# ROSELLE PARK JOB DESCRIPTIONS MANUAL -- TABLE OF CONTENTS

## Table of Contents

<table>
<thead>
<tr>
<th>Central Office (File: RP Manual C Central Office…)</th>
<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
</tr>
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<td>Superintendent, Chief School Administrator</td>
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<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
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<td>M-10</td>
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<td>Registrar, Admission and Enrollment</td>
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<td>M-11</td>
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<td>Director of District Facilities/Plant Operations</td>
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<td>33</td>
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<td>36</td>
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<td>Plumber</td>
<td>39</td>
<td>B-16</td>
<td></td>
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<td>Door Monitor, Door Attendant, Hall Monitor</td>
<td>41</td>
<td>B-17</td>
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<td>Truck/Van Driver (Food Service, Etc.)</td>
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<td>B-18</td>
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<th>Instruction/Administrative/Non-Teaching (File: RP Manual IA…)</th>
<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
</tr>
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<tbody>
<tr>
<td>Director of Curriculum/Instruction and Funded Programs</td>
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<td>42</td>
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<td>Computer Technician Level 1</td>
<td>44</td>
<td>IA-11</td>
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</tbody>
</table>
Table of Contents

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
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</thead>
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<tr>
<td>Reading Specialist</td>
<td>46</td>
<td>IA-12</td>
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<td>Department (Head) Chair</td>
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<td>IA-13</td>
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<td>Coach LAL</td>
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<td>55</td>
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<td>School Disciplinarian</td>
<td>58</td>
<td>IA-16</td>
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<td>Library Media Specialist</td>
<td>60</td>
<td>IA-17</td>
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<td>Administrative Asst. /Office Manager to HS Principal</td>
<td>63</td>
<td>IA-18</td>
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<td>School Secretary</td>
<td>66</td>
<td>IA-19</td>
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<td>School Secretary with Substitute Calling</td>
<td>69</td>
<td>IA-20</td>
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**Instruction/Curriculum – Teaching (File: RP Manual I…)**

<table>
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<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
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<tr>
<td>Elementary Education Teacher</td>
<td>1</td>
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<td>I-3</td>
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<td>I-4</td>
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<td>I-6</td>
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<td>23</td>
<td>I-7</td>
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<td>Early Childhood Education Teacher</td>
<td>26</td>
<td>I-8</td>
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<td>29</td>
<td>I-9</td>
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<td>32</td>
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<td>39</td>
<td>I-12</td>
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<td>Substitute Teacher</td>
<td>43</td>
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</table>

**Student Services (File: RP Manual S Student Services…)**

<table>
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<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
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<td>Director of the Academy</td>
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<td>S-3</td>
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<td>Student Assistance Counselor or Coordinator</td>
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<td>S-4</td>
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<td>S-8</td>
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<td>54</td>
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<td>S-16</td>
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**Extracurricular Activities (File: RP Manual E Extra…)**

<table>
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<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
<th>Part 2</th>
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<td>21</td>
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**Paraprofessionals (FILE: RP Manual P Para…)**

<table>
<thead>
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<th>Job Title</th>
<th>Page #</th>
<th>Section</th>
<th>Part 1</th>
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<td>Computer and/or Media Aide</td>
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<td>P-8</td>
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</tbody>
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JOB DESCRIPTIONS

Central Office Administration

TITLE:
Superintendent Of Schools

QUALIFICATIONS:

1. Valid New Jersey School Administrator Certificate or eligibility.
2. An earned master’s degree with a major in educational administration, special education or related field such as curriculum and supervision.
3. Central office, school administration and teaching experience as determined by the board.
4. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
5. Strong leadership and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO: Board of Education

SUPERVISES: Every district employee

JOB GOAL:

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence and to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and a minimum of waste so that each student enrolled in the district may be provided with an appropriate and effective education.

SCOPE OF RESPONSIBILITY:

Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership
1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.
5. Ensures implementation and evaluation of all board-approved written curriculums for all subjects and inclusion of mandated programs and state core curriculum content standards.

6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.

7. Encourages staffs to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.

8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.

9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.

10. Seeks out available sources for grant funding to support programs and projects.

11. Keeps professionally current and informed on research-based educational practices.

12. Reports to the board of education regarding educational programs and facilities of the district.

Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.

2. Directs and supervises the administrative staff and through them all district staff.

3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.

4. Ensures that all staff is appropriately certified and is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.

5. Suspends staff.

6. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.

7. Supervises administration of collective bargaining agreements.

8. Recommends and implements the district's professional development plan.

9. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

Financial Management

1. Ensures that the budget implements the district’s goals.

2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.

3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.

4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.

5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.

6. Continually assesses business management practices to achieve efficiency.

7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.

2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.

3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.

4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the executive county superintendent.

5. Develops and implements policies and procedures related to missing children and the reporting of
allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

School/Community Relations
1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
3. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
4. Maintains contact and good relations with local media.
5. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
6. Represents the school system and its interests in community organizations, activities and projects.

Board Responsibilities
1. Provides leadership in the implementation of the district's vision, mission, and goals.
2. Serves as a non-voting member of the board of education and a non-voting ex-officio member of all committees created by the board, to participate in discussions and serve as a resource.
3. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.
4. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
5. Knows board policy and respects the policymaking authority and responsibility of the board.
6. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
7. Collects adequate and reliable information before making recommendations and decisions.
8. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
9. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
10. Anticipates potential problems. Recommends policies or courses of staff action.
11. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
13. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
14. Advises the board of its responsibilities under the School Code of Ethics Act; Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

Policy Development
1. As chief school executive, carries out the policies of the board, exhibiting common sense in the implementation of policy and the interpretation of policy language.
2. Advises the board of the need for new, revised or deleted policies and prepares policy drafts for board approval.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.
4. Makes such rules, procedures/guidelines and forms and give such instructions to school employees and students as may be necessary to implement board policy.
5. Supervises the efficient maintenance and dissemination of all board of education policy documents.
6. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practicable and prepares draft policy for review, modifications if necessary, and adoption by the board.
Other

1. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.
2. Serves as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent adults.
3. Helps instill in students and staff the belief in and practice of ethical principles and democratic values.
4. Performs other duties which may be in the scope of his/her employment and certification(s) as assigned by the Board of Education

TERMS OF EMPLOYMENT:

Twelve months; Appointed for a period of 3-5 years; Serves in accordance with the terms of the contract between the board and the superintendent.

Salary to be determined by the board, with approval by the executive county superintendent consistent with NJDOE regulations.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually and prepared by July 1 in accordance with compliance NJ State law and the provisions of the board’s policy on evaluation of the superintendent.

JOB DESCRIPTION SOURCES/REFERENCES: NJSBA

LEGAL REFERENCES:

N.J.S.A. 13:1f-19 et seq. School Integrated Pest Management Act
N.J.S.A. 18A:6-7.1-7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:12-21 School Ethics Act
N.J.S.A. 18A:12-24 School officials; prohibited conduct
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-1.3 Notification of dismissal for cause of non-tenured certificated employee
N.J.S.A. 18A:17-24.1-24.9 Superintendents and school business administrators shared by two or more districts; approval
N.J.S.A. 18A:27-4.1 Appointment, transfer, removal, or renewal of officers and employees; exceptions
N.J.S.A. 34:5A N.J. Worker and Community Right to Know Act
N.J.S.A. 52:17B-9.8a Missing child defined; marking of missing; child's record; notification of requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate
N.J.A.C. 6A:5 Regulatory equivalency and waiver
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners
See particularly:
N.J.A.C. 6A:9B-10 Requirements for instructional certificate
N.J.A.C. 6A:9B-11 Requirements for administrative certification
N.J.A.C. 6A:9C  professional development for teaching staff members and school leaders
See particularly:
N.J.A.C. 6A:9C-3.4 to -3.6  Required professional development for teachers
N.J.A.C. 6A:9C-3.7 and -3.8  Required professional development for school leaders
N.J.A.C. 6A:10  Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
N.J.A.C. 6A:10-8.1 et seq.  Evaluation of chief school administrators
N.J.A.C. 6A:14  Special education
N.J.A.C. 6A:15  Bilingual education
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:17  Students at risk of not receiving a public education
N.J.A.C. 6A:23A  Fiscal accountability, efficiency and budgeting procedures
N.J.A.C. 6A:26  Educational facilities
N.J.A.C. 6A:26-2  Educational facilities; long range facilities plan
N.J.A.C. 6A:26-3  Educational facilities; capital project review
N.J.A.C. 6A:27  Transportation
N.J.A.C. 6A:30  Evaluation of the performance of school districts
N.J.A.C. 6A:32  School operations
N.J.A.C. 6A:32-3.2  Requirements for the code of ethics for school board members and charter school board of trustee members
N.J.A.C. 6A:32-7.3  Pupil records
N.J.A.C. 12:100-4.2  Occupational Safety & Health Standards Adoption by reference

42 U.S.C. 12101 et seq - Americans with Disabilities Act (ADA)
29 CFR 1910.1030 - Bloodborne Pathogens Standard,
20 U.S.C. 1400 et seq.  Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)
29 CFR 1910.1450 - Occupational Exposure to Hazardous Chemicals in Laboratories Standard
TITLE:  
School Business Administrator Or Assistant Superintendent For Business/Board Secretary

QUALIFICATIONS:
1. Valid New Jersey School Business Administrator Certificate or eligibility.
2. Minimum experience as determined by the board.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning.
5. Demonstrated organizational, communication and interpersonal skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

REPORTS TO:  Superintendent/Board of Education

SUPERVISES:  All custodial, maintenance, food service and transportation personnel and business operations staff.

JOB GOAL:
To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

PERFORMANCE RESPONSIBILITIES:

Budget and Finance
1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and arranges for payment.
4. Collects fees and other moneys due to the board not payable directly to the treasurer of school moneys, deposits funds or transmits such funds to the treasurer for deposit.
5. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
6. Administers the insurance/risk management program.
7. Oversees the preparation of the payroll and ensures proper maintenance of records related to
auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.

8. Is responsible for investment of board funds in accordance with statute and board policy.

**Facilities/Operations**

1. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

2. Assists the superintendent in the development and implementation of a multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.

3. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.

4. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.

5. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.

6. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.

7. Files with the executive county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.

**Record Keeping**

1. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.

2. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.

3. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.

**Board Relations/Elections**

1. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings.

2. Records all proceedings of board meetings; prepares the official meeting minutes and handles all correspondence of the board.

3. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school.

4. Presides at the annual reorganization meeting of the board until such time as a president is elected. Administers the oath of office to newly elected board members.

**Reporting Requirements**

1. Annually develops and transmits to the executive county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

2. Notifies the executive county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.

3. Prior to the annual submission to the executive county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been
filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

4. Provides to the executive county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.

5. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.

Other

1. Remains free of any alcohol or non-prescribed controlled substance abuse in the workplace throughout his/her employment in the District.

2. Serves as a role model for students and staff in how to conduct themselves as citizens and as responsible, intelligent adults.

3. Helps instill in students and staff the belief in and practice of ethical principles and democratic values.

4. Performs such other duties as may be prescribed by law or assigned by the superintendent or the board.

TERMS OF EMPLOYMENT: Twelve months. Contract terms, Salary to be set by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations. Approved by:

Date: Revised:

JOB DESCRIPTION SOURCES/REFERENCES: NJSBA

LEGAL REFERENCES:

*Effective September, 1991 a school board secretary who performs regulated functions as described in N.J.A.C. 6A:9-12.3 (d) must be certified as a school business administrator. In accordance with N.J.A.C. 6A:9-12.3 (j), a board secretary who lacks certification but was assigned prior to September 1, 1991 to perform business administration functions shall be permitted to retain his/her position in the district but will be required to meet requirements for the provisional certificate in order to seek employment in a new position in another district.

N.J.S.A. 13:1F-19 et seq. School Integrated Pest Management Act
N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:12 School Ethics Act
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:17-1 Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office
N.J.S.A. 18A:17-5 Appointment of secretary; terms; compensation; vacancy
N.J.S.A. 18A:17-7 Secretary to give notices and keep minutes, etc.
N.J.S.A. 18A:17-8 Secretary; collection of tuition and auditing of accounts
N.J.S.A 18A:17-9 Secretary; report of appropriations, etc.
N.J.S.A. 18A:17-10 Secretary; annual report
N.J.S.A. 18A:17-11 Secretary; taking oaths
N.J.S.A. 18A:17-12 Secretary; annual financial report to the commissioner
N.J.S.A. 18A:17-12.1-12.2 Secretary; retirement or pension; amount
N.J.S.A. 18A:17-13 Assistant and acting secretaries; appointment, powers and duties
N.J.S.A. 18A:17-14.1 Appointment of school business administrator; may act as secretary; duties; etc.
N.J.S.A. 18A:17-14.3 Secretary or business manager appointed school administrator; tenure
N.J.S.A. 18A:17-24.1-24.9 Superintendents and school business administrators shared by two or more school districts; approval
N.J.S.A. 18A:19 Expenditure of Funds; Audit and Payment of Claims
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:39 Transportation to and from schools
N.J.S.A. 19:60 School election
N.J.S.A. 34:5A-1 et seq. N. J. Worker and Community Right to Know Act
N.J.S.A. 47:1A Public access to government records
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:9 Professional licensure and standards See particularly:
N.J.A.C. 6A:9-3.4 Professional standards for school leaders
N.J.A.C. 6A:9-12.3 Authorization
N.J.A.C. 6A:9-12.7 School business administrator
N.J.A.C. 6A:9-14 Acting Administrators
N.J.A.C. 6A:9-16 Required professional development for school leaders
N.J.A.C. 6A:16 -1.3 and 3.1 Prohibition of substance smoking and tobacco use on school grounds
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:23 Finance and business services
N.J.A.C. 6A:25 Qualified zone academy bonds
N.J.A.C. 6A:26 Educational facilities
N.J.A.C. 6A:26-2 Long range facilities plans
N.J.A.C. 6A:26-3 Capital project review
N.J.A.C. 6A:26A District comprehensive maintenance plans
N.J.A.C. 6A:27 Student transportation
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32 District operations
N.J.A.C. 6A:32-3.2 Requirements for the code of ethics for district board of education members and charter school board of trustees
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff members
N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff members
N.J.A.C. 6A:32-6.1 Requirements of physical examinations
N.J.A.C. 8:59-11.1 et. seq. N. J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Safety and health standards for public employees occupational exposure to bloodborne pathogens

29 CFR 1910.1030 Bloodborne Pathogens Standard
Manual for the Evaluation of Local School Districts
ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Central Office C – 3

JOB TITLE:
Confidential Secretary

REPORTS TO: Designated Supervisor and/or Administrator

SUPERVISES: Pupils

NATURE AND SCOPE OF JOB:
To assist the administrator and/or supervisor in all areas of operation to support the smooth and efficient functioning of the School
To perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.
To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience as determined by the board
3. Good word processing and spreadsheet skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Demonstrates effective problem solving, communications, record keeping and interpersonal skills.
7. Thorough knowledge of school system routines and procedures
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Confidential Requirements
1. Screens calls and inquiries that involve sensitive topics.
2. Personally handles calls involving confidential or sensitive topics.
3. Accommodates the caller’s concerns without referring callers unnecessarily to the administrator.
4. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
5. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
7. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed.
8. Prepares minutes when assigned.
9. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
10. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
11. Coordinates travel arrangements as assigned.
12. Assists the superintendent and/or other administrators in compiling data and preparing reports required by law, administrative code and board policy.
13. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
14. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

Basic Secretary Requirements
1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Maintains a well-organized up-to-date filing system.
4. Types reports: cafeteria, substitute, new/transferred students, menus, attendance calendars, teacher observations, evaluations, class and family lists.
5. Maintains files: emergency cards; test scores in cumulative folders.
6. Administers first-aid when necessary.
7. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.
8. Types all purchase orders, the budget, and all public relation correspondences.
9. Processes all required monthly reports and annual reports
10. Maintains detailed records of all budget accounts.
11. Keeps records on petty cash; balances petty cash and activities accounts; keeps ledger; makes out checks (when necessary) and records for reimbursement.
12. Helps checks in all purchase orders and marks all Board of Education property received at the school and routes to the proper person.
13. Follows up on missing or inaccurate orders.
14. Keeps accurate records of fire and security drills as required by state law, and the timing of same.
15. Distributes and sorts mail.
16. Handles accurately all state reports, state testing materials, and orders.
17. Secures proper information from staff relative to textbook requests, forms, and follows up for Board approval so purchase can be made.
18. Secures and directs all repairmen when necessary.
19. Processes and maintains records of building use by outside organizations.
20. Maintains and updates all inventories (audio-visual equipment, musical instruments, school furnishings, etc.).
22. Helps coordinate free lunch program including notices and approval/denial forms.
24. Logs in, and directs visitors to the schools.
25. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

School and Community Relations
1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
2. Cooperates and shares information professionally with other members of the staff.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.
APPROVED BY: ______________________ DATE: _______________________
REVISED: _________________________
SOURCE(S): NJSBA
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.A.C. 6A:32-6 School employee physical examinations
JOB DESCRIPTIONS

Central Office

C – 4

JOB TITLE:  
Executive Secretary to the Superintendent

REPORTS TO:  Superintendent or Assistant Superintendent

SUPERVISES:  Secretarial and clerical staff assigned to the superintendent's office

NATURE AND SCOPE OF JOB:

To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and district wide administrative activities.

To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:

1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing, spreadsheet and secretarial skills
4. Strong analytical, communication and human relations skills
5. Thorough knowledge of school system routines and procedures
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Executive Secretary Requirements

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
5. Maintains personnel records of all certified staff.
6. Maintains a regular filing system, as well as a set of locked confidential files.
7. Processes incoming correspondence.
8. Places and receives telephone calls and records messages for the superintendent.
9. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
10. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
11. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
13. Updates, maintains, and catalogs new and existing resumes.
14. Maintains and distributes Superintendent’s Committee agendas, minutes and announcements.
15. Creates, maintains and distributes all vacancy personnel announcements through emailing staff, the district website, NJ Hire, etc.
16. Maintains, reviews and distributes TV-34 and other public correspondences, and flyers for superintendent’s approval.
17. Coordinates and assists the superintendent with community relations, receptions, etc.

Personnel

1. Maintains personnel records within the superintendent’s office as following:
a. Personnel files (certification, evaluations, contracts, physicals, I-9 forms, fingerprints, T.B. Mantoux test, attendance paperwork, etc.)

b. Staff Attendance – approval forms, cards, computer input

c. Trips/Professional Growth/Death Request Forms

d. Rolodex update files – address changes, new phone numbers, update certifications, etc.

e. Tuition Reimbursement – approval, record keeping, transcripts

f. Staff Courtesy Cards/ Board Cards/ Senior Citizen Cards

g. Administrator Evaluations

h. Custodian Evaluations

i. Substitutes – certification, fingerprinting, T.B. Mantoux Test, I-9 Form, Board approval, computer entry, etc.

j. Student Teacher Requests – coordination between college and schools, Board approval

k. Letters of appointment/retirement/maternity leave on Board Agenda

l. Provisional Teacher Program - Traditional/Alternate Route mentoring --- registration, etc.

m. Evaluations, file copy in personnel files, teacher files for standard certification on-line.

n. Advertising Employment Opportunities – NJ Hire, Website, email schools, etc.

Report Coordination/Research/Preparation

1. Maintains, coordinates, researches, prepares district local, county and state reports, such as: NJSMART, State School Aid (ASSA), District Register, Violence/Vandalism, District Performance (Report Card), Criminal History, Security/Fire Drill, Certification/Licensing, Supply/Order Forms, Substitutes, Monthly ADA/EDA updates, Staff Attendance/Vacation Schedules, Nursing Information, etc.

2. Prepares closing and opening for the new school year as indicated:

a. Creates letters to staff – w/ calendar of opening procedures, substitute calling information, etc.

b. Creates letter to Substitutes - for sub list next school year.

c. Creates substitute list to Board in September

d. Creates computer purge/update for staff and attendance and adds new school calendar before purge

e. Maintains and logs attendance in staff personnel files

f. Files in secured -- Register books from previous year, cards of students that transferred out, etc.,

g. Prepares list of accumulated sick/personal days on staff for school secretaries

h. Sends computer print-out of attendance to each school

i. Updates staff directory

j. Obtains and distributes school calendar

k. Upkeeps General files – old resumes destroyed, file records of old staff in the basement file cabinets, etc.

3. Maintains and follows specific monthly chronology of duties as specified by the superintendent.

Confidential Requirements

1. Screens calls and inquiries that involve sensitive topics.

2. Personally handles calls involving confidential or sensitive topics.

3. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.

4. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.

5. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.


7. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed.

8. Prepares minutes when assigned.

9. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.

10. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.

11. Coordinates travel arrangements as assigned.

12. Assists the superintendent and/or other administrators in compiling data and preparing reports required by law, administrative code and board policy.

13. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.

14. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.
Basic Secretarial Requirements
1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Maintains a well-organized up-to-date filing system.
4. Administers first-aid when necessary.
5. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.
6. Processes all required monthly reports and annual reports
7. Maintains detailed records of all budget accounts.
8. Keeps records on petty cash; balances petty cash and activities accounts; keeps ledger; makes out checks (when necessary) and records for reimbursement.
9. Follows up on missing or inaccurate orders.
10. Keeps accurate records of fire and security drills as required by state law, and the timing of same.
11. Distributes and sorts mail.
12. Handles accurately all state reports, state testing materials, and orders.
13. Secures proper information from staff relative to textbook requests, forms, and follows up for Board approval so purchase can be made.
14. Secures and directs all repairmen when necessary.
15. Processes and maintains records of building use by outside organizations.
16. Maintains and updates all inventories (audio-visual equipment, musical instruments, school furnishings, etc.).
17. Processes forms and notices for school openings and closings.
18. Helps coordinate free lunch program including notices and approval/denial forms.
20. Logs in, and directs visitors to the schools.
21. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

School and Community Relations
1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
2. Cooperates and shares information professionally with other members of the staff.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent.

TERMS OF EMPLOYMENT:
Salary and work year to be determined by the board.

ANNUAL EVALUATION:
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: ______________________ DATE: ________________
REVISED: ________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1  Officers and employees in general
N.J.S.A. 18A:16-2  Physical examinations; requirements
N.J.A.C. 6A:32-6  School employee physical Examinations
ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Central Office C – 5

JOB TITLE:
Executive Secretary to the School Business Administrator

REPORTS TO: School Business Administrator/Board Secretary

SUPERVISIONS: Secretarial and clerical staff assigned to the business office

NATURE AND SCOPE OF JOB:
To serve as the school business administrator’s confidential executive secretary.

To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing, spreadsheet and secretarial skills
4. Strong analytical, communication and human relations skills
5. Thorough knowledge of school system routines and procedures
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Executive Secretary Requirements
1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the school business administrator.
2. Performs all secretarial and confidential work as assigned by the school business administrator.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the business office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the business office.
5. Maintains a regular filing system, as well as a set of locked confidential files.
6. Processes incoming correspondence.
7. Places and receives telephone calls and records messages for the school business administration.
8. Maintains a schedule of appointments for the school business administrator and makes arrangements for conferences, meetings and interviews.
9. Acts as a liaison between the school business administrator and administrative staff in screening and routing inquiries and requests.
10. Assists the school business administrator in compiling data and preparing reports required by law, administrative code and board policy.
11. Coordinates and assists the school business administrator with community relations, etc.

Board of Education/Business Functions
1. Maintains, coordinates, researches, prepares board reports and minutes as noted:
   a. Publishes annual sunshine notice.
   b. Prepares agendas for open, closed, public meetings
   c. Transcribes minutes from Board of Education meetings
   d. Downloads/uploads agendas and minutes to RPSD website.
   e. Delivers all pertinent materials for board members
2. Coordinates pre and post board election documents as listed:
   a. Prepares and distributes district budget to the community, schools and newspapers
   b. Distributes voter registration forms
   c. Finalizes and creates district budget statement of certification
   d. Coordinates school election with the County Clerk’s Office.
   e. Updates NJSBA census printout.
f. Creates with direction of the school business administrator/board secretary the reorganization agenda/minutes.
g. Updates board delegates to the state organization and local committees.
h. Completes and distributes the A-12 composition form to the County Office.
i. Coordinates certificate and report of school taxes – signed and certified by the tax collector
j. Sends certificate and report of school taxes to county superintendent,
k. Prepares Oath for newly appointed board members for the board meeting.

3. Maintains specific monthly chronology of duties as specified by the school business administrator/board secretary.

4. Maintains and updates school closing phone chain.
5. Disburses temporary parking permits to schools and staff.
7. Coordinates and maintains school ethics disclosure statements and forms for appropriate staff members and board of education members.
8. Helps coordinate mandated board training/fingerprinting for appropriate staff and board of education members.
9. Helps maintain and update district policy and job description manuals.
10. Coordinates NJSBA, NJASA and ASBO Conventions by obtaining board approvals, securing hotel/workshop reservations, and processing appropriate reimbursements.
11. Coordinates and maintains use of buildings/grounds through tracking/submittal of permits, requests for appropriate usage, custodial staff needed, certificate of insurance, and invoice after the event if necessary, etc.
12. Correlates District Lunch Program as listed:
   a. Prepares application packet for state approval.
   b. Prepares contract packet for state approval.
   c. Copies application for district schools.
   d. Distributes applications and instructions to schools.
   e. Collects and reviews all completed applications.
   f. Announces and sends lunch prices to local paper, parents and secretaries.
   g. Helps complete verification report.
   h. Helps certify monthly reimbursement voucher program.
   i. Updates and maintains the number of at risk students for the October 15th ASSA report.

