

# New Employee Info Packet

[Winchester Public Schools](#)

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# Welcome to the Winchester Public Schools

Welcome to the Winchester Public Schools. We look forward to working with you and hope your experience will be rewarding.

We hope this information packet will be a useful resource for you as you enter the district. If you have any questions please feel free to contact the Human Resources Office.

Winchester Public Schools

Human Resources

40 Samoset Rd

Winchester, MA 01890

781-721-7003

[Laurie Kirby](#), Director of Personnel

[Diane McCrobie](#), Human Resources Specialist

# Winchester Public Schools

## **MISSION**

The mission of the Winchester Public Schools is to educate students in the values, critical skills and essential knowledge necessary to be informed and responsible citizens prepared to take the steps in their education, careers, and lives in a diverse society.

## **VISION**

All Winchester Public schools' students excel in a dynamic learning community dedicated to the highest educational standards.

## **VALUES**

We treat each member of the educational community with courtesy, dignity and respect.

We believe all students can learn.

We believe that we can learn from our students.

We believe that each member of the educational community is responsible for his/her actions.

We believe honesty and trust are essential for a healthy school climate.

We believe collegiality, collaboration and cooperation are critical elements for successful teaching and learning.

We support and promote lifelong learning.

We believe change is a positive force and vital to progress.

We believe self-discipline; personal responsibility and perseverance are fundamental to a positive work ethic and successful school experience.

We recognize, value and appreciate individual differences.

We believe optional learning occurs when a partnership exists among school, home and community.

# To Do List

- Fill out applicable forms with Human Resources
- Complete Fingerprint process for national criminal background check (p.6)
- Setup appointment at Town Hall for **Benefits & Insurance (p. 7)**
- Complete **Pension (p.8)** enrollment
- Complete online **State Ethics Training (p.9)**
- Complete **Mandatory Training Presentation (p.10)**

# Fingerprint Process

In January 2013, Governor Patrick signed [Chapter 459 of the Acts of 2012, “An Act Relative to Background Checks.”](#)

As a condition of employment, all new employees must have their fingerprints processed by the approved state vendor in order to comply with the law listed above. **This must be done before your employment begins in the Winchester Public schools.**

## **To register to have your fingerprints processed:**

- Go to <https://ma.ibtfingerprint.com/>
- Follow prompts from screen to screen
- Information you need:
  - “Agency/Sector” you should select PreK-12th grade education (ESE)
  - “Licensed Educator” means licensed by MA DESE
  - “Provider ID” you should enter 03440000
- After having your fingerprints processed, please scan and email the receipt to [Diane McCrobie, HR Specialist.](#)
- If you have questions, please review the [User Guide provided by the MA DCJIS.](#)

# Benefits & Insurance

## Eligibility

Teachers who are .5 FTE or greater or other school employees who work 20 hours or more per week are eligible for benefits and insurance through the Town of Winchester.

## Information

Visit the [HR Benefits & Information Page](#) or see the [current rate information](#).

## Open Enrollment

The open enrollment period for new employees is 30 days from your employment start date with the Winchester Public Schools.

## Schedule an Appointment

All employees should contact [Joanne Taft](#) in the Comptroller's Office at Town Hall (781-721-7157) to set up an appointment to discuss the different benefits offered by the Town. **Employees who are not joining the Town's Health Insurance must still set up an appointment in order to fill out paperwork to that effect.**

# Pension Information

## **Massachusetts Teachers Retirement System (MTRS)** - *Teachers / Specialists / Administrators*

Employees who are eligible to join the [MTRS](#) will receive their enrollment information from the Payroll department (781-721-1080).

## **Town of Winchester Retirement System** - *TA's / Clerical*

In accordance with Chapter 32 of the M.G.L., all employees who are employed in a permanent position and work 20 hours or more every week for at least 32 weeks are **REQUIRED** to join the [Town of Winchester retirement system](#). Please contact [Karen Manchuso](#) at the Retirement Office at Winchester Town Hall (781-721-7127) as soon as possible.

## **ICMA** - *ISS / Long Term Substitutes / Coaches / Part Time Employees*

All employees who are not eligible for either the MTRS or the Town Retirement System will contribute to a deferred compensation plan. Enrollment information will be sent to you by the HR Office (781-721-7003).



# State Ethics Training

**All new employees** must complete the following steps within the first 30 days of employment:

1. Access the [SUMMARY OF THE CONFLICT OF INTEREST LAW](#).
2. After reviewing the summary, please print and sign the [Acknowledgement of Receipt form](#)
3. Access the [ONLINE TRAINING](#).
4. Print your Certificate of Completion.
5. Scan your Acknowledgement of Receipt form and your Certification of Completion and email it to [townclerk@winchester.us](mailto:townclerk@winchester.us).

# Mandatory Training

**All new employees** must complete the following steps within the first 30 days of employment:

1. Review the [Annual State and Federal Mandatory Training Presentation](#).
2. After reviewing the summary, please print and sign the [Sign Off Form](#).
3. Send the Sign Off Form **to your school office** if hired prior to the start of the school year (send to Diane McCrobie, HR Specialist at Central if hired during the school year)

# Professional Development

## **Multi-year District-wide Goals**

[Differentiation](#) [Evaluation](#) [Technology](#)

## **PD in the Winchester Public Schools**

Is balanced between mandates, district/school/department/grade level needs/interests, and individual needs/interests

Is differentiated for the adults as a model for the differentiation we want to provide for the students based on the six differentiation components; content, activities, product, readiness level, interest, and profile (learning style).

Allows for choices based on the above six components

## [Professional Development Points](#)

[Professional Development Requirements for New Teachers](#)

[Course pre-approvals and reimbursements](#)

# Teacher Mentor Program

Welcome to the Winchester Public Schools!

The Mentor Leadership Team can't wait to help you have a successful first year in Winchester. So many questions need to be answered - *How can I be a better teacher? How can I improve my classroom management? How do I know if students are learning? What assessments are most effective? Where do I make photocopies? If I have to call in sick, who do I call? Where do I park?*

As a new teacher/protégé the Mentor Leadership team will contact you to assign you a mentor (1) with a minimum of three years successful teaching in the Winchester Schools; (2) who is committed to mentoring a new educator; (3) who is committed to attending all monthly meetings; (4) who will meet with you regularly; and (5) who is willing to support you as needed.

[New Teacher/Mentor Information](#)

# District Information

## Helpful Links

[District Website](#)

[Employee Resources Website](#)

[Professional Development Website](#)

[Technology Department Website](#)

[School Committee Policies](#)

## Useful Information

[Employee Contracts](#)

[2018-2019 School Calendar](#)

[Direct Deposit Enrollment Form](#)  
(Submit to Town Hall)

[Payroll Schedule for Teachers and TAs](#)

[Winchester Recycling Practices](#)

# Contact Information

Human Resources	781-721-7003
Payroll Department	781-721-1080
Superintendent	781-721-7004
Assistant Superintendent	781-721-7006
Town Hall Benefits	781-721-7157
Town Hall Retirement	781-721-7127
MTRS	617-679-1661
MA DESE Licensure	781-338-6600

# **Welcome to Winchester**

**“Students excel in a dynamic learning community  
dedicated to the highest educational standards”**

**We hope you have a rewarding School Year!**