

Erika Williams
Job Description
ESSR3 Grant
Covid Learning Loss Tutor

Stipend - \$3339.44 (payable in 2, installments. Installment 1 in December 2022 and Installment 2, May 2023)

Duties

1. Work with students who are at risk of not receiving credit for their College Express course to make up homework or learning loss.
2. Travel to the student's community will be required
3. Communicate with the Learning Loss Instructor Liaison to acquire necessary materials/assignments.
4. Update Family Liaison with all necessary information to pass along to family members.
5. Update Instructor Liaison with all necessary information to pass along to College Express Instructors.
6. Rectify any technical issues (i.e. email, blackboard, etc.) for the students and communicated this with the Instructor and Family Liaisons.

Hours: must be done outside of the timeframe of Monday – Friday 8 am to 3 pm during the College Express instructional semester. Must accumulate and document 5 work hours per week.

Documentation

Employee must provide documentation of a minimum of 76hours per semester prior to receiving their stipend installment.

Type of employment – This is a contract for professional services. Therefore, the stipend will not go through payroll so no deductions such as taxes will be taken out.

Contact will expire on June 30, 2023 with no expectations of the contract being renewed.

Signature

date

Kelley Cervantes
Job Description
ESSR3 Grant
Covid testing coordinator

Stipend - \$3339.44 (payable in 2, installments. Installment 1 in December 2022 and Installment 2, May 2023)

Duties

1. Coordinate weekly covid testing of all College Express students with instructors
2. Coordinate testing with members of the campus community
3. Keep track of inventory and request replenishment of items
4. Monitor roster and report positive tests to the appropriate entities.
5. Follow up with students who are absent at the time of testing to make alternative arrangements to remain compliant.
6. Manage roster

Hours: must be done outside of the timeframe of Monday – Friday 8 am to 3 pm during the College Express instructional semester. Must accumulate and document 5 work hours per week.

Documentation

Employee must provide documentation of a minimum of 76 hours per semester prior to receiving their stipend installment.

Type of employment – This is a contract for professional services. Therefore, the stipend will not go through payroll so no deductions such as taxes will be taken out.

Contact will expire on June 30, 2023 with no expectations of the contract being renewed.

Signature

date

Nick Chatterton

Job Description

ESSR3 Grant

Covid learning loss/testing oversight and Covid test Courier

Stipend - \$3339.44 (payable in 2, installments. Installment 1 in December 2022 and Installment 2, May 2023)

Duties

1. Oversee and evaluate duties of Covid testing coordinator
2. Oversee and evaluate duties of Covid learning loss tutors
3. Oversee and evaluate duties of Covid Learning Loss Instructor Liaison
4. Oversee and evaluate duties of Covid Learning Loss Coordinator
5. Take weekly testing samples to Shield testing centers

Hours: must be done outside of the timeframe of Monday – Friday 8 am to 3 pm during the College Express instructional semester. Must accumulate and document 5 work hours per week.

Documentation

Employee must provide documentation of a minimum of 76 hours per semester prior to receiving their stipend installment.

Type of employment – This is a contract for professional services. Therefore, the stipend will not go through payroll so no deductions such as taxes will be taken out.

Contact will expire on June 30, 2023 with no expectations of the contract being renewed.

Signature

date