13. Maintains information for Annual Audit as stated:
   a. Copies the latest staff list with salaries
   b. Maintains attorney’s log of service and hours
   c. Maintains field trip and workshop logs
   d. Maintains and reviews school nutrition program: ending inventory, free and reduced applications
   e. Copies and maintains all open board minutes

14. Maintains Accident Reports as noted:
   a. Files insurance reports from employees
   b. Sends copies of all student accident reports to the insurance company
   c. Follows up on all claims if necessary
   d. Maintains and submits State of NJ Occupational Injuries and Illness Survey

Confidential Requirements
1. Screens calls and inquiries that involve sensitive topics.
2. Personally handles calls involving confidential or sensitive topics.
3. Accommodates the caller’s concerns without referring callers unnecessarily to the administrator.
4. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
5. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
7. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed.
8. Prepares minutes when assigned.
9. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
10. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.

11. Coordinates travel arrangements as assigned.

12. Assists the superintendent and/or other administrators in compiling data and preparing reports required by law, administrative code and board policy.

13. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.

14. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

Basic Secretarial Requirements
1. Receives and routes incoming calls and correspondence.

2. Performs usual office routines.

3. Maintains a well-organized up-to-date filing system.

4. Administers first-aid when necessary.

5. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.

6. Processes all required monthly reports and annual reports

7. Maintains detailed records of all budget accounts.

8. Keeps records on petty cash; balances petty cash and activities accounts; keeps ledger; makes out checks (when necessary) and records for reimbursement.

9. Follows up on missing or inaccurate orders.

10. Keeps accurate records of fire and security drills as required by state law, and the timing of same.

11. Distributes and sorts mail.

12. Secures proper information from staff relative to textbook requests, forms, and follows up for Board approval so purchase can be made.

13. Secures and directs all repairmen when necessary.

14. Processes and maintains records of building use by outside organizations.

15. Maintains and updates all inventories (audio-visual equipment, musical instruments, school furnishings, etc.).

16. Helps coordinate free lunch program including notices and approval/denial forms.

17. Assists in preparation of district budget.

18. Logs in, and directs visitors to the schools.

19. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

School and Community Relations
1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.

2. Cooperates and shares information professionally with other members of the staff.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.

2. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________
SOURCE(S): NJSBA
**LEGAL REFERENCES:**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
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<td>School employee physical Examinations</td>
</tr>
</tbody>
</table>
JOB DESCRIPTIONS

Central Office C – 6

JOB TITLE: Superintendent Confidential Secretary

REPORTS TO: Superintendent

SUPERVISES: Secretarial and clerical staff assigned to the superintendent's office

NATURE AND SCOPE OF JOB:
To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and district wide administrative activities.

To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
4. Minimum experience in general or school office work as determined by the board.
5. Knowledge of automated office equipment and excellent word processing, spreadsheet and secretarial skills.
6. Strong analytical, communication and human relations skills.
7. Thorough knowledge of school system routines and procedures.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:

Superintendent Office Duties:
1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
5. Maintains a regular filing system, as well as a set of locked confidential files.
6. Places and receives telephone calls and records messages for the superintendent.
7. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
8. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
9. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
10. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
11. Updates, maintains, and catalogs new and existing resumes.
12. Creates, maintains and distributes all vacancy personnel announcements through emailing staff, the district website, NJ Hire, etc.
13. Maintains, reviews and distributes TV-34 and other public correspondences, and flyers for superintendent's approval.
14. Coordinates and assists the superintendent with community relations, receptions, etc.
15. Maintains personnel records within the superintendent’s office.
2. Maintains, coordinates, researches, prepares and completes district local, county and state reports as required.
3. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
4. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
5. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
6. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
7. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.
8. Performs confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
10. Demonstrates willingness to substitute for other confidential secretaries as needed and/or requested.
11. Handles mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
12. Ensures that all communications from the office meet proper written and oral English standards.
13. Greets visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
14. Maintains an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
15. Assists the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
16. Creates forms, and compile and organizes data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator’s responsibilities.
17. Arranges meeting details, prepare agendas and materials, and handles follow-up activities.
18. Maintains financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
19. Creates and maintains a clean, attractive, orderly, safe, and efficient office environment.
20. Recommends to the administrator improvements needed in office procedures or operations.
21. Assists the administrator in handling interruptions and emergencies.
22. Maintains a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Attends required staff meetings and serves, as appropriate, on staff committees.
24. Keeps informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
25. Continues to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
26. Displays ethical and professional behavior in working with everyone who communicates or is associated with the office. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire, accepting responsibility, and an effective work ethic.
27. Protects confidentiality of records and information about students and staff, and uses discretion when sharing any such information within legal confines.
28. Coordinates arrangements for the Superintendent to attend conferences/workshops i.e. travel (air and ground transportation), registration, and requisitions.
29. Assists in the compilation of the Board packet and other materials to be distributed to the Board of Education members, designated staff and community for the Board of Education monthly meetings.
30. Assists in the preparation of materials for meetings other than Board of Education meetings.
31. Types memos/letters at the request of the Board of Education members.
32. Attends workshop, regular and special meetings of the Board of Education when requested.
33. Attends community meetings when requested.
35. Keeps a record of personnel actions/board resolutions not approved and forward to staff with concerns to be addressed and a response returned for further review.

36. Maintains and follows specific monthly chronology of duties as specified by the superintendent.

Basic Secretarial Requirements

1. Receives and routes incoming calls and correspondence.
2. Administers first-aid when necessary.
3. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.
4. Keeps records on petty cash; balances petty cash and activities accounts; keeps ledger; makes out checks (when necessary) and records for reimbursement.
5. Keeps accurate records of fire and security drills as required by state law, and the timing of same.
6. Distributes and sorts mail.
7. Handles accurately all state reports, state testing materials and orders.
8. Processes and maintains records of building use by outside organizations.
9. Helps maintain and update all inventories (audio-visual equipment, musical instruments, school furnishings, etc.).
10. Processes forms and notices for school openings and closings.
11. Helps coordinate free lunch program including notices and approval/denial forms.
13. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: __________________ DATE: __________________

REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 18A:16-1    Officers and employees in general
N.J.S.A. 18A:16-2    Physical examinations; requirements
N.J.A.C. 6A:32-6    School employee physical Examinations
JOB DESCRIPTIONS

Central Office

JOB TITLE:
Administrative Assistant – Payroll and Benefits

REPORTS TO: School Business Administration/Board Secretary

SUPERVISES: None

NATURE AND SCOPE OF JOB:
To assist in the administration of the district’s payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

QUALIFICATIONS:
1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. High level of interpersonal and communication skills required to interact with employees, leaders, vendors and others.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Payroll and Benefits

1. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into the computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals.
3. Performs related functions such as:
   a. Researches and answers employee questions regarding pay policies;
   b. Prepares payroll actions and handles payroll errors;
   c. Acts as a liaison for communication and problem solving;
   d. Prepares Human Resource notices (W-4s and direct deposit requests);
   e. Audits and reviews various payroll data (timecards, bonuses, payments);
   f. Reviews salary changes, new hire information and status changes;
   g. Functions as first point of contact for benefit vendors and internal customers;
   h. Assists in preparing withholding, social security, and tax returns.
4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. Assist with calculation of over time, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. Helps enter data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
5. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district.
6. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees.
7. Consults, advises and acts as liaison to employees, insurance carriers, health care providers and the hospital community at large. Analyzes and prioritizes workflow and serves as lead trainer for support staff.
8. Assists Manager with annual Open Enrollment process and other special projects as needed. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, and HIPAA. Monitors administration of existing programs at the Benefits Center to assure compliance with federal, state, and other applicable regulations. Develops and maintains learning plan to ensure expertise through variety of reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.

9. Creates and updates the departmental or district SOP Manual:
   a. Researches need for updates to Benefits Plan Document;
   b. Explains insurance benefits;
   c. Summarizes Plan Descriptions as necessary.

10. Administers Retirement Program, handles retirement paperwork.

11. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.

12. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for staff.


14. Serves as backup to other HR staff as necessary.

**Payroll Specific Duties Related to the District**

1. Analyzes and maintains all timesheets.
2. Updates and maintains "annual" salaries of Paraprofessionals and Aides.
3. Maintains payroll taxes: Federal Gross Income Tax; NJ State Income Tax; NJ State Unemployment (SUI); NJ State Family Leave Insurance; Medicare; and FICA (Social Security).
4. Maintains and oversees direct deposit.
5. Maintains and tracks all payroll bank transfers.
6. Maintains, tracks, updates, verifies deductions and makes payments to specific locations, such as: Garnishments, 403b, 457, disability insurance, credit union, dues, legal, etc.
7. Updates, verifies and manages all salary guides for accuracy.
8. Completes and maintains tax reports, such as quarterly payroll, WR-30, 941, and NJ927.
9. Completes Annual W2 and 1095 reports and distributes such to employees.
10. Completes Annual W2 and 1095 information and submits to NJ State and IRS.
11. Places stop payment and reprints lost or stolen payroll checks as needed
12. Reprints W2 forms as needed.

**Unemployment Specific Duties Related to the District**

1. Completes unemployment information requests from state.
2. Verifies quarterly statements and makes payments in a timely manner.

**Accounts Receivable Specific Duties Related to the District**

1. Completes reconciliation of all payroll accounts.
2. Prepares and analyzes for accuracy all bank deposits.
3. Processes all payroll adjustments.

**Secretary and Treasurers’ Report Specific Duties Related to the District**

1. Compiles all incoming monetary credits
2. Completes and maintains spreadsheet with appropriate contra/receipt accounts to be credited.
3. Tracks all bank account interest.

**Banking Specific Duties Related to the District**

1. Reconciles all statements.
2. Stops Payments when necessary.
3. Resolves customer service issues regarding account questions.
4. Re-orders banking supplies when needed.
5. Opens and closes bank accounts as needed.
6. Makes wire transfers when necessary and approved.
7. Maintains banking online services by making additions, deletions, updates and revisions when necessary.
8. Updates account signatures as needed.

**Benefits (Medical and Dental) Specific Duties Related to the District**

1. Maintains and updates enrollment into the program.
2. Deals with employee concerns, questions, issues and responds professionally in a timely manner.
3. Coordinates open enrollment for all employees.
4. Updates and monitors additions, changes and deletions within the program(s).
5. Tracks and maintains dependent-age-out of the benefits program(s).

**COBRA Specific Duties Related to the District**
1. Maintains and updates enrollment into the program.
2. Verifies incoming funds from dependents, etc.

**Pension Specific Duties Related to the District**
1. Maintains and updates enrollment.
2. Processes quarterly IROC report.
3. Maintains and updates retirement, purchase and/or withdrawal certifications.
4. Maintains and updates DCRP eligibility.

**State Transportation Reporting Specific Duties Related to the District**
1. Compiles and verifies all route information for all transported students in district.
2. Compiles and verifies personal information for all transported students in district.
3. Compiles and verifies all out of district school enrollment for transported students.
4. Completes and submits report to State of New Jersey, Department of Education. Forwards a copy of this report to County Superintendent.

**403b/457 Plans Specific Duties Related to the District**
1. Analyzes, maintains, tracks and updates all contributions.
2. Completes transaction monitoring with verification.
3. Maintains and updates plan documents as required.
4. Reviews and makes suggestions regarding Investment Provider Service Agreements to school business administrator to ensure the district is protected.
5. Maintains and updates 403(b) Plan document for Public Education Organizations.

**Basic Secretarial Requirements**
1. Receives and routes incoming calls and correspondence.
2. Maintains detailed records of all budget accounts.
3. Logs in, and directs visitors to the schools when necessary.
4. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
5. Cooperates and shares information professionally with other members of the staff.

**Other**
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned by the school business administrator.
3. Maintains confidentiality of sensitive correspondence, records and information.

**TERMS OF EMPLOYMENT:**
Salary and work year to be determined by the board.

**ANNUAL EVALUATION:**
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

**APPROVED BY:** ______________________ DATE: ______________________

**REVISED:** ______________________

**SOURCE(S): NJSCBA**

**LEGAL REFERENCES:**

- **N.J.S.A. 18A:6-7.1**  Criminal history record
- **N.J.S.A. 18A:16-1**  Officers and employees in general
- **N.J.S.A. 18A:16-2**  Physical examinations; requirement
- **N.J.S.A. 18A:4-14, -14.1** Uniform system of bookkeeping for school districts
- **N.J.S.A. 18A:34-2**  Care and keeping of textbooks and accounting
- **N.J.A.C. 6A:23A-16**  Double-entry bookkeeping and GAAP accounting
- **N.J.A.C. 6A:32-6**  School employee physical examinations

JOB TITLE: Administrative Assistant – Bookkeeper
REPORTS TO: School Business Administration/Board Secretary
SUPERVISES: None

NATURE AND SCOPE OF JOB:
To assist in the administration of the district’s business operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

QUALIFICATIONS:
1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment
4. Thorough knowledge of school system routines and procedures
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Financial Record-Keeping
1. Maintains a complete and systematic set of records in the form prescribed by the commissioner of education of all financial transactions of the district.
2. Records detail of school financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
3. Summarizes and balances entries recorded in individual journals and ledgers, and transfers data to general ledgers.
4. Prepares financial statements, including income statements, and cost reports to reflect financial condition of the district.
5. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
6. Compiles and records cash receipt summaries.
7. Reconciles cancelled payroll and accounts payable checks with bank statements and verifies bank balance with statements.
8. Prepares withholding, social security, and other tax returns.
9. Assists accounts payable personnel in properly encumbering and processing for payment, the purchase orders for the district.
10. Assists in the daily operation and monitoring of the work flow and accuracy of accounts payable personnel.
11. Monitors cash flow and assists the school business administrator in investing funds and in preparing monthly reports.

Basic Secretarial Requirements
1. Receives and routes incoming calls and correspondence.
2. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.
3. Processes all required monthly reports and annual reports.
4. Maintains detailed records of all budget accounts.
5. Logs in, and directs visitors to the schools when necessary.
6. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
7. Cooperates and shares information professionally with other members of the staff.
Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned by the school business administrator.
3. Maintains confidentiality of sensitive correspondence, records and information.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ____________________ DATE: ____________________

REvised: _________________________

SOURCE(S): NJSBA
LEGAL REFERENCES:

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:4-14, -14.1 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:34-2 Care and keeping of textbooks and accounting
N.J.A.C. 6A:23A-16 Double-entry bookkeeping and GAAP accounting in local school districts
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Central Office

JOB TITLE:
Administrative Assistant – Accounts Payable

REPORTS TO: School Business Administration/Board Secretary

SUPERVISES: None

NATURE AND SCOPE OF JOB:
To serve as the school business administrator’s accounts payable secretary.
To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing, spreadsheet and secretarial skills
4. Strong analytical, communication and human relations skills
5. Thorough knowledge of school system routines and procedures
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Accounts Payable Duties
1. Performs billing and/or bookkeeping work involved in preparing bills, and/or payrolls, and/or maintaining all the various accounts in a computer program.
2. Refers billing errors and irregularities to superiors.
3. Balances and/or adjusts accounts.
4. Sorts and files checks, vouchers, requisitions, and other materials according to predetermined classification.
5. Maintains prepared mailing lists and addresses.
6. Files accounts payable copies of purchase orders.
7. Reviews mail, (i.e., vendor invoices, receiving copies, etc.), on a daily basis and sorts mail by vendor.
8. Matches all required documents for payment (i.e., vendor invoices, purchase orders, receiving copies, and signed and authorized vendor vouchers).
9. Assembles all payment documents into a payment packet and confirms that all payment documents are applied to the appropriate purchase order.
10. Inputs purchase orders, receiving copies, and vendor invoices into the Accounts Payable automated system.
11. Verifies the accuracy of all input batches.
12. Responds to vendor inquiries in a positive manner.
13. Prepares and distributes vendor checks to appropriate vendors.
14. Recommends purchase orders that need to be finalized or closed to the supervisor.
15. Ensures that all vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
16. Assists other clerks with processing backlogs.
17. Assembles and routes various types of materials.
18. Assembles specified number of forms, manuals, circulars, etc. for requestor as indicated by distribution tables or work order.
19. Places materials in envelopes, boxes, cartons or other containers for distribution. Secures and protects contents as needed.
20. Stamps, types, writes or affixes addresses on package materials.
21. Forwards packages by mail, shipping company, messenger, fax, message center, or other appropriate means.
22. Files and retrieves letters, correspondence, memoranda, reports, and other documents.
23. Maintains office forms and procedures, including filing systems and logs.
24. Answers questions about location or content of various materials; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.
25. Prepares and maintains inventory records for department.
26. Prepares and monitors work orders.
27. Assists in data entry by collecting, organizing, and verifying accuracy of data before it is entered.
28. Compares data entered into computer with data listed on the original document; conducts spot checks to verify that data is correctly entered; uses verification format already built in to computer program to detect data entry errors.
29. Protects confidentiality of records and information about students and staff, and uses discretion when sharing any such information within legal confines.
30. Prepares bill list for the Board meeting.

Tuition
1. Reviews tuition contracts for payment.
2. Prepares purchase orders for outgoing tuition.
3. Reviews monthly tuition bills with Special Services Department.
4. Prepares monthly tuition bills for incoming tuition students.
5. Prepares additional services bills for incoming tuition students.
6. Monitors, tracks and coordinates billing with out of district schools regarding tuition payments.

Secretary and Treasure’s Report
1. Enters monthly contra/receipt accounts into budgetary program.
2. Confirms accuracy of accounts receivable financial figures.
3. Sends monthly reports to Treasurer.

1099 Reporting
1. Helps complete and issues Annual 1099 distribution to employees and vendors.
2. Helps complete and issues Annual 1099 information to the IRS.

Bids
1. Sends bid information to newspaper.
2. Distributes bid information to potential bidders.
3. Creates purchase orders and processes payments when work has been completed for a specified project.

Basic Secretarial Requirements
1. Receives and routes incoming calls and correspondence.
2. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.
3. Processes all required monthly reports and annual reports.
4. Maintains detailed records of all budget accounts.
5. Logs in, and directs visitors to the schools when necessary.
6. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
7. Cooperates and shares information professionally with other members of the staff.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned by the school business administrator.
3. Troubleshoots office machinery (copy machines, postage meter, etc.) coordinating maintenance and supply inventory.
4. Maintains financial information, files and records for the purpose of ensuring the availability of documentation and compliance with policies and guidelines.
5. Maintains records of district vehicle information such as registrations, insurance cards, E-Z Pass and district approved drivers.
6. Issues checks for scholarships awarded to graduating students.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL
EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________

REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirements
N.J.A.C. 6A:32-6 School employee physical Examinations

JOB DESCRIPTIONS

Central Office  C – 10

JOB TITLE:
Receptionist (Central or School Office)

REPORTS TO: Superintendent, School Business Administration/Board Secretary and/or Principal

SUPERVISES: None

NATURE AND SCOPE OF JOB:
To greet visitors and to answer and direct incoming calls to appropriate individuals.

QUALIFICATIONS:
1. High school diploma; basic secretarial training
2. Minimum experience in receptionist or school office work as determined by the board
3. Knowledge of automated office equipment, word processing and basic secretarial skills
4. Strong analytical, communication and human relations skills; works cooperatively with others
5. Good organizational skills with a knowledge of school district activities, programs and curriculum requirements
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Telephone/Mail/Communications
1. Answers and directs incoming calls and visitors to appropriate individuals. The receptionist will take and forward messages as necessary and be responsible for routine clerical functions related to attendance, charts and record keeping.
2. Answers and directs incoming phone calls to appropriate individuals.
3. Sorts, screens, and distributes incoming mail and processes outgoing mail following postal, and school district regulations and requirements.
4. Provides information about school and/or district enrollment, registration and other related details or facts about the school system.
5. Explains and advises patrons about school and/or district organization and functions. Gives out information and appropriate forms to parents, students, teachers and the public. Collects and organizes completed forms, etc.

Students
1. Greets incoming children and visitors and converses with them especially in a calm, friendly way.
2. Assists with daily counts.
3. Calls parents as needed and relays information or concerns from students to parents (i.e., forgotten lunches, gym clothes, transportation home, etc.).

Clerical
1. Compiles and posts information on standard forms using specific formats and systems, and enters a variety of administrative data and reviews it for accuracy.
2. Maintains schedules and calendars.
3. Performs routine keyboarding duties. Also uses copy machine, calculator, intercom, telephone, fax machine, etc.
4. Performs clerical functions incidental to reception activity.

Security/Visitors/Emergencies
1. Controls the signing in and out of students and visitors.
2. Greets visitors in a pleasant and courteous manner. Determines the nature of visits and directs to the appropriate individual, provides routine information about the school and/or district, and follows confidentiality guidelines.
3. Responds to situations, seeks assistance should emergencies arise.

Central/Business Office Tasks (When Receptionist is Assigned to the Central Office)
1. Opens, dates, separates and distributes all business office mail daily.
2. Helps coordinate Educational Data Services distribution of booklets, forms, and collection from district personnel to/and from Educational Data.
3. Helps input purchase orders into the computer and separates and distributes the newly processed purchase orders for mailing to the proper schools and/or departments.
4. Helps file vouchers and invoices.
5. Assists in the receiving and processing of purchase orders, matches bills and vouchers for payment keeping files up to date.
6. Assists with notifying vendors and teachers if more information is needed in processing the purchase order.
7. Helps research proof of payment or nonpayment to vendors if required.
8. Assists with accounts payable/purchasing (fielding phone calls from vendors, payment of bills). After board approval records warrant numbers, dates and stamps paid vouchers.
9. Provides secretarial services to Director of Plant Operations, Maintenance Foreman, and/or Head Custodian when needed.
11. Helps with work order computer processing for the maintenance department.
12. Helps with up-keeping the computer inventory in the custodial/maintenance database.
13. Assists with completing computer reports for areas of the custodial/maintenance database.
14. Assists with typing various maintenance and business reports.
15. Assists with distribution, collection, and filing of the School Ethics forms that are sent to the county office for filing.
16. Assists with dispensing bid packets and recording pertinent information for district construction projects.
17. Assists with payroll - separates, stamps, and stuffs envelopes for all employees and substitutes.
18. Assists with the processing of tuition contracts.
19. Assists with processing transportation contracts (types, gathers signatures and files with the county office).

Other
3. Relieves staff during summer vacation and covers for secretaries (dispensing forms, i.e. dental forms, applications for employment, substitute forms, kindergarten and student registration, etc.).
4. Relieves other office staff during lunch breaks.
5. Upholds and enforces school rules, administrative regulations and board policy.
6. Maintains confidentiality of sensitive correspondence, records and information.
7. Performs other duties within the scope of his/her employment and certification as may be assigned by the administrator.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _____________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA
LEGAL REFERENCES:
through –7.5
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:16-2 Physical examinations; requirements
N.J.A.C. 6A:32-6 School employee physical exam
JOB DESCRIPTIONS

Central Office

C – 11

JOB TITLE:
Attorney

REPORTS TO: Superintendent and Board of Education

SUPERVISES: NA

NATURE AND SCOPE OF JOB:
To provide direct professional legal counsel and representation for the board of education, superintendent and staff on school matters.

QUALIFICATIONS:
1. License to practice law in New Jersey
2. Minimum experience as a school attorney as determined by the board
3. Demonstrated broad knowledge of school law and public sector collective bargaining law
4. Knowledge of contract, criminal, real estate, administrative and civil rights laws
5. Personal and professional integrity; strong oral and written communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment (only if a regular employee of the district)

PERFORMANCE RESPONSIBILITIES:

Board Meetings
1. Attends meetings and provides legal advice at meetings of the board as required.
2. Reviews pending board policy prior to formal adoption.
3. Advises the board in all matters of a legal or technical nature relating to the organization of the board, parliamentary procedure, and interpretation of statutes, charters, ordinances, and contracts.
4. Assures that inquiries from board members are handled in compliance with the limitations and requirements of the Accountability Act and Accountability Regulations (specifically N.J.A.C. 6A:23A-6.3), to avoid excessive professional services expenditures and to ensure the prudent and cost-effective use of legal services. For example, legal counsel will not be used unnecessarily to make management decisions or to obtain readily available information such as district policies. Requests for legal advice shall be made in writing. Contact logs and records shall be kept and reviewed to determine that the requests for legal advice are necessary. Advance payments for legal services are prohibited. Services shall be described in detail and invoices for payment shall be itemized. Payment shall only be for services actually provided.

Legal Advice, Opinions, and Legal Documents
1. Prepares and renders oral and/or written legal opinions upon request to the superintendent, staff and the board.
2. Provides legal assistance in the drafting of legal documents, policies, rules and regulations, resolutions, applications and all other legal or quasi-legal papers upon request.

Bidding, Purchases and Sales
1. Prepares or reviews all invitations to bid, job specifications, and legal contracts.
2. Advises board on the sale, lease or other disposition of excess physical property.
3. Maintains copies of deeds, records, other official and appropriate documents relative to the physical properties under the jurisdiction of the board of education.

Representation of the Board in Negotiations and Legal Proceedings
1. Serves as legal representative of the board, its members, and/or staff in any judicial or administrative proceedings, at the direction of the board.
2. Prepares resolutions, deeds, leases, conveyances, bonds, obligations and other legal instruments relating to the business of the board, and prepares correspondence that may be necessary or as may be requested by the board.
3. Advises the board in all staff contract negotiations.
4. Participates in negotiations as a member of the management team, if assigned.

School and Community Relations
1. Works cooperatively with the principals, appropriate staff and parents to ensure the successful implementation of the school's goals and mission.

2. Cooperates and shares information professionally with other members of the staff.

Other
1. Provides periodic updates on administrative practice and board policy, including the review of important commissioner and court decisions and attorney general's opinions.


3. Performs other duties consistent with competence in the field of law as the board or superintendent may require.

TERMS OF EMPLOYMENT: Appointed annually to serve at the pleasure of the board.

Compensation to be determined by the board.

SOURCE(S): NJSBA

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

Approved:
Date:
Revised:

LEGAL REFERENCES:
N.J.S.A. 18A:16-6 Indemnity of officers and employees against civil actions
51 N.J. 323 (1968) Perella v. Jersey City Bd. of Ed.

JOB DESCRIPTIONS

Central Office C – 12

JOB TITLE: Auditor
REPORTS TO: Superintendent, School Business Administrator and Board of Education
SUPERVISES: NA

NATURE AND SCOPE OF JOB:
To ensure integrity in the transaction of the school district's financial affairs.

QUALIFICATIONS:
1. Public School Accountant License
2. Minimum experience in public accounting as determined by the board
3. Knowledge of laws governing the fiscal affairs of school districts
4. Personal and professional integrity; strong oral and written communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment (only if a regular employee of the district)

PERFORMANCE RESPONSIBILITIES:
A. Annually examines financial documents, records and accounts not later than four months after the end of the school fiscal year. Determines the propriety of transactions, whether all transactions have been properly recorded, and statements drawn for accounts reflect an accurate picture of the financial operations and financial status of the district.

B. Contents of the Audit
1. The annual audit is to be conducted pursuant to the Audit Program-Financial Accounting for New Jersey School Districts to include the books, accounts and monies and a verification of all cash and bank balances of the Board of Education, and any officer or employee of any organization conducted under the auspices of the District. The audit should include the review of the following areas:
   a. General Fund;
   b. Special Revenue Funds;
   c. Capital Projects Funds;
   d. Enterprise Funds and Internal Service Funds;
   e. Private Purpose Trust and Agency Funds;
   f. Student Activity Funds.

2. In addition to the above, the audit must include the procedures listed below:
   a. Review of budget line items transfers for compliance with N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.11 to determine whether amounts transferred were used for the approved purposes;
   b. Review of appropriations from fund balances for compliance with N.J.S.A. 18A:22-8.1 to determine whether fund balances were used for approved purposes;
   c. Review of expenditures to determine whether they have been appropriately classified consistent with the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey School Districts pursuant to N.J.S.A. 18A:4-14;
   d. Review of budgeted expenditure/appropriation accounts for compliance with N.J.A.C. 6A:23A-4.3-4.4
   e. Review of equipment expenditures charged within general fund, capital outlay for compliance with N.J.A.C. 6A:23A-10.2;
   f. Review of expenditures charged within general fund, capital outlay and capital projects fund to determine appropriateness of such expenditures and compliance with capital ordinances. A determination of whether general fund, capital outlay expenditures were made in accordance with the purposes described on the associate supporting budget documentation presented on the DOE diskette and approved by the executive county superintendent must be included;
   g. Review of expenditures charged to the Special Revenue (Fund 20);
   h. Review of accounts payable and encumbrances for both the preceding and current year to determine compliance with GAAP. A determination of whether accounts payable and
encumbrances were liquidated timely and the amount; percentage of canceled or aged (over 90
days) payables and encumbrances must be included.
C. A review of all consultants’ compensation for compliance with the IRS regulations and a determination of
consultant or employee status based on IRS guidelines.
D. Evaluates the system of internal audits.
E. Works closely and cooperatively with the board's financial officer and the treasurer of school moneys.
F. Prepares and submits to the board a report of each annual audit and recommendations for improvement
of fiscal accounting procedures.
G. Files two copies of the annual audit and synopsis with recommendations in the NJDOE Office of the
Commissioner. The final audit report shall be prepared as required by directions specified in the Audit
Program, as revised, and completed and submitted no later than the date, as noted in the Audit Program.
The district shall submit to the State Department of Education the Audit Summary Worksheet diskette,
transmittal letter, and supplemental data for tuition cost per pupil.
H. Fraud, Suspicion of Fraud or Unauditable Conditions
   1. Upon the suspicion of or recognition of fraud, major accounting system deficiencies or major
      misstatements of accounts, the auditor shall immediately contact the School Business Administrator
      and the Director of the Office of Compliance, New Jersey Department of Education.
   2. Firms will be required to produce a written report of the fraud or suspicion of fraud to the Business
      Administrator and the Director of the Office of Compliance, New Jersey Department of Education.
   3. If the contractor determines at any time during an engagement that the records are unauditable or a
      disclaimer of opinion is necessary, the contractor is required to notify the Business Administrator and
      the Director of the Office of Compliance, New Jersey Department of Education immediately.
   4. Within five (5) days of such verbal notification, a follow-up letter is required, which details the reason
      why the agency is unauditable or why a disclaimer of opinion is necessary.
   5. The contractor should not proceed to perform any further work until advised by the School Business
      Administrator and the Director of the Office of Compliance, New Jersey Department of Education.
I. Exit Conference
   1. Upon completion of the audit, and prior to submission of the final report, or at any time so designated
      by the School Business Administrator or as deemed necessary by the contractor, the contractor will
      meet with the School Business Administrator or his designated liaison to discuss audit findings.
J. Performs related duties as may be required by the board.

TERMS OF
EMPLOYMENT: Appointed annually to serve at the pleasure of the board.
Salary to be determined by the board.
ANNUAL
EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State
law and the provisions of the board’s policy on evaluations.
SOURCE(S): NJSBA
LEGAL REFERENCES:
N.J.S.A. 18A:4-14 Uniform system of bookkeeping for all school districts
N.J.S.A. 18A:23-1 Audit when and how made
N.J.S.A. 18A:23-3 Filing of recommendations; publication
N.J.A.C. 6A:23A-16 Double entry bookkeeping and GAAP accounting in local schools districts
N.J.A.C. 6A:23A-16.24 Principals and directives for accounting and reporting
JOB DESCRIPTIONS

Central Office C – 13

JOB TITLE:
Treasurer

REPORTS TO: Superintendent, School Business Administrator and Board of Education
SUPERVISES: NA

NATURE AND SCOPE OF JOB: To handle all of the district's moneys, accounting for all receipts and expenditures.

QUALIFICATIONS:
1. Employment as municipal custodian of moneys or tax collector, as prescribed by law.
2. Bonded for faithful performance of duties
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment (only if a regular employee of the district)

PERFORMANCE RESPONSIBILITIES:
1. Serves as the custodian of school moneys, to receive, promptly deposit and hold in trust within the officially designated depositories all moneys paid to the school district.
2. Pays out school moneys only on warrants made payable to the person entitled to receive payment. Ensures that the object for which the warrant is issued is specified and that the warrant is signed by the board president, the board secretary/business administrator and the treasurer.
3. Receives school employee payrolls and issues a warrant for the full amount of each payroll certified by the board president and the board secretary/business administrator; deposits the warrants in a separate payroll account; and issues individual checks drawn on such accounts to each employee.
4. Keeps in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the state board of education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
6. Renders an annual report to the board at the close of the school year showing the amounts received and disbursed during the school year, and files a copy of the report with the executive county superintendent.
7. Pays over the balance of school funds in his/her hands to his/her successor.
8. Performs such other duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the board of education in accordance with law.

TERMS OF EMPLOYMENT: Appointed in accordance with law. Salary to be determined annually by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:13-14 Treasurer of school moneys, appointment; term; bond
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:17-36 Accounting, monthly and annual reports
N.J.S.A. 18A:19 Expenditure of funds; audit and payment of claims
N.J.S.A. 18A:24-59 Payment of principal and interest of obligations
N.J.A.C. 6A:23A-16.4 Minimum bond requirements for treasurer of school moneys
JOB DESCRIPTIONS

Central Management Support

M – 1

JOB TITLE:
Assistant Superintendent

REPORTS TO: Superintendent/Board of Education

JOB GOAL: To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs and school district operations. To monitor, coordinate and supervise all school operations, including but not limited to: student achievement, staff evaluations, parent involvement, school safety, personnel decisions, principal performance, staff attendance, facility issues, school climate, data analysis and how it drives instruction, budget development, professional development, leadership training, and community partnerships.

To provide leadership in promoting the educational objectives and values of collaborative planning, district curriculum, effective instruction practices and responsive programs and services.

SUPERVISES: Assigned administrative personnel

QUALIFICATIONS:
1. Valid School Administrator/Principal Certificate or eligibility
2. Have three (3) years of experience as a Principal preferred
3. Have at least ten (10) years of experience as a teacher, counselor and/or supervisor/administrator preferred
4. Have experience working in central office preferred
5. Demonstrate knowledge and understanding of student and program assessment, data analysis, program development and evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, research related to learning and curriculum implementation
6. Hold and maintain a valid driver’s license with no serious violations (optional).
7. Demonstrate excellent organizational skills and the ability to motivate people
8. Strong leadership and communication skills
9. Minimum experience as determined by the board
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
1. Serves as a contributing member of the district’s Leadership Team and collaborates with the different functional units (i.e., Academic Support Programs and Early Childhood Education, Curriculum and Instruction, Operations, Community Services, Personnel Services, and Pupil Personnel Services) on district and school initiatives and problems.
2. Serves as liaison between community agencies and district administrators and schools within the assigned operational unit.
3. Researches and responds to inquiries from the school administrators concerning building-based issues.
4. Provides educational leadership, administrative direction, supervision, and technical assistance and support to schools with the assigned operational unit.
5. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability within the assigned operational unit.
6. Conducts building inspections and classroom visitations to assess educational and operational effectiveness and assists school administrators to establish and maintain a positive learning and working environment.
7. Provides guidance and available resources to school administrators which will assist and maintain an effective educational environment.
8. Schedules regular meetings of school administrators.
9. Attends regular meetings, including principal meetings, as required by the Superintendent.
10. Visits and monitors schools as required to make appropriate educational and operational assessments.
11. Monitors student enrollment, staff and student attendance, requisitions, health and safety inspections, performance evaluations, curriculum benchmarks, violence and vandalism, standardized test results, and other school reports for accuracy, compliance, established timelines, and the identification of improvement objectives.
12. Recognizes staff and student activities and achievements.
13. Supervises all the district's instructional programs and school services.
14. Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary.
15. Assists with the preparation and administration of the instructional accounts of the school budget.
16. Provides leadership and guidance in process of curriculum planning, coordination and evaluation.
17. Assists in the planning and administration of an effective system for the recruitment, selection, evaluation and staff development for professional personnel.
18. Develops and administers in-service programs for professional staff based on district priorities for instructional improvement.
19. Prepares drafts of needed board policies, job descriptions and administrative rules for the superintendent's review and/or board action.
20. Participates in the selection and recommendation for adoption of all textbooks, virtual materials and other supplementary instructional material.
21. Establishes necessary procedures for referral and cooperative planning with other children's services agencies.
22. Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools.
23. Attends board meetings and prepares such reports for the board as the superintendent may request.
24. Evaluates the performance of administrative personnel in accordance with law, code and board policy.
25. Assumes the responsibilities for administering the district in the absence of the superintendent.

Other
1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________________ DATE: ___________________________
REVISED: ____________________________

SOURCE(S): NJSBA and Paterson BOE
LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
through –7.5
N.J.S.A. 18A:16-1 Officers and employees in general

JOB DESCRIPTION
Roselle Park Public Schools
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N.J.S.A. 18A:17-22 Assistant superintendent; duties
N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.A.C. 6A:5 Regulatory equivalency and waiver
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-13 Acting administrators
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 et seq. Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2 Evaluation of teaching staff members
N.J.A.C. 6A:10-6 Evaluation of teaching staff members other than teachers and principals
N.J.A.C. 6A:10-8 Evaluation of chief school administrators
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:15 Bilingual education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:23 Finance and business services
N.J.A.C. 6A:26 Educational facilities
N.J.A.C. 6A:27 Student transportation
N.J.A.C. 6A:28 School operations
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 8:59-11.1 et seq. N.J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Individuals With Disabilities Education Act, 20 U.S.C. 1400 et seq., (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)


JOB DESCRIPTION
Roselle Park Public Schools
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JOB DESCRIPTIONS

Central Management Support

M – 2

JOB TITLE: Supervisor of Buildings and Grounds

REPORTS TO: Superintendent/School Business Administrator

JOB GOAL:
To provide students and staff with a physical environment that is clean, healthy, safe and efficiently operated.

SUPERVISES: All custodial, maintenance and grounds keeping staff.

QUALIFICATIONS:
1. Educational Facilities Manager Certificate and Fireman's Black Seal License
2. Minimum experience as determined by the board
3. Ability to supervise and coordinate the activities of department staff
4. Demonstrated knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety
5. Possession of a boiler license
6. Possession of a driver's license
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Planning and Scheduling of Maintenance
1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Plans and implements a program of required preventive maintenance for each school and reports these activities in an annual comprehensive maintenance plan.
3. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds.
5. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
6. Establishes and supervises summer cleaning programs and schedules.
7. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
8. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.

Environmental and Health Responsibilities
1. Develops long and short range maintenance and facilities plans/programs (HVAC Equipment, emergency response plan, energy management plan) to ensure resources are effectively utilized; oversee implementation.
2. Assumes responsibility for the implementation of the district's school integrated pest management policy as required by statute.
3. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
4. Provides proper notification of soil contamination and other identified hazards including construction hazards, maintains required records, and responds to inquiries regarding any notifications.
5. Oversees the appropriate use, storage and disposal of hazardous substances.
6. Participates in the development and implementation of the exposure control plan.
7. Monitors the use and regular maintenance of the ventilation and air conditioning system (HVAC).
8. Monitors the use and regular maintenance the heating system.
9. Monitors the use and regular maintenance of the school building fire alert and suppression systems.
10. Monitors the use and regular maintenance of the emergency generator to ensure operation consistent with state and federal standards.
11. Oversees school building water treatment system and implements the regular water testing protocols.
12. Manages building improvements and repair work performed by outside contractors.
14. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
15. Maintains procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.
16. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
17. Works directly with local city officials and others to resolve problems associated with care and maintenance of buildings and grounds.

Hiring and Work Assignments
1. Recruits, screens, recommends for hiring, assigns and supervises all custodial, maintenance and grounds keeping staff.
2. Assigns staff to work locations and maintains a schedule of tasks for workers.
3. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Purchasing
1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

Building Guidelines, Regulations and Training
1. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
2. Keeps abreast of new work methods, procedures and equipment.
3. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
4. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
5. Attends training sessions or assigns appropriate staff to obtain necessary instruction.

Inspections
1. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
2. Inspects and maintains fire alarm systems and fire extinguishers on a regularly scheduled basis.

Budgeting
1. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
2. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
3. Confers with school principals, landscape architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.

Record-Keeping and Implementation of Policy
1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

Other
1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment as may be assigned.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ______________________ DATE: _____________________
REVISED: _______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A.  13:1F-19 through -33 School Integrated Pest Management Act
N.J.S.A.  18A:11-1 General mandatory powers and duties
N.J.S.A.  18A:22-8 Contents of budget; program budgeting system
See particularly:
N.J.S.A.  34:5A-1 et seq. Worker and Community Right to Know Act
See particularly:
N.J.S.A.  34:5A-10.1 through -10.5 New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A.  58:10B-24.6 et seq. Hazardous discharge site remediation
N.J.A.C.  5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C.  5:23-7 Barrier free subcode of the uniform construction code
N.J.A.C.  6A:26 Educational facilities
See particularly:
N.J.A.C.  6A:26-12 Operation and maintenance of facilities
N.J.A.C.  6A:26-16.1 Certified educational facilities manager
N.J.A.C.  6A:26A Comprehensive maintenance plans
N.J.A.C.  7:30-13.1 et seq. Integrated Pest Management

Bloodborne Pathogen Standard, 29 CFR 1910.1030

JOB DESCRIPTIONS

Central Management Support       M – 3

JOB TITLE: Food Service/Lunch Supervisor
REPORTS TO: School Business Administrator
NATURE AND SCOPE OF JOB:
To provide leadership in developing and maintaining the district's food services program.

QUALIFICATIONS:
1. Baccalaureate degree or equivalent training in business, administration, food services management or related field; Food Manager Certificate
2. Minimum experience in menu planning, food purchasing and food service as determined by the board
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
4. Ability to effectively market the food services program to students, staff and community, and manage the financial aspects of the program
5. Minimum experience as determined by the board
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Cook/Managers, Kitchen and Cafeteria Workers

EMPLOYMENT TERMS:
1. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Overall
1. Assumes responsibility for the operation of the district's food services program in accordance with board policies and local, state/federal requirements.
2. Assists in the development of policy relevant to the food services program.

Administration and budget
1. Prepares and administers the department's budget. Establishes financial goals and objectives for the food service program.
2. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
3. Ensures that all food purchased and served is in compliance with the federal and state standards for nutritional content (N.J.A.C. 2:55).
4. Maintains cafeteria accounting procedures in accordance with district standards and state/federal regulations; and coordinates the audit of cafeteria accounts with the board's auditor.
5. Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk; verifies applications.
6. Determines if the student population requires the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.
7. Processes all applications, records and reports required under state/federal laws and regulations.
8. Evaluates the food services program; keeps the administration and the board informed of the food services operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency.
9. Cooperates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeterias.
Supervision of food preparation
1. Plans and supervises the preparation and serving of menus at all schools and special meals required for district-sponsored events and ensures that state and federal nutritional guidelines are met.
2. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.
3. Conducts frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health and safety are being maintained; makes recommendations for improvement.
4. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.
5. Oversees the development, review and implementation of the district biosecurity plan.
6. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.
7. Supervises food service staff.
8. Determines personnel needs; interviews and recommends appointment of all food service employees.
9. Observes and evaluates the performance of all food service personnel.
10. Establishes standards for the professional development of food service personnel. Arranges for relevant in-services training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.

Other
1. Develops and maintains effective communication with parents, students and the community.
2. Participates on the wellness and nutrition committee.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
2. Maintains professional competence through in-service education and participation in other professional development activities.

District Protocols
1. Assigns duties and outlines work of helpers.
2. Trains employees in food preparation and service.
3. Selects forms to be used for recordkeeping.
5. Provides written instructions for various cleaning procedures.
6. Schedules employees for health examinations.
7. Attends meetings of faculty and parent groups (as requested).
8. Aids in making plans for health education programs for which the cafeteria is used.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the school business administrator.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _____________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:4-14 Uniform system of bookkeeping for school districts
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:18A-6 Standards for purchase of fresh milk; penalties; rules and

JOB DESCRIPTION
Roselle Park Public Schools
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regulations

N.J.S.A. 18A:33-4 School lunch; availability to all children
N.J.S.A. 18A:58-7,1 School lunch program
N.J.A.C. 2:36 Child nutrition programs

See Particularly:
N.J.A.C. 2:36-1.7 Local school nutrition policy
N.J.A.C. 2:55 School milk purchase regulations
N.J.A.C. 5:18-3.4(e) Fire protection systems
N.J.A.C. 6A:23A-16 Double entry bookkeeping and GAAP accounting N.J.A.C.
6A:23A-16.5 Supplies and equipment
N.J.A.C. 6A:23A-21 Management of public school contracts
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 8:24 Retail food establishments and food and beverage vending
machines chapter XII
N.J.A.C. 8:24-11.3 Food manager certification
N.J.A.C. 8:52-3.4 Food surveillance

National School Lunch Act, 7 CFR 210, 215, 220 and 245

Occupational Safety and Health Standards, 29 CFR 1910.263,
JOB DESCRIPTIONS

Central Management M – 4

JOB TITLE: Security Director

REPORTS TO: Superintendent/School Business Administrator/Principals

JOB GOAL: To provide leadership in the security and protection of pupils, staff, and school property.

SUPERVISES: Students and Security Guards

QUALIFICATIONS:
1. High school diploma or equivalent; valid New Jersey driver's license
2. Minimum experience as determined by the board, including the following abilities: Knowledge of security measures, security policies/procedures, and crisis management. Knowledge of current laws and regulations governing search and seizure activities.
3. Must have a strong background in building security, including the design, set-up and daily operation of digital electronic security systems.
4. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
5. Strong problem-solving skills and ability to communicate.
6. Experience in law enforcement, school security and/or public safety. Understanding of the criminal justice system. Experience and expertise in school-related investigative fields, related juvenile enforcement, and the development of juvenile prevention and intervention programs.
7. Ability to provide leadership and guidance regarding safety and security issues in an educational environment. Demonstrated ability in training and supervision of security personnel.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Supervision of Staff
1. Interviews candidates for the position of security guard and makes recommendations concerning appointments, promotions, reassignments, and disciplinary actions.
2. Assigns, directs, and reviews the work of security guards.
3. Identifies professional development activity needs for security personnel and makes provisions for the appropriate training.
4. Advises school administrators on security measures and conducts in-service programs for school site personnel.

Security and Emergency Planning
1. Participates in the development and review of the district’s/school’s safety and security plan as assigned.
2. Maintains a comprehensive knowledge of the contents and requirements of the emergency plans for all district facilities.
3. Cooperates with the local law enforcement agency and other federal, state, and local agencies regarding building security procedures and special security problems.
4. Oversees the placement, use and maintenance of school electronic security equipment including ensuring appropriately posted notices oversees, and in consultation with the custodian of records oversees the retention, storage, security and disposal of recorded footage and ensures appropriate access and use of recorded footage.
5. Oversees the development and implementation of procedures for school building access by staff,
students and visitors.
6. Assumes responsibility for implementation of the district's security plan and security-related policies and regulations.
7. Evaluates the district's security program on a continuing basis and recommends changes as necessary.

Crisis Response
1. Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
2. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
3. Serves as a link between units responding to a crisis on school property and school staff.
4. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.
5. Prepares and maintains reports on fire drills and security drills.

Other
1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Prepares and administers the security department budget.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:16 Programs to support student development
See particularly:
N.J.A.C 6A:16-5.1 School safety and security plans
N.J.A.C 6A:16-5.3 Incident reporting of violence, vandalism, and alcohol and other drug abuse
N.J.A.C 6A:16-11 Reporting potentially missing or abused children
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTION

Central Office Support

M – 5

JOB TITLE:
Transportation Supervisor

REPORTS TO: School Business Administrator/Superintendent

NATURE AND SCOPE OF JOB:
To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities.

QUALIFICATIONS:
1. High school diploma or equivalent training
2. Valid Commercial Driver's License
3. Excellent driving record
4. Minimum school transportation experience as determined by the board
5. Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation
6. Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Bus drivers, substitute drivers, bus aides and mechanics

EMPLOYMENT TERMS:
Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Overall responsibilities
1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Recruits, trains and supervises the performance of all transportation personnel, and makes recommendations regarding their employment, promotion and release.
4. Prepares all transportation records and reports as required by law, code or board policy.
5. Oversees notification, documentation and arrangements for parents/guardians providing written statements waiving the transportation services (N.J.A.C. 6A:27-1.4).

Routes and services
1. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
2. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
3. Arranges for the transportation of pupils with disabilities as determined by the child study team.
4. Coordinates authorized transportation services for community groups in accordance with board policy.
5. Evaluates methods for transporting students attending a special education or vocational school outside the district and nonpublic school students.
6. Recommends the use of a CTSA (coordinated transportation services agency) as appropriate.

Budget and finances
1. Prepares and administers the transportation budget.
2. Conducts an annual cost analysis of the transportation operation.
3. Develops recommendations for future equipment and personnel needs.

Contracts and purchases
1. Works with the business administrator to formulate specifications for transportation contacts with private vendors as necessary.

Maintenance and safety
1. Maintains all district-owned vehicles; develops a plan for preventive maintenance; and oversees operations in the bus garage.
2. Promotes the safety of pupils through preservice and regularly scheduled in-services training of bus drivers and substitute drivers.
3. Periodically inspects all board-operated buses for cleanliness and proper maintenance.
4. Works cooperatively with principals to make arrangements for bus emergency evacuation drills at all schools.
5. Ensures the timely State inspection of all board-operated buses.
6. Advises the superintendent on road conditions for decisions on school closing during inclement weather.
7. Maintains an individual and permanent file on each board-owned vehicle as required under law and makes the files available for inspection upon request.

Complaints
1. Responds to transportation inquiries by the public and handles all complaints.
2. Investigates complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquiries and prompt resolution of complaints.
3. Maintains a detailed log of transportation complaints, incidents and problem situations, in order to record the investigation and resolutions of these problems and to identify any recurrent patterns of problem situations.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
2. Maintains professional competence through in-service education and participation in other professional development activities.

Other
1. Attends meetings and trade exhibits to stay current on new equipment, standards and requirements related to safe and efficient transportation of students.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other related duties as assigned by the School Business Administrator or Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 2C:12-1   Assault
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:22-8.6 Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted
N.J.S.A. 18A:39 Transportation to and from schools
N.J.S.A. 27:1B-25 State aid to counties and municipalities
N.J.A.C. 6A:27 Student transportation
N.J.A.C. 6A:27-9 Contracting for transportation services
N.J.A.C. 6A:28 School ethics commission
N.J.A.C. 6A:32-6 School employee physical examinations

Employee/supervisor training, 49 CFR 382.1202, 1203 school bus drivers, 49 CFR 382.103
JOB DESCRIPTIONS

Central Management Support M – 6

JOB TITLE: Affirmative Action Officer

REPORTS TO: Superintendent or Assistant Superintendent

JOB GOAL: To ensure equal educational opportunity for all students in the district and equal employment opportunity for all employees in compliance with current statute and code.

SUPERVISES: All aspects of the district's affirmative action/equity plan.

QUALIFICATIONS:
1. Valid New Jersey Instructional or Educational Services Certificate
2. Minimum experience in curriculum review and staff development activities as determined by the board
3. Demonstrated knowledge of federal and state anti-discrimination laws and regulations
4. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system
5. Hold and maintain a valid driver's license with no serious violations (optional).
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
1. Provides leadership for the district’s affirmative action team, development of the comprehensive equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.
2. Oversees the implementation of the district's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct discriminatory patterns and practices.
3. Participates in the ongoing review and development of the district’s educational equality and equity policies.
4. Reviews school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and district policies.
5. Makes recommendations for corrective measures when necessary.
6. Notifies all students and staff of district grievance procedures for handling discrimination complaints and administers the grievance process. If assigned, investigates specific complaints and preserves evidence that may be useful in determining the validity of those complaints.
7. Acts as liaison between school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
8. Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.
9. Monitors in-service training, recreational or social programs to determine if there is equal access for all employees.
10. Develops and coordinates required professional development programs for certificated and non-certificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
11. Conducts the required annual internal district monitoring to ensure continuing compliance with state
and federal statues and code governing educational equity.

12. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.

13. Reviews curriculum guides, guidance services, standardized tests, curricular and extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.

14. Develops guidelines for professional staff to develop non-discriminatory school and classroom practices.

15. Ensures the inclusion of a multicultural curriculum and required courses related to the history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.

16. Reviews the organizational aspects of the interscholastic athletic programs to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.

17. Monitors equal access to programs and facilities and a harassment-free school environment for all students and employees.

18. Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.

19. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.

20. Maintains confidentiality as required and appropriate.

21. Upholds and enforces school rules, administrative regulations and board policy.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________

REVISED: _____________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 10:5 Law Against Discrimination
N.J.S.A. 18A:4A-1 et seq. Legislative finding and declaration
N.J.S.A. 18A:6-5 Inquiry as to religion and religious tests prohibited
N.J.S.A. 18A:26-1, -1.1 Citizenship of teachers, etc.
N.J.S.A. 18A:36-20 Discrimination; prohibition
N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction code
N.J.A.C. 6A:7 Managing equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional standards
N.J.A.C. 6A:9C Professional development for teaching staff member and school leaders
N.J.A.C. 6A:15 Bilingual education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-6 School employee physical examinations
Americans with Disabilities Act, 42 U.S.C.A. Section 12101 et seq.

Executive Order 11246 as amended

Equal Pay Act of 1963 as amended, 29 U.S.C.A. Section 201

Title IX of the Education Amendments, of 1972, 20 U.S.C.A. Section 1681


Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)


School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)

Multi-Year Equity Plan for the Academic Year 2001-2001 through 2002-2003

JOB DESCRIPTIONS
Central Management Support  M – 7

JOB TITLE: Anti Bullying Specialist

REPORTS TO: Designated Supervisor or Director of Guidance

JOB GOAL: To carry out the statutory duties of the school anti-bullying specialist.

SUPERVISES: Students

QUALIFICATIONS:
Statutory requirements: "When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting this criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel."
1. Valid New Jersey Educational Services Certificate and school counselor, social worker, student assistance coordinator, psychologist or other related endorsement, or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge theories of individual and group counseling techniques
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Hold and maintain a valid driver’s license with no serious violations (optional).
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
*Must complete the required Department of Education training program in harassment, intimidation and bullying.

PERFORMANCE RESPONSIBILITIES:

A. Statutory Duties
1. The school anti-bullying specialist shall:
   a. Chairs the school safety team;
   b. Leads the investigation of incidents of harassment, intimidation, and bullying in the school; and
   c. Acts as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.
2. The school anti-bullying specialists shall meet at least twice a school year with the school anti-bullying coordinator in the district, once in the first semester and once in the second semester, to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

B. Investigations and incident reports
1. The anti-bullying specialist will lead the investigation that is initiated by the school principal within one day of the report of an incident. The building principal may appoint additional personnel to assist in the investigation;
2. The specialist will complete the report as soon as possible, within a maximum of 10 school days; and
3. Within two school days from completing the investigation, the results will be reported to the superintendent who will make recommendations on training, discipline, counseling, intervention.
services, or other action.

C. Related duties
   1. Meetings and correspondence
      a. The anti-bullying specialist will speak at a board hearing on the incident if called by the board;
      b. Arranges meetings, prepares agendas and handles follow up activities as necessary;
      c. Receives and routes incoming calls and correspondence;
      d. Prepares correspondence, notices and reports; and
      e. Maintains a well-organized up-to-date filing system
   2. Other
      a. Maintains confidentiality as required and appropriate; and
      b. Performs other tasks related to the efficient operation of the office as assigned.
      c. Performs the anti-bullying duties in addition to any other existing responsibilities.
      d. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities;
      e. Upholds and enforces school rules, administrative regulations and board policy.
      f. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board. The anti-bullying duties will be in addition to any other existing responsibilities.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ____________________ DATE: ____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-12.2 Student assistance coordinator
N.J.A.C. 6A:9B-12.5 School social worker
N.J.A.C. 6A:9B-12.8 School counselor
N.J.A.C. 6A:9B-12.9 School psychologist
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Central Management Support

JOB TITLE: Anti Bullying Coordinator

REPORTS TO: Designated Supervisor or Director of Guidance

JOB GOAL: To carry out the statutory duties of the school anti-bullying coordinator.

SUPERVISES: Students

QUALIFICATIONS:
Statutory requirements: “The superintendent of schools shall appoint the district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position.”

1. Valid New Jersey Educational Services Certificate and school counselor, social worker, student assistance coordinator, psychologist or other related endorsement, or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge theories of individual and group counseling techniques
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Hold and maintain a valid driver’s license with no serious violations (optional).
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
   *Must complete the required Department of Education training program in harassment, intimidation and bullying.

PERFORMANCE RESPONSIBILITIES:

A. Statutory Duties
   The district anti-bullying coordinator shall:
   1. Be responsible for coordinating and strengthening the school district’s policies to prevent, identify, and address harassment, intimidation, and bullying of students;
   2. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
   3. Provide data, in collaboration with the superintendent of schools, to the Department of Education regarding harassment, intimidation, and bullying of students;
   4. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools;
   5. Meet at least twice a school year, once in the first semester and once in the second semester, with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district; and
   6. Assist the school board and the anti-bullying specialist to meet timelines and deadlines.

B. Related duties
   1. Meetings and correspondence
      a. Arranges meetings, prepares agendas and handles follow up activities as necessary;
      b. Receives and routes incoming calls and correspondence;
      c. Prepares correspondence, notices and reports; and

Page 20 of 28
d. Maintains a well-organized up-to-date filing system.

3. Other
   a. Maintains confidentiality as required and appropriate; and
   b. Performs other tasks related to the efficient operation of the office as assigned.
   c. Performs the anti-bullying duties in addition to any other existing responsibilities.
   d. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities;
   e. Upholds and enforces school rules, administrative regulations and board policy.
   f. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board. The anti-bullying duties will be in addition to any other existing responsibilities.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ______________________ DATE: ______________________
REVISED: _______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1  Officers and employees in general
N.J.A.C. 6A:9B  State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-12.2  Student assistance coordinator
N.J.A.C. 6A:9B-12.5  School social worker
N.J.A.C. 6A:9B-12.8  School counselor
N.J.A.C. 6A:9B-12.9  School psychologist
N.J.A.C. 6A:32-6  School employee physical examinations

JOB DESCRIPTIONS

Central Management

M – 9

JOB TITLE:
Residency Investigator

REPORTS TO: Superintendent

JOB GOAL: To provide information to the school district leading to determining whether students are residents and properly enrolled.

SUPERVISES: Investigation of student residency and enrollment

QUALIFICATIONS:
1. Three years of experience that is directly related to the duties and responsibilities specified.
2. Demonstrated knowledge of admissions, enrollment, residency documents and student records for a school district.
3. Strong communication and interpersonal skills.
4. Knowledge of student enrollment requirements and issues.
5. Knowledge of the rules, regulations, and laws regarding student records.
6. Ability to maintain confidentiality of records and information.
7. Ability to follow up, good with details, ability to deal with many enrollment issues concurrently.
8. Computer literacy as it pertains to residency records.
9. Hold and maintain a valid driver’s license with no serious violations (optional).
10. Required criminal history check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
1. Pursues tips and conducts proactive investigations of students. Promptly and diligently investigates allegations, and keeps records of steps taken to ferret out “educational larceny.”
2. Meets with newly enrolled students and parents in person or on the phone to discuss whether the student is a resident and is entitled to be enrolled in district schools.
3. Institutes on the instructions of the superintendent, random residency audits of school students. In addition to targeted efforts for students suspected of non-residency, investigators will conduct a limited number of residency checks of students selected at random.
4. Notifies families about the residency requirement and about consequences for falsifying residency through a variety of means (including letters to parents, policy handbook, neighborhood newspapers, and other avenues).
5. Reserves the district’s right to impose additional consequences beyond dismissal from the school, including civil and criminal legal action, against families found to be in violation of the residency policy.
6. Assists the district staff in enforcing the requirement for parents of every student to sign an annual legal affidavit at the start of every school year affirming legal residency in the district and to notify the district of any residency changes that take place during the school year.
7. Establishes and maintains when instructed by the superintendent, a dedicated phone line to receive tips from students, parents, staff, neighbors and others about students suspected of being in violation of the residency requirement.
8. Conducts spot-checks of key drop-off locations.
9. Assists the superintendent in announcing and implementing a one-time amnesty period of one week during which non-resident families may disclose without penalty their true legal residence and transfer to their home school district.
10. Requires families in all residency inquiries, to produce additional proof of residency beyond those
already required. These may include, but not be limited to, driver's license, car insurance/registration, W-2 form, property tax bill, and other documents currently in use in NJ to prove residency, such as:
   a. Home ownership papers (deed, settlement papers, or mortgage coupon book with the parent's name and address)
   b. Incorporated lease (lease agreement from realty company)
   c. Non-incorporated Lease Agreement (landlord provides proof of residency by producing home ownership papers (deed, settlement papers, mortgage coupon book with parent's name and address)
   d. A notarized statement does not satisfy the legal guardianship requirement to attend school tuition-free.
11. Assists with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
12. Assists in publicizing district policy that the parent or guardian becomes liable for a prorated share of the tuition, plus potential criminal consequences, if a nonresident child fraudulently attends a public school. Publicity on non-resident policy and its consequences has been shown to cut the number of violators in half in only a two year period.
13. Pursues claims against parents for back tuition on illegally enrolled students.
14. Appears in court to pursue civil and criminal claims against parents.

Other
1. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
2. Maintains confidentiality as required and appropriate.
3. Upholds and enforces school rules, administrative regulations and board policy.

TERMS OF EMPLOYMENT:
Salary and work year to be determined by the board.

ANNUAL EVALUATION:
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ________________ DATE: ____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-6.3 Requirements of physical examinations

JOB DESCRIPTIONS

Central Management

M – 10

JOB TITLE:
Registrar and Data Management Specialist

REPORTS TO: Superintendent

JOB GOAL: To provide data services including student records management

SUPERVISES: The district's admissions, enrollment and student records

QUALIFICATIONS:
1. Degree in communication, information technology, education or other field related to the job duties.
2. Experience that is directly related to the duties and responsibilities specified.
3. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization.
4. Strong communication and interpersonal skills.
5. Knowledge of student records, registration, residency, recruitment and retention issues.
6. Skill in organizing resources and establishing priorities.
8. Ability to maintain confidentiality of records and information.
10. Ability to communicate effectively orally and in writing.
11. Ability to gather and analyze statistical data and generate reports.
12. Ability to follow up, good with details, ability to deal with many issues concurrently.
14. Hold and maintain a valid driver's license with no serious violations (optional).
15. Required criminal history check and proof of U.S. citizenship or legal resident alien status
16. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:

Registration and Recordkeeping
1. Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, coordinates graduation, and implements applicable student policies, in accordance with accreditation standards and privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. Reviews and processes, as appropriate to the position, student applications and/or documents; reviews and/or compiles and updates student credentials needed for admissions status; monitors progress of applicants.
3. Provides administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
4. Meets with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the pre-enrollment interview by the ADA by law / regulations.
5. Assists with the collection of all paperwork by responding to specific questions during the form completion process. Follows up on missing forms until file is complete. Acts on all missing form notices.
6. Coordinates registration of students, compiling, evaluating, and retaining student records, and policy interpretation and advisement as appropriate, oversees grade and transcript processing; coordinates
academic information for graduation clearance; compiles statistical information and prepares reports; may provide special program certifications, as appropriate.
7. Applies knowledge of financial aid policies, procedures, and eligibility requirements.
8. Maintains confidentiality of student records.
9. Develops and maintains recordkeeping systems and procedures.

Data Processing and Database management
1. Administers the database for student information system.
   a. Sets up all validation tables upon which all school and student information is based.
   b. Assigns and maintains user files and security levels.
   c. Creates and maintains the school calendar in the software program.
2. Generates and uploads data for purposes of meeting state reporting and testing requirements, including but not limited to:
   a. NJ Smart (EOY, 10/15, 12/1 submissions)
   b. The school register (attendance)
   c. The Electronic Violence and Vandalism Reporting System (EVVRS)
   d. NJ Fall Survey
   e. The New Jersey Department of Education statewide proficiency assessments
3. Performs using student database program (i.e. PowerSchool) End of Year process each summer.
4. Assists in the creation and implementation of the district master schedule every school year.
5. Updates district class lists, student schedules, teacher schedules, study halls, and homeroom rosters to insure accuracy on a daily basis.
6. Performs End of Year process each summer.
7. Assists staff from other units in the district with the analysis of data and the completion of local, state and federal reports.

Training and Documentation
1. Conducts in-service programs to keep personnel trained and informed in the use of applications and developments in the field of electronic data processing in education.
2. Develops, trains, and supervises data processing staff.
3. Provides individual training to new and/or current school personnel including secretaries and administrators on use and troubleshooting of system.
4. Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities and providing instructions to others.
5. Responds to inquiries and requests to provide training and assistance from system users for purposes of providing information and/or directions.
6. Implements new program updates from software vendor and advises users to insure proper and maximum utilization.
7. Understands and is well-versed in Direct Database Export to produce a valid report of requested information based on specific needs of user in respective area of responsibility.

Academic Information and Grading
1. Maintains the accuracy of the student’s computer information file to include pertinent demographic information, academic history, grades, GPA calculations, and class rank for the district.
2. Establishes procedure for teachers to report and verify grades and or comments to allow for timely input and output of reported information, i.e. report cards, progress reports, and transcripts.
3. Assists in generating the honor roll reports every marking period.
4. Assists with Power/grade support.
5. Applies knowledge of academic standards governing student probation, suspension, and/or expulsion.
6. Applies knowledge of academic advancement procedures.
7. Helps coordinate the grade petition process, responses to inquiries concerning academic performance, and resolves problems regarding the management of student records. May monitor academic standing, coordinate probation and suspension actions, and/or administer dean's lists, as appropriate to unit requirements.
8. Verifies accuracy of transcripts; handles transcript requests.
Meetings, Communications and Correspondence
1. Communicates when appropriate with students, parents, staff, the press and the public.
2. Assists with the coordination, preparation and distribution of school publications pertaining to admissions and enrollment.
3. Assists in all admissions special events such as: open house, career day, orientations, high school tours, etc. as assigned.
4. Responds to requests for public information about the district's admissions, enrollment, policies and programs. Arranges when applicable for press coverage of programs that would attract student enrollment.
5. Speaks when applicable at public meetings and with groups of students and teachers on matters related to the district's admissions, programs and policies as requested by the superintendent.
6. Meets when necessary with PTA/PTO representatives, community leaders and business groups to encourage community involvement in the schools, leading to increased interest in admissions and enrollment.
7. Creates and maintains a cooperative relationship and open communication with those holding similar positions in other districts in the region and state.

Budgeting and Purchasing
1. Sets objectives for the district's admissions, registration and data management operations and assists with an annual budget when assigned.
2. Assists the business administrator on purchasing supplies needed for the data processing department and works with vendors to purchase equipment and resolve issues with software and equipment.

Other
1. Maintains privacy and integrity of data.
2. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
3. Upholds and enforces school rules, administrative regulations and board policy.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ____________________________ DATE: ____________________________ 
REVISED: ________________________________ 

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-6.3 Requirements of physical examinations

JOB DESCRIPTION

Roselle Park Public Schools
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Central Management

JOB TITLE:
Registrar, Admission and Enrollment

REPORTS TO: Superintendent

JOB GOAL: To provide information about the school leading to enrollment of students and maintenance of student records.

SUPERVISES: The district's admissions, enrollment and student records

QUALIFICATIONS:
1. Degree in communication, information technology, education or other field related to the job duties.
2. Three years of experience that is directly related to the duties and responsibilities specified.
3. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization.
4. Strong communication and interpersonal skills.
5. Knowledge of student recruitment and retention issues.
6. Skill in organizing resources and establishing priorities.
8. Ability to maintain confidentiality of records and information.
10. Ability to communicate effectively orally and in writing.
11. Ability to gather and analyze statistical data and generate reports.
12. Ability to follow up, good with details, ability to deal with many issues concurrently.
14. Hold and maintain a valid driver's license with no serious violations (optional).
15. Required criminal history check and proof of U.S. citizenship or legal resident alien status.
16. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
Registration and record-keeping
1. Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, coordinates graduation, and implements applicable student policies, in accordance with accreditation standards and privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. Reviews and processes as appropriate student applications and/or documents; reviews and/or compiles and updates student credentials needed for admissions status; monitors progress of applicants.
3. Provides administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
4. Meets with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the enrollment interview by the ADA by law / regulations.
5. Assists with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.
6. Sets objectives for the district's admissions program and assists with an annual budget when assigned.
7. Coordinates registration of students, compiling, evaluating, and retaining student records, and policy interpretation and advisement as appropriate, oversees grade and transcript processing; coordinates academic information for graduation clearance; compiles statistical information and prepares reports; may provide special program certifications, as appropriate.

8. Applies knowledge of academic standards governing student probation, suspension, and/or expulsion.

9. Applies knowledge of academic advisement procedures.

10. Applies knowledge of financial aid policies, procedures, and eligibility requirements.

11. Maintains confidential records.

12. Develops and maintains recordkeeping systems and procedures.

13. Coordinates the grade petition process, responses to inquiries concerning academic performance, and resolves problems regarding the management of student records. May monitor academic standing, coordinate probation and suspension actions, and/or administer dean's lists, as appropriate to unit requirements.

14. Communications with students, parents, staff, the press and the public

15. Coordinates the preparation and distribution of school publications pertaining to admissions and enrollment.

16. Assists in all admissions special events such as: open house, career day, orientations, high school tours, etc. as assigned.

17. Responds to requests for public information about the district's admissions, enrollment, policies and programs. Arranges for press coverage of programs that would attract student enrollment.

18. Speaks at public meetings and with groups of students and teachers when requested on matters related to the district's admissions, programs and policies as requested by the superintendent.

19. Meets with PTA/PTO representatives, community leaders and business groups to encourage community involvement in the schools, leading to increased interest in admissions and enrollment.

Other

1. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.

2. Maintains confidentiality as required and appropriate.

3. Upholds and enforces school rules, administrative regulations and board policy.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ______________________ DATE: ______________________

REVISED: ______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-6.3 Requirements of physical examinations

JOB DESCRIPTION

Business/Plant Operations

JOB TITLE:
Bus Driver

REPORTS TO: School Business Administration/Board Secretary and/or Transportation Supervisor

SUPERVISES: Students on the bus; bus aide

NATURE AND SCOPE OF JOB: To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

QUALIFICATIONS:
1. Valid Commercial Driver’s License
2. Minimum safe driving experience as determined by the board
3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Safety, maintenance and inspection requirements
1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
2. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.
3. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
4. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
5. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.

Driving and safe bus operations
1. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
2. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.
3. Receives training on and as required implements accommodations when transporting students with disabilities.
4. Obey all traffic laws and observes mandatory school bus safety regulations.
5. Reports all accidents and pupil injuries immediately to the principal and the school business administrator and completes required reports.
6. If ticketed as a result of an accident or traffic stop by police, the bus driver will pay any fines and court costs, and will attend driving safety classes if so ordered by the municipal court judge.
7. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus driver is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned by the school business administrator.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _______________________ DATE: ______________________
REVISED: ________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 2C:12-1 Assault
N.J.S.A. 18A:7-7.1c Employment of applicant on emergent basis, conditions
N.J.S.A. 18A:39-17 Names, certain information relative to bus drivers to be filed by secretary of board of education
N.J.S.A. 18A:39-19.1 Bus driver required to submit certain information to commissioner; notice of pending charges
N.J.S.A. 18A:39-27 Bus driver required to be on bus when pupil present; exception
N.J.S.A. 39:3B-25 Use of cell phone prohibited while driving school bus, exception; fines
N.J.S.A. 39:5D-1 Commercial driver license
N.J.A.C. 6A:27 Student transportation
See particularly:
N.J.A.C. 6A:27-11 Safety
N.J.A.C. 6A:27-12.1 Drivers and aides
N.J.A.C. 6A:32-6 School employee physical examinations

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103
Employee Education/Supervisor training, 49 CFR 382.1202, 1203
R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986
JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE:
Cook/Manager

REPORTS TO: Food Service Lunch Supervisor/School Business Administrator

NATURE AND SCOPE OF JOB:
To prepare and serve attractive and nutritious meals for students and staff, and coordinate the work related activities in the school kitchen and cafeteria.

QUALIFICATIONS:
1. High school diploma or equivalent training
2. Minimum experience in cafeteria food service as determined by the board
3. Knowledge of the principles of food management, nutrition, sanitation and applicable safety regulations
4. Ability to perform simple bookkeeping and inventory procedures
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Kitchen and Cafeteria Workers as assigned

EMPLOYMENT TERMS:
1. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Kitchen and food operations
1. Supervises and instructs kitchen personnel in the safe, proper, and efficient use of all kitchen equipment.
2. Prepares daily school meals according to a planned menu and to standards set forth by the appropriate state/federal agency and the district's food service department.
3. Supervises the daily cleaning of all kitchen equipment and utensils and the sanitary condition of the food preparation and serving areas.
4. Confers with the food service supervisor on all matters related to the food service operation.
5. Maintains good, friendly relations with other school staff and with lunchroom customers.

Financial and inventory responsibilities
1. Processes all delivery receipts, bank deposits, payrolls, and daily sales records as directed.
2. Orders all necessary supplies and maintains a monthly inventory.
3. Requisitions food stuffs and verifies receipt of food shipments.
4. Assumes responsibility for the security of food and supplies.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
2. Maintains professional competence through in-service education and participation in other professional development activities.

Other
1. Reports immediately to the principal any problem or accident occurring in the kitchen or cafeteria area.
2. Participates on the wellness and nutrition committee.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other related duties as assigned by the Food Services Lunch Supervisor and School Business Administrator.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of staff.

**APPROVED BY:** ___________________ **DATE:** ___________________

**REVISED:** _______________________

**SOURCE(S):** NJSBA

**LEGAL REFERENCES:**

- **N.J.S.A.** 18A:6-7.1  
  Criminal history record
- **N.J.S.A.** 18A:16-2  
  Physical examinations; requirement
- **N.J.S.A.** 18A:33-4  
  School lunch; availability to all children
- **N.J.A.C.** 2:36  
  Child nutrition
- **N.J.A.C.** 6A:23A-16.5  
  Supplies and equipment
- **N.J.A.C.** 6A:32-6  
  School employee physical examinations

JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE: Kitchen/Cafeteria Worker

REPORTS TO: Food Service Lunch Supervisor/Cook-Manager

NATURE AND SCOPE OF JOB:
To prepare and serve attractive and nutritious meals for students and staff. To provide support to the food service activities at assigned location with specific responsibilities for preparing and serving food items to students and/or school personnel and maintaining food service facilities in a safe and sanitary condition.

QUALIFICATIONS:
1. High school diploma or equivalent training
2. Minimum experience in cafeteria food service as determined by the board
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Non-supervisory

EMPLOYMENT TERMS:
1. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Kitchen and food operations
1. Prepares daily school meals according to a planned menu and to standards set forth by the appropriate state/federal agency and the district's food service department.
2. Confers with the food service supervisor and cook-manager on all matters related to the food service operation.
3. Maintains good, friendly relations with other school staff and with lunchroom customers.
4. Cleans linens, utensils, equipment, and storage, food preparation and serving areas for the purpose of maintaining required sanitary conditions.
5. Evaluates prepared food for flavor, appearance, and temperature for the purpose of providing items that will be accepted by students and staff.
6. Inspects food items and/or supplies for the purpose of verifying quantity, quality and specifications of orders and/or complying with mandated health standards.
7. Inventories food, condiments and supplies for the purpose of ensuring availability of items required for meeting projected menu requirements.
8. Maintains equipment, storage, food preparation and serving areas in a sanitary condition for the purpose of complying with current health standards.
9. Maintains records and reports (e.g. counting and recording the amount of leftovers, number of opened cans, student lunch balances, collection and reconciliation of money, informing students of their lunch balances, etc.) for the purpose of keeping an accurate record of food used and student accounts.
10. Merchandises food and beverage items for the purpose of serving them to students and staff in an efficient manner.
11. Monitors kitchen and cafeteria areas (e.g. proper charging procedures for items taken, employee safety, working procedures, etc.) for the purpose of ensuring a safe and sanitary working environment.
12. Oversees the preparation, cooking, and serving of food (e.g. regular food items, special diets, students with allergies, etc.) for the purpose of providing students and staff with food of high nutritious quality as well as meeting individual needs.

13. Performs functions of other nutritional service positions as requested by cook-manager (e.g. cashing, etc.) for the purpose of ensuring adequate staff coverage within site nutritional services operations.

14. Prepares food and beverage items according to standardized recipes and established food preparation procedures (e.g. regular food items, deli sandwiches, baked goods, etc.) for the purpose of meeting mandated nutritional and projected meal requirements.

15. Receives food items and/or supplies and places them in designated areas utilizing temperature requirements and food spoilage guidelines for the purpose of ensuring availability of items required for meeting projected menu requirements.

16. Reports needed supplies and equipment malfunctions for the purpose of notifying cook-manager of needed items and repair and/or replacement.

17. Serves the appropriate number of food items for the purpose of meeting mandated nutritional requirements and/or requests of students and school personnel.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

Other
1. Reports immediately to the principal any problem or accident occurring in the kitchen or cafeteria area.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other related duties as assigned by the Food Services Lunch Supervisor and Cook-Manager.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA and Williamson County, TN BOE

LEGAL REFERENCES:
N.J.S.A. 18A:33-4 School lunch; availability to all children
N.J.A.C. 2:36 Child nutrition
N.J.A.C. 6A:23A-16.5 Supplies and equipment
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE: Security Guard

REPORTS TO: School Business Administration/Board Secretary and/or Security Director/Principal

JOB GOAL: To provide security and protection for pupils, staff, and school property.

SUPERVISES: Students

QUALIFICATIONS:
1. High school diploma or equivalent; valid New Jersey driver's license
2. Minimum experience as determined by the board, including the following abilities: experience in law enforcement, school security and/or public safety.
3. Knowledge of security measures, fire prevention, and crowd control. Ability to maintain order and to work with groups and individuals on matters of security and crisis management.
4. Strong problem-solving skills and ability to communicate.
5. Must be able to use technology efficiently such as computer, two-way radio, video monitors, buzz-in systems, electronic surveillance equipment and other devices selected by the district to be part of the school security system.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Security monitoring, patrols and response to security problems
1. Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
2. Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
3. Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
4. Checks identification of pupils, staff, and visitors entering the school.
5. Detains unauthorized persons; calls for police assistance in accordance with the district’s security plan/crisis management plan.
6. Participates in the district’s/school’s emergency and crisis management plan as assigned.
7. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.

Record-keeping and customary reporting
1. Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
2. Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF
EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________
REVISED: ________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:16 Programs to support student development

See particularly:
6A:16-5.1 School safety and security plans
6A:16-5.3 Incident reporting of violence, vandalism, and alcohol and other drug abuse

N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE:  
Director of Plant Operations (Facilities)

REPORTS TO: Superintendent/School Business Administrator

JOB GOAL:
To directly supervise the daily operations and maintenance requirements of the school district. To oversee and coordinate the responsibilities of the school custodians. (Day and Night)

SUPERVISES: All custodial, maintenance and grounds keeping staff.

QUALIFICATIONS:
1. Must possess a current certified educational facilities manager certificate (CEFM)
2. High school diploma required
3. Minimum of five (5) years' experience preferred in school plant maintenance and custodial operations, or an equivalent mix of maintenance and custodial experience of large corporate facilities including school maintenance experience
4. Minimum of five (5) years' experience preferred in direct supervision of maintenance personnel
5. Minimum four (4) years of experience in building, cleaning and maintenance activities
6. Possession of a boiler license
7. Possession of a driver’s license
8. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry
9. General knowledge of building codes, state and federal OSHA and environmental codes.
10. Experience in grounds care and maintenance
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
12. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
District Initiatives
1. Supervises general operation and maintenance of the school plant.
2. Confers with school administrators, architects and contractors regarding matters relating to the physical condition of the school plant, equipment and personnel.
3. Develops, establishes and maintains effective preventative maintenance and security programs and housekeeping.
4. Approves bills pertaining to areas of responsibility.
5. Evaluates maintenance and custodial personnel; interviews and recommends hiring and dismissal.
6. Submits reports to the School Business Administrator as requested.
7. Prepares specifications for custodial and maintenance supplies, and maintenance work that is to be performed by outside contractors.
8. Confers with architects in preparation of bid specs and drawings; reviews specs and drawings for bidding; checks references of contractors for contract awards.
9. Inspects all maintenance projects to ascertain that the standards of maintenance work is satisfactory and that all codes have been met.
10. Inspects all facilities on a periodic basis to ascertain that the standard of cleanliness is satisfactory.
11. Oversees and approves completed work performed by outside contractors.
12. Conducts in-service training programs for custodial and maintenance employees.
13. Oversees the maintenance operation of the athletic complex and works closely with the high school administration.
14. Plans, communicates and cooperates with the head custodians for efficient operation of the custodial maintenance program.

Specific Overall Duties
1. Project management. Plans for, reviews and monitors all district operational and maintenance projects in conjunction with the business administrator.
2. Budget and financial records. Maintains budget control for all operational and maintenance accounts under the auspices of the business administrator;
   a. Plans for, reviews and monitors all district capital projects;
   b. Prepares and submits to the business administrator a preliminary plant operations and maintenance budget.
3. Daily operations. Supervises the daily operations of the district through the school custodians with final responsibility to:
   a. Maintain work schedules for proper maintenance in individual buildings;
   b. Direct the preparation of playing fields and grounds, and other necessary facilities for athletics and other school activities;
   c. Oversee repairs, ensure that preventive maintenance and lubrication schedules are met;
   d. Assist in monitoring outside contractors to ensure contracts are adhered to;
   e. Implement preventive maintenance program to ensure safe operation of equipment;
   f. Ensure maintenance schedules and Department of Motor Vehicles inspections are conducted on district vehicles;
   g. Conduct periodic inspections of buildings.
4. Ensures Right-To-Know and AHERA compliance with maintenance personnel.
5. Supervises custodial staff.
6. Plans landscaping and grounds care to ensure effective and attractive schools.
7. Recommends the hiring and/or termination of facilities staff.
8. Ensures that custodial/maintenance personnel are regularly trained in the latest technology and safety procedures:
   a. Monitors the time records of all custodians in the school and certifies them for salary payment;
   b. Evaluates the performance of maintenance workers and custodians in accordance with board policy.
9. Recommends to the business administrator any agenda item of personnel, bidding or matters relating to plant operations, maintenance for the board of education approval.
10. Supervises and oversees the improvement and renovation work performed by both in-house personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before recommending final payment.
11. Works with the board’s architectural and or engineering firms on capital projects and district initiatives.
12. Assists with the NJ State Department of Education monitoring for facilities.
13. Attends appropriate board committee and other meetings.
14. Oversees district snow removal operations, notifies radio/ police stations and advises the superintendent of schools on conditions.
15. Assists in the preparation of the district’s long range facilities plan (LRFP).
16. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and makes repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
17. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
18. Record keeping:
   a. Completes custodial reports, building condition reports and other records as required;
   b. Submits all necessary documentation to the business administrator relating to the State Department’s report;
   c. Conducts inspection of inventory and review of recommendations to purchase supplies, tools, equipment, and fuel;
   d. Conducts analysis of preventative maintenance logs and other records as required.
19. School Safety/Law Enforcement
a. Attends safety committee meetings; prepares agenda, minutes, and reports to the insurance representatives.
b. Ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
c. Participates in school security audits.
d. Maintains the security system for the schools including parking and surveillance.
e. Works cooperatively with law enforcement official to promote school safety and support law enforcement efforts.
f. Checks all buildings and grounds regularly for safety purposes.
g. Inspects and maintains fire alarm systems and fire extinguishers on a regularly-scheduled basis.
h. Establishes and administers rules and procedures regarding availability and custody of all keys to District facilities.
i. Establishes procedures for checking each District facility during hours when it is not in use.

Other
1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________________ DATE: ___________________________

REVISED: ___________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 13:1F-19 Through -33 School Integrated Pest Management Act
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:22-8 Contents of budget; program budgeting system
See particularly:
N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act
See particularly:
N.J.S.A. 34:5A-10.1 through -10.5 New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 58:10B-24.6 et seq. Hazardous discharge site remediation
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction code
N.J.A.C. 6A:26 Educational facilities
See particularly:
N.J.A.C. 6A:26-12 Operation and maintenance of facilities
N.J.A.C. 6A:26-16.1 Certified educational facilities manager
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 7:30-13.1 et seq. Integrated Pest Management
Bloodborne Pathogen Standard, 29 CFR 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE:
Maintenance Foreman

REPORTS TO: Director of Plant Operation/School Business Administrator/Supervisor of Building and Grounds

JOB GOAL: To oversee the timely and efficient completion of maintenance work, in their assigned facilities trade(s), by district maintenance workers throughout the District’s facilities and grounds, including equipment and furnishings of the district, so that all students, staff, and the community are assured of maintained safe, attractive, and healthy places in which to learn and work.

SUPERVISES: All maintenance staff.

QUALIFICATIONS:
1. High school diploma preferred
2. Minimum of three (3) years’ experience preferred in school plant maintenance and custodial operations
3. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations.
4. Have knowledge of and experience in carpentry, plumbing, electrical, and/or HVAC maintenance and repair or relevant area of facilities related trades work.
5. Hold a Black Seal License, optional.
6. General knowledge of construction, maintenance of heating, ventilation, air conditioning, electrical, plumbing and carpentry.
7. General knowledge of building codes, state and federal OSHA and environmental codes.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
1. Oversees the timely and efficient completion of maintenance and facilities projects in order to maintain a safe and healthy learning environment for students and staff.
2. Responds immediately to emergency situations and provides appropriate maintenance services. Performs maintenance work in emergencies when unclean or unsafe conditions exist.
3. Ensures that work crews complete work orders in a timely and complete fashion.
4. Performs assigned maintenance duties and repair work on various systems found in school facilities and grounds.
5. Assists the Director of Operations or Business Administrator by regularly inspecting buildings, equipment, and grounds to meet all federal, State, insurance carriers, and local requirements, including the annual Department of Education Checklist. Ensures that high standards for maintenance, attractiveness and safety are maintained. Recommends to the Director of Operations or Business Administrator and/or Principal any improvements needed.
6. Analyzes all maintenance accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
7. Provides technical assistance in estimating costs for various maintenance projects.
8. Ensures that timely and proper information is entered into the computerized reporting systems relative to work orders (SchoolDude) requested, to ensure notification occurs of job progress and completion status.
9. Communicates regularly with the Director of Operations or Business Administrator, principals, and
appropriate staff about the needs, regulations and procedures for the effective operation of
maintenance programs of the schools.
10. Maintains a safe working condition and operates in a safe manner, electronic and other equipment
needed to carry out job functions and responsibilities.
11. Researches and makes recommendations for improvement in the effectiveness and efficiency of the
maintenance services so that attractive, healthy, and safe facilities are provided.
12. Understands and communicates current developments in maintenance services through reading,
participation in appropriate workshops or meetings, and involvement in professional organizations.
13. Uses computers and/or electronic equipment to fulfill job functions. Including but not limited to Word,
Excel, and Work Order Systems.
14. Protects confidentially of records and information about staff and uses discretion when sharing any
such information within legal confines.

District Initiatives
1. Evaluates maintenance personnel; interviews and recommends hiring and dismissal.
2. Submits reports to the School Business Administrator as requested.
3. Prepares specifications for maintenance supplies, and maintenance work that is to be performed by
outside contractors.
4. Confers with architects in preparation of bid specs and drawings; helps review specs and drawings
for bidding; checks references of contractors for contract awards.
5. Inspects all maintenance projects to ascertain that the standards of maintenance work is satisfactory
and that all codes have been met.
6. Inspects all facilities on a periodic basis to ascertain that the building standards are satisfactory.
7. Conducts in-service training programs for maintenance employees.
8. Oversees the maintenance operation of the athletic complex and works closely with the high school
administration.
9. Plans, communicates and cooperates with the head custodians for efficient operation of the
maintenance program.

Specific Overall Duties
1. Helps maintains budget control for all maintenance accounts under the auspices of the business
administrator.
2. Ensures Right-To-Know and AHERA compliance with maintenance personnel.
3. Ensures that maintenance personnel are regularly trained in the latest technology and safety
procedures and evaluates the performance of maintenance workers in accordance with board policy.
4. Recommends to the business administrator any agenda item of personnel, bidding, or matters
relating to maintenance for the board of education approval.
5. Supervises and oversees the improvement and renovation work performed by both in-house
personnel and outside contractors, verifying that terms of all such contracts have been fulfilled before
recommending final payment.
6. Works with the board’s architectural and or engineering firms on capital projects and district
initiatives.
7. Assists with the NJ State Department of Education monitoring for facilities.
8. Attends appropriate board committee and other meetings.
9. Oversees district snow removal operations and advises the superintendent of schools on conditions.
10. Assists in the preparation of the district’s long range facilities plan (LRFP).
11. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe
condition, and makes repairs and improvements pursuant to code and to building permits properly
issued by the local municipal government.
12. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance
are enforced.

Other
1. Maintains a high level of professional competency through participation in workshops, seminars,
meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF
EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 13:1F-19 through -33 School Integrated Pest Management Act
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:22-8 Contents of budget; program budgeting system
See particularly:
N.J.S.A. 18A:54-20 Worker and Community Right to Know Act
See particularly:
N.J.S.A. 34:5A-1 et seq. New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 34:5A -10.1 through -10.5 Barier free subcode of the uniform construction code
See particularly:
N.J.A.C. 6A:26 Educational facilities
N.J.A.C. 6A:26-12 Operation and maintenance of facilities
N.J.A.C. 6A:26-16.1 Certified educational facilities manager
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 7:30-13.1 et seq. Integrated Pest Management

Bloodborne Pathogen Standard, 29 CFR 1910.1030

JOB DESCRIPTIONS

Business/Plant Operations

B – 7

JOB TITLE:
Maintenance Worker

REPORTS TO: Building and Grounds Supervisor/Director of Plant Operation/Maintenance Foreman/School Business Administrator

JOB GOAL: To perform inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive, clean, and healthy environment for learning and work.

SUPERVISES: Assigned maintenance personnel

QUALIFICATIONS:
1. Black Seal License; high school diploma or equivalent training
2. Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
3. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
4. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
5. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation.
6. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
7. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

General Maintenance
1. Performs general maintenance and repair tasks in a variety of areas and as assigned by the Maintenance Foreman and in accordance with all applicable codes and regulations.
2. Performs only those maintenance and repairs that do not require a license, or performs maintenance and repairs under the direct supervision of a licensed technician.
3. Ensures that the work site and conditions are safe.
4. Performs assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
5. Performs regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
6. Responds to emergency situations and performs necessary repairs.
7. Uses the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
8. Recommends repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
9. Maintains an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
10. Operates and maintains in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
11. Removes snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
12. Reports immediately any damage or vandalism to facilities, or theft of equipment.
13. Makes recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
14. Attends required meetings, including Right-To-Know and Safety Training, and serve, as appropriate, on staff committees.
15. Displays a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
16. Notifies and assists the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations.
17. Uses computers and/or electronic equipment to fulfill job functions.
18. Protects confidentiality of records and information gained as part of exercising professional duties and uses discretion in sharing such information within legal confines.

**Supervision of Operations and Maintenance**

1. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
2. Completes maintenance reports, building condition reports and other records as required.
3. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
4. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
5. Applies for permits before beginning work that requires permitting and inspection by a licensed code official.
6. Maintains records to allow the board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
7. Maintains preventative maintenance logs and other records as required.
8. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
9. Assists in updating safety and security plans and procedures for drilling, managing and responding to school emergencies.
10. Assists the Business Administrator with preparation and implementation of the Long Range Facilities Plan.
11. Ensures Right-To-Know and AHERA compliance is enforced.
12. Assists with the NJ State Department of Education monitoring for facilities.
13. Attends appropriate board committee meetings.
14. Assists with district snow removal operations and advises the district administrators on conditions.

**Other**

1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

**APPROVED BY:** ______________________ DATE: _______________________

**REVISED:** _________________________

**SOURCE(S):** NJSBA and Paterson BOE

**LEGAL REFERENCES:**
N.J.S.A. 13:1F-19 through -33
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:22-8 Contents of budget; program budgeting system
See particularly:
N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act
See particularly:
N.J.S.A. 34:5A -10.1 through -10.5
N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act
N.J.S.A. 58:10B-24.6 et seq. Hazardous discharge site remediation
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction code
N.J.A.C. 6A:26 Educational facilities
See particularly:
N.J.A.C. 6A:26-12 Operation and maintenance of facilities
N.J.A.C. 6A:26-16.1 Certified educational facilities manager
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 7:30-13.1 et seq. Integrated Pest Management

Bloodborne Pathogen Standard, 29 CFR 1910.1030

JOBTITLE: 
Head Custodian

REPORTSTO: Building and Grounds Supervisor/Director of Plant Operation/Principal/School Business Administrator

JOBGOAL: To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

SUPERVISES: Custodians.

QUALIFICATIONS:
1. Black Seal License; high school diploma or equivalent training
2. Minimum experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board
3. Supervisory ability
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
5. A minimum of three (3) years experience in the area of custodial work plant. It is preferred that such experience be in a school district
6. Good physical health
7. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
8. Ability to work harmoniously and tactfully with departmental and school personnel and the public
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Supervision of Operations and Maintenance
1. Assumes responsibility for the opening and closing of the school each day.
2. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Plans and oversees all maintenance and repair work in the building.
4. Maintains an inventory and recommends purchase of supplies, tools, equipment, and fuel.
5. Completes custodial reports, building condition reports and other records as required.
6. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
7. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.
8. Applies for permits before beginning work that requires permitting and inspection by a licensed code official.
9. Maintains records to allow the board to remain informed about the number and status of maintenance and repair projects being done pursuant to permits.
10. Maintains preventative maintenance logs and other records as required.
11. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
12. Performs related duties as required for daily operation of the school.
13. During fires, emergencies, fire drills, and school security drills, coordinates with local emergency responders.

**Supervision of Staff**
1. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.
2. Participates in the selection, assignment, scheduling and training of the custodial staff.
3. Monitors the time records of all custodians in the school and certifies them for salary payment.
4. Evaluates the performance of custodians in accordance with board guidelines, superintendent’s instructions and contract requirements.
5. If the board adopts a dress code or uniforms for custodians in order to improve security, efficiency or morale, ensures that custodians conform to the dress code. Periodically informs the board of opportunities to improve the policy on uniforms.

**District Initiatives**
1. Submits reports to the School Business Administrator as requested.
2. Inspects all facilities on a periodic basis to ascertain that the standard of cleanliness is satisfactory.
3. Conducts in-service training programs for custodial employees.
4. Oversees the custodial operation of the athletic complex and works closely with the high school administration.
5. Develops, establishes and maintains security programs and housekeeping.
6. Helps prepare specifications for custodial supplies.
7. Plans, communicates and cooperates with the principals for efficient operation of a custodial program.

**Specific Overall Duties**
1. Helps maintains budget control for all custodial accounts under the auspices of the business administrator.
2. Ensures Right-To-Know and AHERA compliance with maintenance personnel.
3. Assists with the NJ State Department of Education monitoring for facilities.
4. Attends appropriate board committee and other meetings.
5. Oversees district snow removal operations and advises the administration on conditions.
6. Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition, and makes repairs and improvements pursuant to code and to building permits properly issued by the local municipal government.
7. Ensures that all fire/safety and environmental laws and regulations relating to the plant are enforced.

**Other**
1. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

**APPROVED BY:** ___________________ **DATE:** ___________________

**REVISED:** _______________________

**SOURCE(S):** NJSBA

**LEGAL REFERENCES:**


N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities

See particularly:
N.J.A.C. 6A:26-12 Operation and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 8:59-5, 6 N. J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference
N.J.A.C. 13:1F-19 School Integrated Pest Management Act

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Custodian

REPORTS TO: Head Custodian or Principal

JOB GOAL: To provide a safe, clean and comfortable school environment.

QUALIFICATIONS:
1. Black Seal License (two year time allowance)
2. Minimum experience as determined by the board
3. Knowledge of plant operation and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Good physical health
6. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
7. Ability to work harmoniously and tactfully with departmental and school personnel and the public
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Building Security
1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.

Building Maintenance
1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
4. Cleans corridors after each school day, and during the day when their condition requires it.
5. Cleans, disinfects and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
6. Cleans, disinfects and sanitizes all drinking fountains daily.
7. Cleans, disinfects and sanitizes cafeteria dining areas after use.
8. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
9. Obey all fire/safety and environmental laws and regulations relating to the plant operation.
10. Cleans chalkboards daily.
11. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
12. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
13. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the head custodian.
14. Cleans all windows on both the inside and outside as scheduled.
15. Keeps all floors in a clean and attractive condition and in a good state of preservation.
16. Assists in snow removal and deicing slippery areas.
17. Cleans areas and maintains all boilers and other mechanical equipment.

Grounds maintenance
1. Keeps the grounds free from rubbish and debris.
2. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
3. Displays the U.S. flag during school hours on days when school is in session.
4. Performs grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.

Other
1. Wears a standard uniform selected by the district for security purposes.
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 13:1F-19 School Integrated Pest Management Act
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:36-3 Display of flag
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities

See particularly:
N.J.A.C. 6A:26-12 Operations and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations  B – 10

JOB TITLE:
Night Head Custodian

REPORTS TO: Head Custodian or Principal

JOB GOAL:
To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards.

SUPERVISES: None.

QUALIFICATIONS:
1. Minimum experience as determined by the board
2. Black Seal License (two year time allowance)
3. Experience in plant operation and maintenance; cleaning methods and procedures; repairs; security; heating and ventilation as determined by the board, sufficient to perform the assigned tasks and work independently. Knowledge of the methods and techniques used in facilities maintenance and repair work. Ability to understand and respond to a wide variety of institutional situations and emergencies, including fire alarms, sprinkler activation, heat, plumbing, electrical, access, elevator, transportation, refrigeration and safety problems that arise
4. Supervisory ability and ability to maintain effective working relationships with fellow workers, teachers, administrators, parents and students. Ability to respond to emergencies on a 24/7 basis. On 24-hour call for emergencies and may be required to carry a phone. Normal work hours are Sunday through Thursday, 11:00 p.m. to 7:30 a.m. Ability to work courteously and cooperatively with any contractors working at night
5. Ability to read, write and communicate effectively
6. Good physical health
7. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Goals and Worker Activities
A. Approximately 40%: Provides service during evening and night hours.
   1. Responds to emergencies including lock problems, core changes, elevator malfunctions, fire (resetting fire alarm systems and replacing fire extinguishers and smoke detectors as needed), floods, water main breaks, sewage back-ups, etc. Uses a cell-phone or two-way radio to communicate with other staff and emergency personnel to provide information regarding the incident.
   2. Identifies maintenance problems and performs minor emergency repairs on building and equipment to include doors, locks, lighting, windows, elevators, plumbing, and heating equipment, and reports uncorrectable malfunctions to the appropriate person in a timely manner to minimize damage and injury. Troubleshoots or diagnoses a problem and determines root causes and corrective action.
   3. Calls in and assists trade persons (plumbers, electricians, etc.) with emergency situations.
4. Locks and unlocks outside and inside building doors, following established schedules, or specific instructions for special events, registered parties, etc.
5. Services outside entries and sidewalks, including shoveling snow, salting walks, picking up litter, emptying trash, rectifying vandalism to outdoor furniture, etc.
6. Responds to calls for emergency cleanup of spills, body fluids, broken glass, and floods, and responds to customer requests for linen, storage of luggage and other items, etc. Uses a two-way radio to communicate with other shift staff as needed.

B. Approximately 15%: Monitors equipment and systems. Follows procedures to make or request any required repairs.
   1. Checks and records the temperature on all food service refrigerators and freezers every night. Reports deviations and temperatures, per night shift.
   2. Checks outside lighting monthly. Replaces burned out lamps or reports them for replacement, as required.
   3. Checks exterior doors to make sure they are latching/locking properly, once per shift. Repairs or reports as required.
   4. Completes job orders as assigned.
   5. Prepares and distributes factual night reports to involved day shift staff. Reports needed Work Orders (WO) to the Maintenance and Repair Service (MARS).

C. Approximately 5%: Performs lead worker responsibilities.
   1. Helps new employees learn all of the information in the "Night Shift Manual."
   2. Provides hands-on training relating to the "Night Shift Manual". Notes and reports any areas in which the Manual needs up-dating.
   3. Promotes good relationship skills and work habits by setting a good example.

D. Approximately 40%: Utilizes remaining work time in a constructive manner. Determines priorities to utilize extra time in a productive and efficient manner.
   1. Cleans areas as assigned (offices, public areas, etc.)
   2. Collects recycle material and trash and gets it out to the pickup area.
   3. Assists with special cleaning projects including scrubbing floors, cleaning rooms, carpets, etc., as assigned.
   4. Makes sure vehicles have gas. Checks and replaces fluids as required. Have them cleaned monthly.

Inspections and monitoring
   1. Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity while ensuring that daily am temperatures are satisfactory for the arrival of staff and students.
   2. Conducts periodic inspections and tests of electrical installations in the school to ensure their safe condition.
   3. Plans and oversees all night maintenance and repair work in the building.
   4. Works independently and uses sound judgment. Performs duties promptly and efficiently under pressure of deadlines.
   5. Helps to maintain an inventory and recommends purchase of supplies, tools, equipment, and fuel.
   6. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.

Communications, logs, monitoring and reports
   1. Maintains preventative maintenance logs and other records as required.
   2. Completes custodial reports, building condition reports and other records as required.
   3. Monitors the time records of any custodians working at night in the school(s) and certifies them for salary payment.
   4. Provides input into the evaluation of the performance of custodians in accordance with board policy.

Unique requirements for night shift operations
   1. Work flexible hours, primarily 3rd shift: 11:00 p.m. to 7:30 a.m., but which may encompass a rotating schedule to include weekends and holidays.
   2. Learns and follows all procedures outlined in the "Night Shift Manual."
   3. Communicates information and needed repairs to day shift staff for further follow up or repair.
   4. Performs related duties as required for daily operation of the school(s).
Grounds maintenance
1. Keeps the grounds free from rubbish and debris.
2. Performs when assigned grounds-keeping chores including grass-cutting, tree-trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.

Other
1. Wears a standard uniform selected by the district for security purposes.
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities
See particularly:
N.J.A.C. 6A:26-12 Operation and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 8:59-5, 6 N. J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference
N.J.A.C. 13:1F-19 School Integrated Pest Management Act

Bloodborne Pathogen Standard, 29 CFR 1910.1030


Page 25 of 44

JOB DESCRIPTION
Roselle Park Public Schools
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JOB DESCRIPTIONS

Business/Plant Operations

B – 11

JOB TITLE: Carpenter

REPORTS TO: Maintenance Foreman/Director of Plant Operation/School Business Administrator

JOB GOAL: To provide carpentry work in the repair of the grounds, buildings and equipment throughout the district.

SUPERVISES: None.

QUALIFICATIONS:
1. Hold a high school diploma or equivalent
2. Minimum experience as determined by the board
3. Have three years of experience in carpentry work involving the layout, construction, repair, and maintenance of buildings and office equipment and furnishings
4. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation
5. Black Seal License (two year time allowance)
6. Ability to read, write and communicate effectively
7. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
8. Ability to work harmoniously and tactfully with departmental and school personnel and the public
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
1. Repairs broken and malfunctioning furniture, doors, screens, locks, glass panes, and other types of equipment, and makes and installs window frames and sashes, screens, trim, doors, flooring, siding, sheathing, stairs, railing porches, cabinets, and simple furniture.
2. Constructs and repairs buildings and structures, making use of any appropriate wood joints such as dovetail, miter, mortise, etc.
3. Replaces damaged ceiling panels, wall coverings, or floor segments such as inlaid parquet pieces.
4. Builds bookcases, cabinets, tables, stands, screens, partitions, and other types of equipment.
5. Makes various types of rafter cuts; lays out and cuts stair horse stringers; erects scaffolding; constructs and installs cribbing and forms for concrete; sets and operates a variety of woodworking machines including power saws and attachments, planers, jointers, sanders, electric drills, and routers.
7. Builds and makes repairs to special truck bodies.
8. Makes time and materials estimates.
9. Makes reports of personnel, time, supplies, and work completed.
10. Maintains records.
11. Uses computers and/or electronic equipment to fulfill job functions.
12. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.
13. Enforces and is knowledgeable of safety precautions to be taken when using carpentry hand and machine tools and equipment.
14. Performs finished carpentry work, applies asphalt coatings and lays tile when requested.

Page 26 of 44

ROSELLE PARK PUBLIC SCHOOLS
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Other
1. Wears a standard uniform selected by the district for security purposes.
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities

See particularly:
N.J.A.C. 6A:26-12 Operations and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE: Electrician

REPORTS TO: Maintenance Foreman/Director of Plant Operation/School Business Administrator

JOB GOAL: To install, inspect, repair, service, and maintain the district’s electrical equipment, appliances, machinery, and circuits and does related work as required.

SUPERVISES: None.

QUALIFICATIONS:
1. Hold a high school diploma or equivalent
2. Holds a valid electrician's license.
3. Minimum experience as determined by the board
4. Have three years of experience in work involving the installation, inspection, repair, servicing, and maintenance of electrical equipment, appliances, machinery, and circuits.
5. Black seal license (two year time allowance)
6. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation
7. Ability to read, write and communicate effectively
8. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations
9. Ability to work harmoniously and tactfully with departmental and school personnel and the public
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
1. Inspects electrical wiring, fixtures, appliances, motors, generators, pumps, power circuits, and controllers of machines and elevators, ascertains the nature of needed repairs and/or replacement; does whatever electrical repair and installation work is necessary.
2. Installs, maintains, inspects, repairs, and services high and low tension power and light feeders, generating and control equipment, relays, transformers, motors, pumps, switches, outlets, signal systems, and other electrical wiring, cables, fixtures, and appliances of varied types.
3. Uses various types of test equipment such as ammeters, voltmeters, and ohmmeters.
4. Makes emergency electrical repairs, trouble shoots malfunctions and breakdowns; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions.
5. Uses various types of conduits and fittings, cables, insulators, and other equipment.
6. Works from electrical schematics, plans, and specifications in accordance with established procedures.
7. Requisitions, stores, safeguards and properly uses electrical equipment, materials, and supplies.
8. Keeps records of equipment used, work done, and time spent.
9. Analyzes problems involving electrical installation, inspection, maintenance, and repair work, and develops effective work methods.
10. Uses computers and/or electronic equipment to fulfill job functions.
11. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.
12. Enforces and is knowledgeable of safety precautions to be taken when using electrical tools, equipment or working on live circuits.
13. Understands and is knowledgeable of electricity and its fundamentals to include: the electron theory, static electricity, thermal electricity, chemical electricity, and magnetic electricity.

14. Understands and has knowledge of electrical controls and control systems, lighting, power circuits, distribution systems, and power wiring.

15. Prepares and checks electrical layouts and creates electrical sketches.

16. Reads, interprets and understands electrical drawings, plans, diagrams and specifications.

17. Understands and interprets underwriter electrical rules for wiring.

18. Understands and interprets national and local electrical codes.

Other

1. Wears a standard uniform selected by the district for security purposes.

2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.

3. Upholds and enforces school rules, administrative regulations and board policy.

4. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _________________ DATE: _____________________

REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities

See particularly:
N.J.A.C. 6A:26-12 Operations and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE: Groundskeeper

REPORTS TO: Maintenance Foreman/Director of Plant Operation/School Business Administrator

JOB GOAL: To care, maintain, and upkeep the district’s athletic fields, grounds, parking areas and sidewalks.

SUPERVISES: None.

QUALIFICATIONS:
1. Hold a high school diploma or equivalent
2. Minimum experience as determined by the board
3. Black seal license (two year time allowance)
4. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation
5. Ability to read, write and communicate effectively
6. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
7. Ability to work harmoniously and tactfully with departmental and school personnel and the public
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Groundskeeping
1. Uses tools and equipment to include power mower, fertilizer spreader, dragging/raking equipment with tractor, leaf vacuum, blowers, edger’s, snow plows, shovels, hoes, rakes, and all additional equipment used to maintain the fields and grounds.
2. Cuts lawn using hand, power or riding mower and trims and edges around walks, flower beds, and walls.
3. Landscapes by planting flowers, grass, shrubs, and bushes.
4. Applies pesticide to rid grounds of pests such as mosquitoes, wasps, ticks, and others.
5. Applies fertilizer to ground to enhance growth.
6. Shovels snow from walkways and sprinkles salt/sand down to keep people from falling.
7. Sweeps walkway of debris.
8. Cuts down tree limbs that are posing a danger.
9. Trims shrubs and pulls weeds.
10. Performs minor repairs and maintenance procedures on equipment utilized in groundskeeping.
11. Installs lawn furniture.
12. Rakes, mulches, and prunes the grounds as needed.
13. Installs rock, cement, lighting, water, and furniture.
14. Waters plants and grass as needed and apply fertilizer.
15. Enforces and is knowledgeable of safety precautions to be taken when using groundskeeping tools and equipment.
16. Helps read and interpret architectural drawings, plans, diagrams and specifications.

Planning and Scheduling of Maintenance
1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district’s grounds.
2. Establishes appropriate grounds keeping requirements for each school building and installation.
3. Maintains schedules of work for each individual area and ensures that proper supplies are on hand in each building.
4. Ensures proper maintenance and operation of department equipment, including motorized vehicles, tools and machinery as it relates to the grounds.
5. Prepares playing fields, grounds and other necessary facilities for athletics and other school activities.

Environmental and Health Responsibilities
1. Assumes responsibility for the implementation of the district’s school integrated pest management policy as required by statute.
2. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
3. Provides proper notification of soil contamination and other identified hazards including construction hazards, maintains required records, and responds to inquiries regarding any notifications.
4. Oversees the appropriate use, storage and disposal of hazardous substances.
5. Participates in the development and implementation of the exposure control plan.
6. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
7. Maintains procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.
8. Works directly with local city officials and district administrators to resolve problems associated with care and maintenance of the grounds.

Budgeting
1. Assists with the preparation of the budget for grounds supplies and equipment.
2. Helps inspect the improvement and renovation work performed by outside contractors, and helps verify that the terms of all such contracts have been fulfilled before authorizing final payments.
3. Recommends for purchase of necessary equipment and supplies and maintains an inventory of them.
4. Confers with school administrators, landscape architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.

Record-Keeping and Implementation of Policy
1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

Other
1. Wears a standard uniform selected by the district for security purposes.
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees

JOB DESCRIPTION
Roselle Park Public Schools
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N.J.S.A. 34:5A-1 et seq. N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1 License necessary
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26 Educational facilities
See particularly:
N.J.A.C. 6A:26-12 Operations and maintenance of facilities
N.J.A.C. 6A:26A Comprehensive maintenance plans
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq. Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB TITLE: Mechanic

REPORTS TO: Maintenance Foreman/Director of Plant Operation/School Business Administrator

JOB GOAL: To inspect, repair, service, and maintain the district’s mechanical equipment and vehicles/school buses used throughout the district.

SUPERVISES: None.

QUALIFICATIONS:
1. Hold a high school diploma or equivalent
2. Ability to work cooperatively with other school staff
3. Demonstrated knowledge of bus repair. Knowledge of school plant operation, maintenance and security may also be required.
4. Hold Black Seal license (two year time allowance)
5. Minimum experience as determined by the board
6. Have three years of experience in work involving the installation, inspection, repair, servicing, and maintenance of mechanical equipment and district vehicles
7. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation
8. Ability to read, write and communicate effectively
9. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

BUS MAINTENANCE.
1. Implements a program of required preventive maintenance for each school bus and reports these activities in an annual comprehensive bus maintenance plan. Maintains preventative maintenance logs and other records as required.
2. Maintains schedules of work for each bus and ensures that proper supplies are on hand for necessary repairs and for preventative maintenance.
3. Establishes a summer bus repair program and schedule so that transportation equipment is in peak condition for the regular school year.
4. Ensures proper maintenance and operation of district equipment, including motorized vehicles, tools and machinery.
5. Assists other district staff with the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities, when assigned.

ENVIRONMENTAL AND HEALTH RESPONSIBILITIES
1. Has basic knowledge of the district’s school integrated pest management policy. Is able to understand and maintain required records, and to respond to inquiries regarding the pest management program.
2. Avoids oil spills or other pollution. Maintains a clean work area.
3. Under the direction of the school business administrator, can assist with Right-to-Know data practices, procedures and record-keeping.
PURCHASING
1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them. Immediately reports any theft or misappropriation of supplies to the school business administrator.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

INSPECTIONS
1. Inspects all school buses on a regular basis to determine that high standards of operability, cleanliness, safety and security are maintained.
2. Assists with the inspections and maintenance of fire alarm systems and fire extinguishers on a regularly scheduled basis, with special focus on the area where vehicle repairs are carried out.

BUDGETING
1. Prepares and administers the budget for bus maintenance, including supplies and equipment. Provides updates and timely notice to the school business administrator when existing funds, supplies and equipment will be insufficient for the current fiscal year.
2. Supervises and inspects the mechanical repairs performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before recommending the authorization of final payments.

RECORD-KEEPING AND IMPLEMENTATION OF POLICY
1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding bus maintenance, safety and security procedures.

SPECIFIC DISTRICT DUTIES
1. Enforces and is knowledgeable of safety precautions to be taken when using mechanical tools (including hand and electrical/air driven), equipment or working on district vehicles.
2. Understands and is knowledgeable of both gasoline and diesel engines.
3. Diagnoses engine and transmission problems and makes appropriate repairs.
4. Cuts and welds with both gas and electrical equipment to make appropriate repairs.
5. Understands and has knowledge of electrical controls and control systems, lighting, power circuits, distribution systems, and power wiring.
6. Reads, interprets and understands electrical/mechanical reports and keeps detailed records.
7. Understands and interprets national and local mechanical codes.

OTHER
1. Makes emergency mechanical repairs, trouble shoots malfunctions and breakdowns; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions.
2. Analyzes problems involving mechanical and vehicle installation, inspection, maintenance, and repair work, and develops effective work methods.
3. Uses computers and/or electronic equipment to fulfill job functions.
4. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.
5. Wears a standard uniform selected by the district for security purposes.
6. When assigned, participates in emergency and security drills and procedures.
7. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
8. Upholds and enforces school rules, administrative regulations and board policy.
9. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT:
Salary and work year to be determined by the board.

ANNUAL EVALUATION:
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE
LEGAL REFERENCES:
N.J.S.A. 18A:16-1  Officers and employees
N.J.S.A. 34:5A-1 et seq.  N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1  License necessary
N.J.A.C. 5:11-8.5  Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26  Educational facilities
See particularly:
N.J.A.C. 6A:26-12  Operations and maintenance of facilities
N.J.A.C. 6A:26A  Comprehensive maintenance plans
N.J.A.C. 6A:32-6  School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq.  Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2  Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations

B – 15

JOB TITLE:
Painter

REPORTS TO: Maintenance Foreman/Director of Plant Operation/School Business Administrator

JOB GOAL:
To work under direction and to apply paint and other coating materials to various surfaces from ground level and/or scaffolds, platforms, and ladders at various heights by using brushes, rollers, and spray guns, and follows accepted methods and uses proper materials and/or tools to prepare various surfaces for painting, and cares for and cleans standard painting tools.

SUPERVISORS: None.

QUALIFICATIONS:
1. Minimum experience as determined by the board
2. Have successfully completed an apprentice painting program approved by the United States Department of Labor, Bureau of Apprenticeship and Training, or three years of general painting work involving job content comparable to such an approved apprentice painting program.
3. Ability to work cooperatively with other school staff
4. Hold a high school diploma or equivalent
5. Hold Black Seal license (two year time allowance)
6. Minimum experience as determined by the board
7. Have previous experience as a painter.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation
9. Ability to read, write and communicate effectively
10. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
12. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

SPECIFIC PAINTING DUTIES
1. Prepares surfaces utilizing various methods using sandpaper, wire brushes, or steel wool and removes loose and old paint from surfaces using paint remover, scrapers, or wire brushes so that the coating material will properly cover and adhere to the surface.
2. Fills nail holes, cracks, and joints with putty, spackle, or other fillers to make a suitable surface for the finish coat.
3. Uses premixed paints or prepares paints to match specific colors by mixing required portions of tints and colorants to obtain proper colors, hues, and shades.
4. Thins, stirs, and mixes paint according to specific directions to obtain proper consistency.
5. Applies paint or other coating materials to various surfaces with brushes, rollers, and spray guns, and observes that the paint finish meets surface protection requirements.
6. Applies various coating materials such as varnish, stain, shellac, lacquer, or enamel using brushes and/or other related tools, methods, and techniques to refinish cabinets, desks, chairs or doors, or to decorate and protect interior or exterior surface, trim, and fixtures of buildings and other structures.
7. Paints various surfaces including cramped and hard to reach places from ladders, scaffolds, and platforms at varied heights using brushes, rollers, or spray guns.
8. Erects various types of scaffolding such as prefabricated metal or aluminum.

9. Receives work orders from supervisory personnel through written or oral instruction outlining the work to be done and methods to be used to accomplish the job according to specifications.

10. Cleans and cares for various kinds of brushes, rollers, and other equipment using water, turpentine, paint thinner, or other cleaning materials to ensure that tools are kept in good condition.

ENVIRONMENTAL AND HEALTH RESPONSIBILITIES
1. Assists with Right-to-Know data practices, procedures and record-keeping.
2. Understands and has knowledge of occupational hazards and safety regulations (OSHA) of the trade.
3. Avoids oil spills or other pollution. Maintains a clean work area.

PURCHASING
1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them. Reports any theft or misappropriation of supplies to the school business administrator.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

BUDGETING
1. Prepares and administers the budget for painting supplies and equipment. Provides updates and timely notice to the school business administrator when existing funds, supplies and equipment will be insufficient for the current fiscal year.
2. Supervises and inspects the painting performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before recommending the authorization of final payments.

RECORD-KEEPING AND IMPLEMENTATION OF POLICY
1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding paint maintenance, safety and security procedures.

SPECIFIC DISTRICT DUTIES
1. Enforces and is knowledgeable of safety precautions to be taken when using painting tools including hand and electrical/air/spraying driven equipment, brushes, rollers, ladders, scaffolds, and rigging.
2. Understands how weather conditions have an effect on coated and uncoated wood, metal, and masonry.
3. Plasters, lays tile and applies wall covering as requested.

OTHER
1. Uses computers and/or electronic equipment to fulfill job functions.
2. Protects confidentiality of records and information about staff, and uses discretion when sharing any such information within legal confines.
3. Wears a standard uniform selected by the district for security purposes.
4. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
5. Upholds and enforces school rules, administrative regulations and board policy.
6. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ____________________________ DATE: ____________________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1  Officers and employees

Page 37 of 44
N.J.S.A. 34:5A-1 et seq.  N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1  License necessary
N.J.A.C. 5:11-8.5  Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26  Educational facilities
  See particularly:
      N.J.A.C. 6A:26-12  Operations and maintenance of facilities
N.J.A.C. 6A:26A  Comprehensive maintenance plans
N.J.A.C. 6A:32-6  School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq.  Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2  Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations

 JOB TITLE: Plumber

REPORTS TO: Maintenance Foreman/Director of Plant Operation/School Business Administrator

JOB GOAL: To inspect, repair, service, and maintain all the gas, air, and water pipes, waste water lines, and plumbing fixtures throughout the district.

SUPERVISSES: None.

QUALIFICATIONS:
1. Hold a high school diploma or equivalent
2. Ability to work cooperatively with other school staff
3. Hold Black Seal license (two year time allowance)
4. Minimum experience as determined by the board
5. Have three years of experience in work involving the installation, inspection, repair, servicing, and maintenance of gas, air, and water pipes, waste water lines, and plumbing fixtures
6. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation
7. Ability to read, write and communicate effectively
8. Hold and maintain a valid driver’s license for the type of equipment to be driven, with no serious violations
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

MAINTENANCE.
1. Maintains preventative maintenance plumbing logs and other records as required.
2. Maintains schedules of plumbing work and ensures that proper supplies are on hand for necessary repairs and for preventative maintenance.
3. Establishes a summer plumbing repair program and schedule so that plumbing infrastructure is in peak condition for the regular school year.

ENVIRONMENTAL AND HEALTH RESPONSIBILITIES
1. Avoids gas or oil spills or other pollution. Maintains a clean work area.
2. Under the direction of the school business administrator, can assist with Right-to-Know data practices, procedures and record-keeping.

PURCHASING
1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them. Immediately reports any theft or misappropriation of supplies to the school business administrator.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

BUDGETING
1. Prepares and administers the budget for plumbing maintenance, including supplies and equipment. Provides updates and timely notice to the school business administrator when existing funds, supplies and equipment will be insufficient for the current fiscal year.
2. Supervises and inspects the plumbing repairs performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before recommending the authorization of final payments.
RECORD-KEEPING AND IMPLEMENTATION OF POLICY
1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding bus maintenance, safety and security procedures.

SPECIFIC DISTRICT DUTIES
1. Enforces and is knowledgeable of safety precautions to be taken when using plumbing (including hand and electrical/air driven) equipment, tools, methods and materials.
2. Understands and has knowledge of appropriate measuring instruments.
3. Reads, interprets and understands plumbing/mechanical reports and keeps detailed records.
4. Understands and interprets state and local plumbing codes.
5. Understands and has detailed knowledge of pipe and pipe fittings to include materials and types.
6. Understands and has knowledge of water supplies and waste water systems.

OTHER
1. Makes emergency plumbing repairs, trouble shoots malfunctions; inspects work in progress and completed work for defects, fire hazards or other unsafe conditions.
2. Uses computers and/or electronic equipment to fulfill job functions.
3. Reads, interprets and understands plumbing/mechanical reports and keeps detailed records.
4. Understands and interprets state and local plumbing codes.
5. Understands and has detailed knowledge of pipe and pipe fittings to include materials and types.
6. Wears a standard uniform selected by the district for security purposes.
7. Upholds and enforces school rules, administrative regulations and board policy.
8. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: __________________ DATE: __________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1  Officers and employees
N.J.S.A. 34:5A-1 et seq.  N.J. Worker and Community Right to Know Act
N.J.S.A. 34:7-1  License necessary
N.J.A.C. 5:11-8.5  Licensing of operating engineers and boiler operators
N.J.A.C. 6A:26  Educational facilities
See particularly:
N.J.A.C. 6A:26-12  Operations and maintenance of facilities
N.J.A.C. 6A:26A  Comprehensive maintenance plans
N.J.A.C. 6A:32-6  School employee physical examinations
N.J.A.C. 7:26A-1.1 et seq.  Source separation and recycling of solid waste
N.J.A.C. 12:100-4.2  Adoption by reference

Bloodborne Pathogen Standard, 29 C.F.R. 1910.1030
JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE:
Hall, Door, Attendant/Monitor

REPORTS TO: Building Principal or designee

JOB GOAL: To promote the safety and welfare of students by serving as gate-keeper, to assist in maintaining a safe school environment.

SUPERVISES: None.

QUALIFICATIONS:
1. High school diploma; prefer some college-level coursework in education or related field
2. Minimum experience as determined by the board
3. Demonstrates human relations skills, especially in working with students and staff.
4. Must be able to interact courteously with visitors, staff and students. Must be able to remember faces and names and to effectively use technology that is part of the district security system.
5. Good oral and written communication skills
6. Must complete HIB training within a short period of beginning as hall/door monitor/attendant.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Door Monitor/Attendant
1. Oversees the entry to school. Greets visitors in a calm and courteous manner that is welcoming but also alert, attentive, discerning and authoritative. Reviews identity documentation and other documents presented by students and visitors, excuses for tardiness, etc., and directs the visitors and students according to school procedures. Remembers names and faces of visitors, students and staff. Summons assistance when required.
2. Provides entry to staff, parents and students who require entrance outside the typical hours of school operation. This may require hours outside of normal instructional hours.
3. Records observations and conditions on a daily log sheet, and reports unusual occurrences or property damage, vandalism, violence, or illegal drug activity to superiors. Documents rule violations. Prepares and submits conduct reports and discipline referrals as required by the principal or designee.
4. Investigates and takes appropriate action concerning complaints, suspicious behavior, improper conditions, or any other occurrences at the entrance or nearby that would endanger school personnel, students and/or school property and equipment.
5. Attends appropriate meetings and professional development training as requested in accordance with district procedures. Must complete HIB training within a short period of beginning as Door Monitor/Door Attendant.
6. Assists staff in maintaining discipline throughout the school. Advises the school principal of procedures, equipment, and security desk set-up needs that would help to improve school security at the entrance.
7. Assists school personnel during fire drills, building evacuations and other emergency situations as directed. Participates in the district’s/school’s emergency and crisis management plan as assigned.
8. Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
9. During evacuations, helps to assure that the building is clear of students and assists with student

Page 41 of 44

Roselle Park Public Schools
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management.

10. Uses technology efficiently such as computer, two-way radio, video monitors, buzz-in systems, and other devices selected by the District to be part of the school security system.

Hall Monitor
1. Supervises students in buildings and on school grounds as assigned. Interacts in a positive manner with students and staff.
2. Checks lavatories, hallways, parking lot and other specific locations of the building and grounds on a regular basis.
3. Assists school personnel during fire drills, building evacuations and other emergency situations as directed.
4. During evacuations, makes certain the building is clear of students and assists with student management.
5. Gets students from classes or other assigned locations as requested by administrators, secretaries, or guidance counselors.
6. Escorts students to designated places.

OTHER
1. Protects confidentiality of records and information about staff, and uses discretion when sharing any
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties within the scope of his/her employment as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _________________ DATE: _________________
REVISED: _________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:32-4.2 Paraprofessional approval
N.J.A.C. 6A:32-6 School employee physical examinations


Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002
ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Business/Plant Operations

JOB TITLE:
Food Service and District Truck/Van Driver

REPORTS TO: School Business Administration/Board Secretary and/or Transportation Supervisor

SUPERVISES: Food, mail and supplies being delivered

NATURE AND SCOPE OF JOB:
To transport food, mail and supplies to schools and to other locations throughout the district

QUALIFICATIONS:
1. Hold a high school diploma or its equivalent
2. Have one (1) year of experience in driving a truck/van with a gross vehicle weight rating of less than 26,000 pounds
3. Hold and maintain a valid driver’s license with no major violations, and may also be required to possess a valid Commercial Driver’s License (CDL) and applicable endorsements for the class and type of vehicle being operated
4. Have excellent integrity and demonstrate good moral character and initiative
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
7. Minimum safe driving experience as determined by the board
8. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Safety, maintenance and inspection requirements
1. Conducts a pre-trip safety inspection of the truck or van prior to every trip and completes the school truck or van condition report.
2. Inspects truck/van prior to operating for proper amounts of fuel, oil, water, and to see that tires are inflated and that lights and brakes work properly.
3. Performs interior truck and van cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
4. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
5. Makes minor emergency repairs to truck/van such as changing tires or installing light bulbs, fuses, and tire chains.
6. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.

Truck and Van Duties
1. Collects, loads and unloads food/paper supplies and mail with and without assistance.
2. Drives truck/van and delivers food/paper supplies to schools and to other locations throughout the district.
3. Follows procedures involved in the receiving, storing and rotating of various food/paper supplies.

Driving and safe truck or van operations
1. Receives training on and as required implements accommodations when transporting food and supplies throughout the district.
2. Obey all traffic laws and observes mandatory van and truck safety regulations.
3. Reports all accidents immediately to the school business administrator and completes required reports.
4. If ticketed as a result of an accident or traffic stop by police, the truck or van driver will pay any fines...
and court costs, and will attend driving safety classes if so ordered by the municipal court judge.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
3. Uses computers and/or electronic equipment to fulfill job functions.
4. Adheres to federal statutes and regulations, State and local health agency requirements, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
5. Performs other duties within the scope of his/her employment as may be assigned by the school business administrator or superintendent.

TERMS OF EMPLOYMENT:
Salary and work year to be determined by the board.

ANNUAL EVALUATION:
Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

SOURCE(S) NJSBA and Paterson BOE

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 2C:12-1 Assault
N.J.S.A. 18A:7-7.1c Employment of applicant on emergent basis, conditions
N.J.S.A. 18A:39-17 Names, certain information relative to bus drivers to be filed by secretary of board of education
N.J.S.A. 18A:39-19.1 Bus driver required to submit certain information to commissioner; notice of pending charges
N.J.S.A. 18A:39-27 Bus driver required to be on bus when pupil present; exception
N.J.S.A. 39:3B-25 Use of cell phone prohibited while driving school bus, exception; fines
N.J.S.A. 39:5D-1 Commercial driver license
N.J.A.C. 6A:27 Student transportation

See particularly:
N.J.A.C. 6A:27-11 Safety
N.J.A.C. 6A:27-12.1 Drivers and aides
N.J.A.C. 6A:32-6 School employee physical examinations

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103
Employee Education/Supervisor training, 49 CFR 382.1202, 1203
R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986
JOB DESCRIPTIONS

Instruction/Administrative IA – 1

JOB TITLE:  
Director of Curriculum, Instruction and Funded Programs

REPORTS TO: Superintendent of Schools

SUPERVISES: In collaboration with the central office administrators, all administrators, supervisor staff and the Director of Technology.

NATURE AND SCOPE OF JOB: The primary function of the Director of Curriculum, Instruction Funded Programs is to provide leadership in the process of developing, implementing, and maintaining curriculum, instruction funded programs that meets the learning needs of Roselle Park School District students and staff.

QUALIFICATIONS: The Director Curriculum, Instruction and Funded Programs:
1. Hold State of New Jersey Administrator or Principal Certificate required.
2. Experience as a school administrator and/or supervisor of instruction.
3. Proven use of data to drive instruction.
4. Demonstrated knowledge of grant writing and fund development management.
5. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
6. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
7. Demonstrated ability to work effectively in the areas of grant management, school administration and supervision of programs and staff.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

EMPLOYMENT TERMS:
1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

A. Leadership – Curriculum and Instruction:
1. Works constructively and continuously to align the curricula in grades Pre-kindergarten through twelve meeting the requirements of the Core Standards and other requirements of the State.
2. Seeks grants and other sources of funding to improve the quality of learning, start new programs, service children in different areas (at-risk, enrichment, lower class size, etc.)
3. Directs the development, evaluation, and revision of the curriculum.
4. Provides instructional leadership for buildings in cooperation with the appropriate building administrators, central office administration and supervisors.
5. Directs the development of district-wide and building level curricular projects and improvement of existing curricula.
6. Coordinates curriculum improvement and insure that instructional programs and courses are implemented consistent with building and district objectives.
7. Organizes and coordinate in-service activities for staff.
8. Works constructively in securing staff involvement and support for the development and implementation of instructional changes. Articulate a clear philosophy and shared vision of learning. Promotes an effective learning environment.

9. Helps manage the instructional program. Promote academic excellence in a nurturing environment. Direct the development, assessment, and revision of curriculum guides and courses of study. Manage the planning process to select instructional materials and equipment.

10. Keeps current with the Pre-K-12 courses of study, the district’s scope and sequence framework, and state standards/guidelines. Promote the continuity of the instructional program. Provide insight about student skill progression and key contributions made by staff at each level.

11. Manages the district curriculum committees. Develop, implement, and evaluate curriculum for all Pre-K-12 courses. Organize curriculum for summer school tutorial and enrichment programs.

12. Keeps informed and up to date regarding new developments in curriculum, instruction and administration (i.e. workshops, meetings, etc.)

13. Provides leadership in the development of an integrated curriculum and instructional program for PreK through grade 12, in accordance with the New Jersey Core Standards.

14. Develops and maintains curriculum guides for all subject areas.

15. Develops and maintains the district’s 5-year curriculum review cycle.

16. Oversees the District’s technology program and services. The Director is responsible for overseeing/evaluating the Technology Coordinator.

17. Oversees the development of the District Technology Plan, which must be submitted to the County Superintendent.

18. Keeps abreast of, interprets and informs the staff of current research and the development of curriculum and instruction.

19. Secures and distributes samples of current instructional resources for teaching staff to review.

20. Coordinates district-wide textbook adoptions.

21. Assists in the recruitment, screening and recommending of new staff.

22. Is responsible for the development, implementation, and evaluation of preservice and in-service training programs for all staff.

23. Oversees the development of the District Professional Development Plan, which must be submitted to the County Superintendent on an annual basis.

24. Prepares budget documents in support of related curriculum, instruction, technology and professional development activities.

25. Works in conjunction with the Director of Guidance to analyze test data for the purpose of improving instruction. Provides leadership for instructional modifications and interventions that enhance student learning and improve test performance.

B. Grant Writer, Fund Development Manager

1. Completes and maintains the application for all Federal and State Funding.

2. Completes and maintains all district reports and submits same to the appropriate authorities in a timely fashion.

3. Prepares specific grant applications and upon authorization by the superintendent/CSA and the School Board files those applications in a correct and timely manner.

4. Is responsible for contacting funding agencies and learning the requirements for filing a complete application package.

5. Coordinates site visits by funding agencies, processes contacts and prepares interim and final reports for grants.

6. Coordinates the preparation and distribution of information on grants and fund-raising for all school district publications and news releases. Responds to requests for public information about the district’s grants and fund-raising activities, and can speak knowledgeably about the district’s policies and programs.

7. Assists the superintendent and the school board in setting objectives for the district’s grant-writing and fund-raising efforts and provides input into the annual budget in consultation with school administrators. Attends and follows up on meetings to set priorities and to obtain grants.

8. Provides other assistance in implementing the funded programs, preparing and filing documentation, and fulfilling the grant requirements, as assigned.

9. Prepares any material necessary to comply with standard auditing practices. Compiles all paperwork that may be required in the filing, reporting and phasing out of any grant/fundraiser received. Ensures
C. Administration and Organization:
1. Conducts supervisor and principal meetings frequently to keep administrative and supervisory personnel informed of policy changes and new programs and promote service and professional growth of assigned staff personnel.
2. Attends state and local professional meetings, seminars, and conventions in the area of curriculum and related topics.
3. Participates in building staff meetings to address changes, concerns, etc. in the area of curriculum and related topics.
4. Makes recommendations to Superintendent regarding the hiring of supervisors and staff.
5. Observes and evaluates supervisors and administrative staff in accordance with Board policy.
6. Assists with the coordination of Title 1 and ASI Programs for the district.

D. Financial and Business Management:
1. Follows district policies and procedures relative to the use of public funds and property.
2. Makes recommendations to the Superintendent Building Administrators regarding curricular materials and activities.
3. Works cooperatively with the School Business Administrator regarding accurate records, purchase order processing and other related fiscal matters.
4. Assumes responsibility for signing contracts and purchase orders involving curriculum commitments and purchases.

E. Human Resources:
1. Participates in staff selection and orientation processes. Express high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
2. Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Assist with the planning and delivery of effective professional development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
4. Plans, directs, and manages the human resources function for the District’s certificated and non-certificated employees.
5. Helps coordinate with the superintendent and administrative team all personnel actions, assignment, transfer, reassignment, promotion, demotion, and dismissal of personnel.
7. Plans and directs the development and maintenance of a system of performance evaluation for employees.
8. Performs other related duties as may be assigned by the Superintendent of Schools and/or requested by the Board.

EMPLOYMENT: Salary and work year to be determined by the board. 
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.
SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 through –7.5 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:17-22 Assistant superintendent; duties
N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.A.C. 6A:5 Regulatory equivalency and waiver
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9-5 General certification policies
N.J.A.C. 6A:9-12.3 Authorization
N.J.A.C. 6A:9-14 Acting administrators
N.J.A.C. 6A:9-15 Required professional development for teachers
N.J.A.C. 6A:9-16 Required professional development for school leaders
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:15 Bilingual education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:23 Finance and business services
*N.J.A.C. 6A:24 Urban education reform in the Abbott districts
N.J.A.C. 6A:26 Educational facilities
N.J.A.C. 6A:27 Student transportation
N.J.A.C. 6A:28 School operations
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-4.4 Evaluation of tenured teaching staff
N.J.A.C. 6A:32-4.5 Evaluation of nontenured teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6.1 Requirements of physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 8:59-11.1 et seq. N. J. Worker and Community Right to Know Act
N.J.A.C. 12:100-4.2 Adoption by reference
Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.
Bloodborne Pathogen Standard, 29 CFR 1910.1030
20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)
JOB TITLE:
Director of Assessment, Planning and Evaluation

REPORTS TO: Superintendent

SUPERVISES: Instructional staff as assigned

NATURE AND SCOPE OF JOB:
1. To coordinate the planning, development, implementation and evaluation of instruments, procedures and timelines for the assessment of district needs and the evaluation of student performance and program effectiveness.
2. To administer the district's standardized testing program and coordinates analysis, interpretation and reporting requirements.
3. To work collaboratively with the administrative and instructional staff and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

QUALIFICATIONS:
1. Hold a New Jersey administrative certificate with teaching and/or supervisor endorsement (N.J.A.C. 6:11-9.3 and 9.6) in the respective field preferred.
2. Hold a Master's Degree from an accredited college or university.
3. Have at least five (5) years of successful teaching/administrative experience preferred.
4. Minimum experience as determined by the board
5. Demonstrated leadership in testing, test data analysis, statistics, school improvement, program development, curriculum integration and application of technology across the curriculum
6. Ability to
   a. Prepare, maintain and audit complex reports;
   b. Perform mathematical calculations with speed and accuracy;
   c. Properly apply District policies and laws in a variety of situations;
   d. Understand and carry out oral and written instructions;
   e. Maintain cooperative working relationships with school personnel, administrators, students and parents.
7. Training in statistics, testing, data collection and data analysis
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Curriculum and Instruction
1. Works with principals, department heads, subject matter specialists and teachers to use test data to improve the content and delivery of the school curriculum.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs in order to correct deficiencies in curriculum that have been identified by analysis of testing data.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Assists in the implementation of the district's in-service education program for the instructional staff, specifically concerning the use of test data to identify student learning deficiencies and to improve academic outcomes.
5. Participates in the work of county, state and national curriculum study organizations and groups concerning use of test data to improve curriculum and learning.
6. Recommends to the superintendent the addition of new programs, activities and software to upgrade
the district's ability to use test data to improve curriculum and learning.

7. Assists individual teachers and groups of teachers in the implementation of “Response-to-Intervention” [RTI] in order to improve instruction and learning.

**Reports**

1. Produces bulletins or guides on testing and test data to be distributed to the staff as required.
2. Prepares reports on test results of individuals, classes, grade levels, schools and the district, including use of graphs and charts to make results understandable; reports will often include conclusions and recommendations for action.
3. Contributes sections to reports such as annual reports required by the NJDOE and US Department of Education, assembling and accurately analyzing test data in a timely fashion in order to meet reporting requirements and deadlines.

**Meetings and committees**

1. Schedules and organizes meetings in order to improve horizontal and vertical continuity and articulation by use of test data to guide the instructional program of the schools. Answers questions and instructs other District personnel regarding procedural requirements in the use and application of specific sections of the student data base.
2. Plans and presents a series of meetings each year for the purpose of explaining the use of test data to the board of education and to the parents and public at large.
3. Provides coherent and compelling explanations of how “Response-to-Intervention” [RTI] is used in the schools to improve instruction and learning.

**Constructive Interaction with staff**

1. Cooperates with the directors of special services/guidance, principals and staff in the use of test data to plan the instructional program and support services for special education pupils and other students with special needs. Participates as assigned in IEP meetings to contribute information and analysis of individual test results.
2. Meets on a regular basis with all department chairpersons, supervisors and directors of curriculum and instruction and guidance for the purpose of using test data to guide the implementation of the district curriculum.
3. Makes determinations such as reasonable accommodations under a student’s IEP during test-taking, in order to assist teachers in administering tests and to ensure the integrity of test results.
4. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

**Information and resources**

1. Maintains a reference library on testing and test data analysis for the use of the staff and collaborates with director of curriculum/instruction, principals and teachers. Stays current with information and NJDOE guidelines.
2. Secures and makes available to the staff samples of various testing series and software.
3. Recommends acquisition of testing software to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of testing and analysis of test data to improve teaching and learning.
5. Maintains the confidentiality of individual student test results.
6. Maintains the security of district records.

**Testing**

1. Assumes responsibility for reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the schools.
2. Works diligently to maintain the integrity of the district’s testing program, including investigation of information such as erasure data that can indicate problems in test data integrity.
3. Creates and implements a system that provides a secure chain of custody for testing materials in order to maintain the integrity of the testing program and test results.
4. Assists in the development and coordination of the sections of the budget that pertain to use of test data to improve curriculum and instruction.
5. Provides assistance to other districts in testing and the use of test data in order to gain inter-district efficiencies of operations.
7. Establishes an appropriate calendar to assess program needs, student performance, and program effectiveness and provides the necessary data for evaluation reports.
8. Analyzes established performance objectives and program requirements to develop appropriate
specifications and timelines for the development or selection of assessment and reporting activities.
9. Provides training on authentic or performance-based assessment, program evaluation, test
administration, data analysis and interpretation, and performance reporting.
10. Helps establish qualification criteria for academic support programs (Basic Skills Improvement,
Bilingual/ESL, and Gifted and Talented) and career and theme academy programs.
11. In collaboration with program directors and the instructional staff, identifies criteria for evaluation and
develop performance-based tasks to assess student proficiency relative to New Jersey Core
Curriculum Content Standards and established course and grade level benchmarks.
12. In collaboration with the Director of Curriculum and Instruction, develops proficiency checklists,
portfolios, report cards, and other instruments to assess, record, and/or report student progress.
13. Develops checklists, interest inventories, surveys, and assessment instruments as required for needs
assessments and program evaluation.
14. Coordinates the development of forms, procedures, and timelines for the fair and consistent
administration of assessment instruments.
15. Administers the standardized testing program, including New Jersey State Assessments and the
annual grade level and program pre- and post-test assessments.
16. Establishes appropriate security procedures for evaluation activities.
17. Presents performance reports to district staff, the Board of Education and members of the community
as required.
18. Establishes and maintains essential demographic information and performance data to support
applications and proposals.
19. Coordinates the identification and selection of standardized testing instruments for review and
approval of the Superintendent of Schools and Board of Education within established timelines.
20. Ensures that need assessments and evaluation activities are implemented within State and Federal
guidelines.
21. Recommends assessment procedures and standardized testing instruments as required.
22. Assists with the recommendation of the renewal, dismissal, withholding of increment, promotion or
other actions for all personnel assigned, following established procedures and timelines.
23. Completes, in a timely fashion, all grant applications, records, and reports as required by law and
regulation or requested by the Superintendent.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Models non-discriminatory practices in all areas.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF
EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL
EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State
law and the provisions of the board’s policy on evaluations.
APPROVED BY: __________________________ DATE: __________________________
REVISED: __________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils;
grounds for disqualification from employment; exception
in public school system
N.J.A.C. 18A:7F Comprehensive Education Improvement and Financing Act
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.6 Supervisor
N.J.A.C. 6A:9B-13 Acting administrators

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Instruction and Administrative IA - 3

JOB TITLE:
Principal – Elementary, Middle and High School
REPORTS TO: Superintendent of Schools
SUPERVISES: All certified and noncertified staff assigned to the school.

NATURE AND SCOPE OF JOB:
To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
5. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

School Leadership
1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

Curriculum and Instruction
1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes and supervises all curricular and extracurricular activities.

Supervision and evaluation of school staff
1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Participates in the selection of school personnel. Supervises all school personnel in assignment, evaluation, and in-service training.
4. Maintains contact with teachers through Directors, Supervisors, and visits to classrooms.
5. Directs the activities of the non-professional staff members in the performance of their duties.
6. Conducts staff meetings as necessary for the proper functioning of the school.

Office management and administrative efficiency
1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

Scheduling
1. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

Contact with Students
1. Greets students in a friendly and dependable manner during their morning arrival whenever possible.
2. Supervises dismissal.
3. Receives reports of harassment, intimidation and bullying.
4. Interacts appropriately with students during the school day.
5. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
6. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.

Contact with Parents, Guardians, and the Local Community
1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
2. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
3. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
4. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

Technology
1. Works with director of technology, director of curriculum and instruction, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent and directors of curriculum and instruction and technology the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional...
technology tools.
3. Works cooperatively with the directors of curriculum and instruction and technology and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
5. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
6. Maintains with the director of technology an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
7. Maintains with the director of technology a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
8. Assists in the development and coordination of the sections of the budget that relate to educational technology.

Implements Policies that are adopted by the School Board
1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
   a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
   b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
   c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other
1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
3. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
4. Assists in the coordination of the curriculum of the elementary, middle, and high school levels.
5. Works cooperatively with the teachers, school staff and parents to ensure the successful implementation of the school's goals and mission.
6. Performs other related duties as may be assigned by the Superintendent of Schools and/or requested by the Board.

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _____________________
LEGAL REFERENCES:

N.J.S.A. 13:1F-19 et seq. School integrated pest management
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendents, principals and teachers
N.J.S.A. 18A:26-1.1 Residence in requirement prohibited
N.J.S.A. 18A:28-5 Tenure of teaching staff members

See particularly:
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6A:7 Managing for equality and equity in education

See particularly:
N.J.A.C. 6A:7-1.6 Professional Development
N.J.A.C. 6A:8 Standards and assessment

See particularly:
N.J.A.C. 6A:8-3.1 Implementation of the Core Curriculum Standards

N.J.A.C. 6A:9 Professional standards

See particularly:
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.5 Principal
N.J.A.C. 6A:9B-13 Acting administrators

N.J.A.C. 6A:9C Professional development for teaching staff members and school leaders

See particularly:
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation

N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education

See particularly:
N.J.A.C. 6A:23A Fiscal accountability, efficiency and budgeting procedures

JOB DESCRIPTION
Roselle Park Public Schools
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| N.J.A.C. 6A:26A | Comprehensive maintenance plans |
| N.J.A.C. 6A:27-11.2 | Evacuation drills and safety education |
| N.J.A.C. 6A:28-3 | Filing of disclosure statements |
| N.J.A.C. 6A:30 | Evaluation of the school district |
| N.J.A.C. 6A:32-5.1 | Standards for determining seniority |
| N.J.A.C. 6A:32-6 | School employee physical examinations |
| N.J.A.C. 6A:32-12 | Student behavior |
| N.J.A.C. 12:100-4.2 | Adoption by reference |

**Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.**

**Bloodborne Pathogen Standard, 29 CFR 1910.1030**


**Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450**
JOB DESCRIPTIONS

Instruction and Administrative

JOB TITLE:
Assistant Principal

REPORTS TO: Principal and Superintendent of Schools
SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of the principal.

NATURE AND SCOPE OF JOB:
To assist the principal in providing school wide leadership.

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Ability to maintain a positive learning environment and high standards of conduct for athletes
4. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
5. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
6. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Administrative Duties
School Leadership
1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
Student discipline, supervision of students
1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.
4. Assists with the reporting of incidents of violence, vandalism and substance abuse. Works cooperatively with principal and law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.

Record-keeping, reporting and scheduling
1. Supervises the reporting and monitoring of student attendance and tardiness, and works with the attendance supervisor for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Assists in scheduling and coordinating all health examinations.
4. Performs such record-keeping and reporting functions as the principal may direct.

Interaction with school staff
1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Supervision and evaluation of school staff
1. Conducts periodic formal and informal observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
2. Assists the principal with the selection of school personnel.
3. Monitors the activities under the direction of the principal of the non-professional staff members in the performance of their duties.
4. Conducts staff meetings as necessary for the proper functioning of the school.

Scheduling
1. Assists in developing and maintaining a master schedule for the academic, extracurricular programs, and works cooperatively with the principal.
2. Assists the principal with the planning, scheduling and supervising of fire and other emergency drills as required by law and board policy.

Implements Policies that are adopted by the School Board
1. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the assistant principal and principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school assistant principal is as follows:
   d. Receives verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
   e. Informs the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
   f. Reports all acts of harassment, intimidation, or bullying in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Technology
1. Works with the principal, director or technology, department heads, subject matter specialists and teachers in developing the district’s technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the principal and director of technology the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the principal, directors of instruction and technology and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.

Other
1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
3. Works cooperatively with the teachers, school staff and parents to ensure the successful implementation of the school’s goals and mission.
4. Assists the principal as necessary in area of curriculum, scheduling, and planning.
5. Participates in conferences with school and community groups.
6. Attends conferences/workshops to improve student/staff relations.
7. Attends meetings of the board of education as requested by administration.
8. Performs such other duties as may be assigned by the principal or superintendent.

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 13:1f-19 School integrated pest management act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendent, principals and teachers
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.5 Principal
N.J.A.C. 6A:9B-13 Acting administrators
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:27-11.2 Evacuation drills and safety education
N.J.A.C. 6A:30 Evaluation of the school district
N.J.A.C. 6A:32 School district operations

See particularly:
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Assistant Principal - Academic

REPORTS TO: Principal and Superintendent of Schools
SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of the principal.

NATURE AND SCOPE OF JOB:
To assist the principal in providing school wide leadership.

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
5. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
School Leadership
1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.

Student Discipline, Supervision of Students
1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.
4. Assists with the reporting of incidents of violence, vandalism and substance abuse. Works cooperatively with principal and law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.

Record-keeping, Reporting and Scheduling
1. Supervises the reporting and monitoring of student attendance and tardiness, and works with the attendance supervisor for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Assists in scheduling and coordinating all health examinations.
4. Performs such record-keeping and reporting functions as the principal may direct.

Interaction with school staff
1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Supervision and evaluation of school staff
1. Conducts periodic formal and informal observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
2. Assist the principal with the selection of school personnel.
3. Monitors the activities under the direction of the principal of the non-professional staff members in the performance of their duties.
4. Conducts staff meetings as necessary for the proper functioning of the school.

Scheduling
1. Assists in developing and maintaining a master schedule for the academic, extracurricular programs, and works cooperatively with the principal.
2. Assists the principal with the planning, scheduling and supervising of fire and other emergency drills as required by law and board policy.

Implements Policies that are adopted by the School Board
1. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the assistant principal and principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school assistant principal is as follows:
   a. Receives verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
   b. Informs the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
   c. Reports all acts of harassment, intimidation, or bullying in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Academic Leadership including development of curriculum and review of lesson plans
1. Works to achieve state core curriculum content standards and district educational goals and objectives in a specific academic discipline or department, by coordinating the efforts of certified staff to promote active learning and skills development in the classroom.
2. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
3. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
4. Upholds and enforces school rules, administrative regulations and board policy.

Coordination of learning activities
1. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
2. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
3. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
4. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to maintain records of pupil's educational progress in class record books and/or board approved
forms and to summarize these marks for reporting purposes.

5. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.

6. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.

7. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to budget class time effectively.

8. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

9. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

10. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.

11. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through inservice education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of teaching staff and conveys those needs to the central office.

12. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups.

13. Coordinates and develops with individual staff members a Professional Improvement Plan (PIP) and Student Growth Objectives (SGO) and ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law and Board policy.

14. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups.

Technology

1. Works with the principal, director or technology, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.

2. Studies, evaluates, and, as appropriate, recommends to the principal and director of technology the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.

3. Works cooperatively with the principal, directors of instruction and technology and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.

2. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

3. Works cooperatively with the teachers, school staff and parents to ensure the successful implementation of the school's goals and mission.

4. Assists the principal as necessary in area of curriculum, scheduling, and planning.

5. Participates in conferences with school and community groups.

6. Attends conferences/workshops to improve student/staff relations

7. Attends meetings of the board of education as requested by administration

8. Performs such other duties as may be assigned by the principal or superintendent.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________
SOURCE(S): NJSBA
LEGAL REFERENCES:
N.J.S.A. 13:1f-19 School integrated pest management act

Page 20 of 71

Roselle Park Public Schools
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Corporal punishment of pupils
Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
Dismissal and reduction in compensation of persons under tenure in public school system
Officers and employees in general
Physical examinations; requirement
Act of violence; report by school employee; notice of action taken; annual report
Authority over pupils
School register; keeping
Annual report; filing and penalty for failure to file
Suspension of assistant superintendent, principals and teachers
Citizenship of teachers, etc.
Residence requirements prohibited
Certificates required; exception
Employment and contracts
Tenure of teaching staff members
Discipline of pupils
Promotion of health and prevention of disease
Substance abuse
Fire drills and fire protection
Managing for equality and equity in education
Standards and assessment
Professional licensure and standards
Professional standards for teachers and school leaders
State board of examiners and certification
General certification policies
Requirements for instructional certificate
Instructional certificates
Authorization
Principal
Acting administrators
Required professional development for teachers and school leaders
Educator effectiveness
Evaluation of teaching staff members
Components of teacher evaluation
Components of principal evaluation
Programs to support student development
Students at risk of not receiving a public education
Evacuation drills and safety education
Evaluation of the school district
School district operations
Standards for determining seniority
School employee physical examinations
Student records
Attendance and pupil accounting
Assistant Principal – Athletics
REPORTS TO: Principal and Superintendent of Schools
SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of the principal.

NATURE AND SCOPE OF JOB:
To assist the principal in providing school wide leadership.

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
6. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Administrative Duties
School Leadership
1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.

Student discipline, supervision of students
1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.
4. Assists with the reporting of incidents of violence, vandalism and substance abuse. Works cooperatively with principal and law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
Record-keeping, reporting and scheduling
1. Supervises the reporting and monitoring of student attendance and tardiness, and works with the attendance supervisor for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Performs such record-keeping and reporting functions as the principal may direct.

Interaction with school staff
1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Supervision and evaluation of school staff
1. Conducts periodic formal and informal observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
2. Assist the principal with the selection of school personnel.
3. Monitors the activities under the direction of the principal of the non-professional staff members in the performance of their duties.
4. Conducts staff meetings as necessary for the proper functioning of the school.

Scheduling
1. Assists in developing and maintaining a master schedule for the academic, extracurricular programs, and works cooperatively with the principal.
2. Assists the principal with the planning, scheduling and supervising of fire and other emergency drills as required by law and board policy.

Implements Policies that are adopted by the School Board
1. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the assistant principal and principal is that “the investigation shall be initiated by the principal or the principal’s designee within one school day of the report.” The investigation is actually “conducted” by the HIB specialist. When receiving and responding to reports of HIB, the role of the school assistant principal is as follows:
   d. Receives verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
   e. Informs the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
   f. Reports all acts of harassment, intimidation, or bullying in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.
2. Performs such other duties as may be assigned by the principal or superintendent.

Athletic Duties:

Administrative
1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
3. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
4. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
5. Arranges for the physical examinations of all athletes prior to each season.
6. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.

Operations
1. Assumes responsibility for the proper supervision of home games and the availability of game
officials, team physicians and security personnel.
2. Assumes responsibility for compliance with board-adopted emergency medical procedures for all
practice sessions and competitive events.
3. Oversees the implementation of heat acclimation procedures.
4. Oversees the implementation of concussion and head injuries including return to play.
5. Arranges for the transportation for athletic competitions.
6. Supervises all ticket sales and fundraising events of the athletic program and assumes responsibility
for proper handling of funds.
7. Arranges field and gym practice schedules.
8. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a
current inventory.
9. Enforces school rules of conduct for athletes and good sportsmanship.
10. Promotes good school-community relations and support through effective communication regarding
the district's athletic program.
11. Upholds and enforces school rules, administrative regulations and board policy.
12. Performs other duties which may be within the scope of his/her employment and certification as may
be assigned.

Personnel
1. Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
2. Supervises all physical education teachers, as well as middle and high school athletics.

Other
1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Participates in staff development opportunities to enhance job-related skills and knowledge in
accordance with district procedures, guidelines and budget allocations.
3. Works cooperatively with the teachers, school staff and parents to ensure the successful
implementation of the school's goals and mission.
4. Assists the principal as necessary in area of curriculum, scheduling, and planning.
5. Participates in conferences with school and community groups.
6. Attends conferences/workshops to improve student/staff relations
7. Attends meetings of the board of education as requested by administration

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with
state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 13:1f-19       School integrated pest management act
N.J.S.A. 18A:6-7.1     Criminal history record; employee in regular contact with pupils;
grounds for disqualification from employment: exception
N.J.S.A. 18A:6-10      Dismissal and reduction in compensation of persons under tenure in
public school system
N.J.S.A. 18A:16-1      Officers and employees in general
annual

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
Authority over pupils
School register; keeping
Annual report; filing and penalty for failure to file
Suspension of assistant superintendent, principals and teachers
Citizenship of teachers, etc.
Residence requirements prohibited
Certificates required; exception
Employment and contracts
Tenure of teaching staff members
Discipline of pupils
Promotion of health and prevention of disease
Substance abuse
Fire drills and fire protection
Managing for equality and equity in education
Standards and assessment
Professional licensure and standards
Professional standards for teachers and school leaders
State board of examiners and certification
General certification policies
Requirements for instructional certificate
Instructional certificates
Authorization
Principal
Acting administrators
Required professional development for teachers and school leaders
Educator effectiveness
Evaluation of teaching staff members
Components of teacher evaluation
Components of principal evaluation
Programs to support student development
Students at risk of not receiving a public education
Evacuation drills and safety education
Evaluation of the school district
School district operations
Standards for determining seniority
School employee physical examinations
Student records
Attendance and pupil accounting

JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE:
Supervisor of Instruction - Language Arts Literacy, Humanities, Early Childhood and/or STEM/STEAM

REPORTS TO: Superintendent of Schools and Director for Curriculum and Instruction

SUPERVISES: Teachers

NATURE AND SCOPE OF JOB:
To lead the development, organization, implementation, coordination, and evaluation of the subject area instructional programs for grades 9-12 to ensure that all students meet and exceed the State Core Curriculum Content Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues both in and out of district.

To assist teachers in providing an approved education program in the specialty high school or middle school subject matter (such as LAL, Humanities, Early Childhood and/or STEM/STEAM) and establishing a class environment that fosters learning and personal growth; assists teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and exercises leadership skills to resolve minor scheduling conflicts, encourage learning, and maintain good relationships among parents, students and other departmental staff members.

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.A.C 6:11-9.3 and 9.6).
2. Hold a standard teaching certificate in the appropriate subject area.
3. Hold a Master’s degree from an accredited institution (College or University)
4. Have a minimum five years teaching/administrative experience in the subject.
5. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
6. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
7. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
The Supervisor of Instruction:
Main responsibilities
1. Works cooperatively and collectively with Principals, staff, directors and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
2. Plans, organizes, implements, supervises, coordinates and monitors programs in the Core Curriculum Content Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, instructional goals of the district meeting all laws, codes and Board policies and regulations.

3. Uses of data to identify student and instructional needs.

4. Uses vertical and horizontal articulation of skills and content sequence.

5. Collects and analyzes data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs.

6. Shares with staff within their department(s) the results of State and other assessments.

7. Ensures that the library media services are effectively used and support the instructional program.

8. Ensures district curriculum remains current by writing new curriculum when needed and providing regular updates to existing curriculum.

9. Provides leadership and coordination in the implementation of instructional programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.

10. Develops with individual staff members a Professional Improvement Plan (PIP) and Student Growth Objectives (SGO) and ensures that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy.

11. Ensures that the instructional programs at the early childhood, elementary, middle and secondary levels engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.

Interaction with school staff

1. Supervises teachers and departments as assigned by the principal.

2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.

3. Assists in the coordination and supervision of special programs funded by the state or federal government.

4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Supervision and evaluation of school staff

1. Conducts periodic formal and informal observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.

2. Assists the principal with the selection of school personnel.

3. Monitors the activities under the direction of the principal of the non-professional staff members in the performance of their duties.

4. Conducts staff meetings as necessary for the proper functioning of the school.

Scheduling

1. Assists in developing and maintaining a master schedule with the principal.

Leadership including development of curriculum and review of lesson plans

1. Works to achieve state core curriculum content standards and district educational goals and objectives in a specific academic discipline or department, by coordinating the efforts of certified staff to promote active learning and skills development in the classroom.

2. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.

3. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.

4. Upholds and enforces school rules, administrative regulations and board policy.

Coordination of learning activities

1. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.

2. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.

3. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.

4. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
to maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.

5. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.

6. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.

7. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to budget class time effectively.

8. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

9. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

10. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.

11. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of teaching staff and conveys those needs to the central office.

12. Coordinates and assists certified staff in a specific academic discipline or department in their participation in school-level planning, faculty meetings/committees and other school system groups.

13. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to make effective use of community resources to enhance the instructional program.

Technology
1. Works with the principal, director or technology, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.

2. Studies, evaluates, and, as appropriate, recommends to the principal and director of technology the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.

3. Works cooperatively with the principal, directors of instruction and technology and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.

Other
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

2. Works cooperatively with the teachers, school staff and parents to ensure the successful implementation of the school's goals and mission.

3. Performs such other duties as may be assigned by the principal or superintendent.

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: __________________ DATE: __________________
REVISED: __________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 13:1f-19 School integrated pest management act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception


N.J.S.A. 18A:16-1 Officers and employees in general

N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendent, principals and teachers
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse

N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.5 Principal
N.J.A.C. 6A:9B-13 Acting administrators
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation

N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:27-11.2 Evacuation drills and safety education
N.J.A.C. 6A:30 Evaluation of the school district
N.J.A.C. 6A:32 School district operations

See particularly:
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

JOB DESCRIPTIONS

Instruction and Administration

JOB TITLE:
Director of Technology

REPORTS TO: Superintendent

SUPERVISES: Instructional and technology staff as assigned

NATURE AND SCOPE OF JOB:
To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.

To assist with the development of technology plans, policies and procedures and will administer work programs and supervise technical staff that will be responsible for the operations that service the entire district.

To engage in the design, project control, cost estimation, contract administration, quality assurance, scheduling and activities that are administered by the department.

To provide leadership and strategy for the department.

QUALIFICATIONS:
1. Valid New Jersey Supervisor, School Administrator, Principal Certificate or eligibility
2. Broad understanding of computer programming and informational technology subjects preferred
3. Formal training or relevant experience with computer technology and networked information systems
4. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
5. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
6. Ability to integrate technology into all areas of the district curriculum
7. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
8. Ability to maintain a positive learning environment
9. Strong interpersonal and communication skills
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Technology Leadership
1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the supervisor of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
5. Evaluates the district's technology plan and education program; recommends changes as appropriate.
6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
7. Cooperates with central office administrators and school principals in the development of a district-wide
electronic information system and provides technical assistance, as needed.
8. Maintains an inventory of the district's educational computer equipment and a log of equipment maintenance activities.
9. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
10. Assists in the development and coordination of the sections of the budget that relate to educational technology.
11. Represents the district's computer education program to the public through computer workshops and other presentations.
12. Assists in the hiring, training and supervising of technology subordinates.
13. Recommends policies and regulations relevant to construction.
14. Coordinates technology activities with contracted consultants and constructors to expedite processes relevant to project requirements and schedules.
15. Reviews and recommends requests, claims, performance notices, and/or other actions related to technology which require written approval.
16. Administers and monitors contracts that relate to the technology department to ensure that work or services are in conformance with contract documents.
17. Reviews and approves/disapproves invoices that relate to the technology department.
18. Prepares and delivers presentations or speeches to professional, technical, and lay groups to disseminate technology or administrative management information, and establish and maintain cooperative, effective working relationships with representatives of these groups.
19. Identifies significant design and/or technology project issues; directs the planning of analytical studies and preparation of reports and recommendations to define project issues; proposes alternative technology management strategies and follows-up on implementation of recommendations.

Develops lesson plans and classroom learning activities
1. Works and develops in conjunction with principals, teacher's lesson plans and instructional materials that incorporate and implement technology in the classrooms and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
2. Helps set specific technology objectives in lesson preparation and weekly lesson plans with the principal and carries through presentation to effectively achieve these technology integration objectives.
3. Identifies individual pupil, staff administrator needs as it relates to technology understanding and works cooperatively with other professional staff members in assessing and resolving learning issues.
4. Maintains a current technology inventory of the books, supplies, equipment and materials used by students and the equipment housed in the classroom and school(s).
5. Plans a technology education program involving demonstrations, lectures, discussions, and student experiments; organizes activities for optimal learning.
6. Plans lessons, lectures, multimedia demonstrations and other presentations that are appropriate for computer and information technologies.

Instruction and pupil contact
1. Helps plan and implement with principals and staff sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional and technological strategies that are consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Technology Standards.
2. Helps plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.
3. Helps engage the learners with staff input in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
4. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
5. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
6. Assists with extracurricular activities, supporting the total program of the school.
7. Helps maintain with staff records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
8. Budgets time effectively.
9. Encourages and strives to improve student understanding with staff of technology skills, concepts, and appreciations associated with subject area.
10. Provides student data reports as it relates to the technology plan to staff and administration on a regular basis.
11. Evaluates, recommends, and purchases student and administrative software and technology related materials.
12. Communicates the goals and objectives of the technology plan, teacher expectations, and student outcomes to principal, teachers, and parents.
13. Facilitates and conducts grade level meetings, department meetings, and workshops as it relates to the implementation of the technology plan as requested.

14. Provides demonstration lessons to students and staff with the intent to provide knowledge for both the staff and students.

15. Helps administer standardized and district testing in accordance with state and local testing practices.

16. Implements K-12 technology standards with students and staff with support from the assistant principals and principals as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   b) Identifies and locates icons to launch programs, save data and initiate screen operations.
   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
   f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
   g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
   h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
   i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
   j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
   k) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
   l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
   m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
   n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
   o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
   p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.
   q) Performs other technology duties within the scope of his/her employment and as may be assigned.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the district technology program.
2. Assists with the creation, revision and implementation of the District’s Technology Plan and is a member of the committee.
3. Represents the school(s) at District Technology Committee meetings and at other out-of-district technology related meetings.
4. Communicates the goals and objectives of the technology plan to the schools and community.

Professional contacts and activities
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities as it pertains to technology education.
2. Participates in school-level planning, faculty meetings/committees and other school system groups as it relates to the integration and implementation of technology.
3. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the district's technology goals and mission.
4. Conducts workshops during non-regular school hours as requested.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Evaluates, recommends, and purchases student and administrative computer hardware.
3. Creates and maintains annual technology budget for the school(s) for which he/she is responsible for.
4. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.
NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required
“No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member’s salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.”
SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception


N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception


N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required


N.J.A.C. 6A:7 Managing for equality and equity in education

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies

N.J.A.C. 6A:9B-8 Requirements for instructional certificate

N.J.A.C. 6A:9B-9 Instructional certificates

N.J.A.C. 6A:9B-10.13 Technology education

N.J.A.C. 6A:9B-11.3 Authorization

N.J.A.C. 6A:9B-11.6 Supervisor

N.J.A.C. 6A:9B-13 Acting administrators

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members

N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation

N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation

N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals, and assistant principals

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 6A:32-6 School employee physical examinations


ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Instruction and Administration

JOB TITLE:
Chief Technology Officer

REPORTS TO: Superintendent, Director of Curriculum and Instruction and Director of Technology

SUPERVISES: Instructional and technology staff as assigned

NATURE AND SCOPE OF JOB: To provide leadership in the development, implementation and coordination of the district's technology plan; enhance instruction through technology across the curriculum; and, to promote efficiency in the schools with the use of technology.

To design and implement the districts' LAN and WAN and must keep abreast of up-to-date technologies such as network security, antivirus software, and all network hardware.

To serve as the liaison for the Superintendent concerning Technology and networking issues along with policies throughout the district.

To assist with educational software management, maintenance, and training for district staff.

To work with the Hardware/Software Technician in the area of hardware maintenance, repair, setup and other IT projects.

QUALIFICATIONS:
1. Valid New Jersey Supervisor, School Administrator, Principal Certificate or eligibility preferred
2. Broad understanding of computer programming and informational technology subjects preferred
3. Formal training or relevant experience with computer technology and networked information systems
4. Broad knowledge of instructional technology equipment and applications; on-line services; technology resources and integration of technology across the curriculum
5. Possess either a Bachelor's Degree (educational technology preferred) or equivalent degree/or 5 years work related Network Administration Experience
6. Experience in both LAN/WAN and previous experience in Help Desk procedures and processes preferred
7. Experience in IT infrastructure and architecture, web design, telecommunications, Windows, Mac OS, and standard applications in K-12 districts
8. Proficiency with various software such as presentation packages, data base, spreadsheet, word processing, graphics, internet/e-mail, etc.
9. Possess experience in Network Security and familiarity with virus software and procedures preferred
10. Experience with Network Design and implementation
11. Possess knowledge of CAT 5 wiring as well as T1 and Fractional T1
12. Possess experience with student Databases and NJ SMARTS procedures
13. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis
14. Possess a NJ Driver's License and a car to be able to travel between buildings
15. Strong interpersonal and communication skills
16. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
17. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Technology Infrastructure
1. Installs and maintains all servers.
2. Coordinates import/export of data between systems/maintains back-ups of critical data.
3. Develops and maintains appropriate network security.
4. Manages and maintains the voice communications and voice mail systems.
5. Manages and maintains District Website and e-mail accounts.
6. Coordinates data release to NJ SMART.
7. Coordinates data releases, imports and exports for state and district testing.
8. Installs web-server, homework page accounts, and associated applications.

Technology Leadership

Page 34 of 71
1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.
3. Works cooperatively with the supervisor of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Assists in the planning and implementation of the district's technology in-service education program for the instructional staff.
5. Evaluates the district's technology plan and education program; recommends changes as appropriate.
6. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
7. Cooperates with central office administrators and school principals in the development and/or refurbishing of a district-wide electronic information system and provides technical assistance, as needed.
8. Maintains a catalog of available instructional software and works cooperatively with the media specialist to provide access to appropriate software for teacher and student use.
9. Assists in the development and coordination of the sections of the budget that relate to educational technology.
10. Assists in the hiring, training and supervising of technology subordinates.
11. Recommends policies and regulations relevant to construction.
12. Coordinates technology activities with contracted consultants and constructors to expedite processes relevant to project requirements and schedules.
13. Reviews and recommends requests, claims, performance notices, and/or other actions related to technology which require written approval.
14. Administers and monitors contracts that relate to the technology department to ensure that work or services are in conformance with contract documents.
15. Reviews and approves/disapproves invoices that relate to the technology department.
16. Prepares and delivers presentations or speeches to professional, technical, and lay groups to disseminate technology or administrative management information, and establishes and maintains cooperative, effective working relationships with representatives of these groups.

Develops lesson plans and classroom learning activities
1. Works and develops in conjunction with principals, and other professional staff, teacher's lesson plans and instructional materials that incorporate and implement technology in the classrooms and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
2. Coordinates and maintains with other professional staff, a current technology inventory of the books, supplies, equipment and materials used by students and the equipment housed in the classroom and school(s).
3. Plans a technology education program with other professional staff, involving demonstrations, lectures, discussions, and student experiments; organizes activities for optimal learning.
4. Plans lessons, lectures, multimedia demonstrations and other presentations that are appropriate for computer and information technologies.

Instruction and pupil contact
1. Helps plan and implement with principals and other professional staff, sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional and technological strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Technology Standards.
2. Helps plan and implement instruction with other professional staff to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.
3. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
4. Assists with extracurricular activities, supporting the total program of the school.
5. Budgets time effectively.
6. Provides student data reports as it relates to the technology plan to staff and administration on a regular basis.
7. Evaluates, recommends, and purchases student and administrative software and technology related materials.
8. Communicates the goals and objectives of the technology plan, teacher expectations, and student outcomes to principal, teachers, and parents.
9. Facilitates and conducts grade level meetings, department meetings, and workshops as it relates to the implementation of the technology plan as requested.
10. Helps implement K-12 technology standards with students and staff with support from the technology teacher, assistant principals and principals as follows:
a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
b) Identifies and locates icons to launch programs, save data and initiate screen operations.
c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.

JOB DESCRIPTION
Roselle Park Public Schools
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d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
k) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.
q) Performs other technology duties within the scope of his/her employment and as may be assigned.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the district technology program.
2. Assists with the creation, revision and implementation of the District's Technology Plan and is a member of the committee.
3. Represents the school(s) at District Technology Committee meetings and at other out-of-district technology related meetings.
4. Communicates the goals and objectives of the technology plan to the schools and community.

Professional contacts and activities
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities as it pertains to technology education.
2. Participates in school-level planning, faculty meetings/committees and other school system groups as it relates to the integration and implementation of technology.
3. Conducts workshops during non-regular school hours as requested.

Other
1. Coordinates the district e-rate funding.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.
NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required
"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________
SOURCE(S): NJSBA and Paterson BOE
LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1  Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-10.13 Technology education
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.6 Supervisor
N.J.A.C. 6A:9B-13 Acting administrators
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals, and assistant principals
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations


 JOB DESCRIPTIONS

Instruction/Administration IA – 8

JOB TITLE: 
Webmaster

REPORTS TO: Superintendent

SUPERVISES: The district's electronic network for interfacing with the public.

NATURE AND SCOPE OF JOB:
To administer the upkeep of the website, making necessary updates, verifying HTML validity and ensuring that all links stay active in order to link the district to parents, students, and other electronic visitors.

QUALIFICATIONS:
1. B.A. or B.S. degree with substantial coursework (12+ credits) in computer technology, programming, networked electronic communication, or related field
2. Minimum technical experience as determined by the board, appropriate to the hardware and software used by the district
3. Demonstrated technical knowledge of the hardware and software necessary to operate and maintain a website for an educational organization, with specific knowledge of the hardware and software used by the district
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Website
1. Adds timely information to the district’s web site in order to provide information about the district to students, parents, other district residents and the news media. Participates in review of electronic communications with parents, staff, other agencies, and the community.
2. Troubleshoots and repairs bugs and problems. Ensures that images are delivered to the viewer at sufficiently high speed and quality.
3. Sets objectives for the district's web-based information program and plans an annual budget in consultation with school administrators. Works closely and cooperatively with other persons having public information functions. Creates new ways to serve internet-users.
4. Supervises and coordinates the preparation and timely electronic posting of all school district publications and news releases. Creates image links and ensures that content is current.
5. Provides parents, students and district residents with electronic access on a timely basis to the annual district "report card" from NJ Department of Education.
6. Devises a web request procedure/regulation that allows for regular and expedited requests and includes evaluation criteria of requested web submissions.
7. Monitors use of the web site and responds to web inquiries and requests for public information about the district's policies and programs. Monitors web site traffic and tabulates web usage statistics. Provides periodic statistical reports to the superintendent and school board.
8. Assists the superintendent in interpreting public opinion about education issues and the school system and in developing policies that promote good electronic delivery of public information.
9. Develops and maintains a listing of resources for adding content to the district's web site in order to maintain good community relations.
10. Uses the district web site to encourage community involvement in the schools. Designs, modifies, installs and supports district-wide computer network.
11. Edits web content, optimizes web navigation, enforces style consistency, and adds new information to benefit visitors. Communicates effectively orally and in written form. Exhibits excellent grammar,
punctuation, spelling and proof-reading skills. Routinely demonstrates the ability to accomplish multiple priorities while adhering to deadlines.

Training and Interaction with staff
1. Creates and conducts staff training programs. Attends meeting and training sessions, and develops documents and tools for demonstrations on electronic resources, as assigned. Speaks at educational classes and at public meetings on matters related to the district's programs and policies, as requested by the superintendent.
2. Works flexible hours and coordinates with staff to provide timely information on a regular basis and also in emergency situations.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _________________ DATE: _____________________

REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 2A:38A-1 et seq. Computer System
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
N.J.A.C. 6A:30 Evaluation of the performance of school districts
17 U.S.C. 101 United States Copyright Law
47 U.S.C. 254(h) Children’s Internet Protection Act


JOB DESCRIPTION

Instruction/Administration

JOB TITLE: Network Administrator
REPORTS TO: Chief Technology Officer, Director of Technology
SUPERVISES: Computer Technician, Computer Technician Level II, LAN/WAN and associated software and hardware

NATURE AND SCOPE OF JOB:
To administer the districts computer network, applications and servers, to ensure district employees, parents and students have reliable technology for teaching, learning and communicating.

QUALIFICATIONS:
6. B.A. or B.S. degree with substantial coursework (12+ credits) in computer science, computer technology, programming, networked electronic communication, related field or equivalent experience. CCNA/CCNE or equivalent preferred.
7. Minimum technical experience as determined by the board, appropriate to the hardware and software used by the district
8. Demonstrated technical knowledge of the hardware and software necessary to operate and maintain a WAN/LAN environment, including for an educational organization, with specific knowledge of the hardware and software used by the district
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Primary Roles
12. Monitor and maintain the network infrastructure supporting the school district, including administering, monitoring, implementing and recommending changes to network segmentation, routing, VPN, Wifi and firewall.
13. Troubleshoots, repairs, and recommends changes to improve overall network and application performance.
14. Works collaboratively with Chief Technology Officer, Director of Technology and Computer technicians to ensure staff, students, and parents have stable and reliable infrastructure to support the district's current and future technology needs.
15. Provide relevant information to Chief Technology Officer/Director of Technology in an ongoing basis regarding overall security posture of the school district.
16. Manage, maintain and upgrade the server environment, operating systems and applications.
17. Keep inventory of all server and network equipment, as well as documentation related to configuration of district devices.
18. Manage and maintain backups of all mission-critical data, implements and administers district security and monitoring applications.
19. Manage and maintain VoIP phone system and building security systems.

Training and interaction with staff
3. Attends meeting and training sessions, and develops documents and tools for demonstrations on electronic resources, as assigned. Speaks at educational classes and at public meetings on matters related to the district's programs and policies, as requested by the superintendent.
4. Works flexible hours and coordinates with staff to ensure proper maintenance of district systems with minimal downtime to staff and students.

Other
3. Upholds and enforces school rules, administrative regulations and board policy.
4. Performs other duties within the scope of his/her employment and certification as may be assigned.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: __________________________ DATE: __________________________

REVISED: __________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

- N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
- N.J.S.A. 18A:16-1 Officers and employees
- N.J.S.A. 18A:36-35 School Internet websites; disclosure of certain student information prohibited
- N.J.A.C. 6A:30 Evaluation of the performance of school districts
- 17 U.S.C. 101 United States Copyright Law
- 47 U.S.C. 254(h) Children’s Internet Protection Act


JOB DESCRIPTION

ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Instruction/Administration

JOB TITLE:
Computer Technician – Level II

REPORTS TO: Chief Technology Officer, Director of Technology

NATURE AND SCOPE OF JOB:
To troubleshoot and resolve issues encountered by staff and students related to district issued technology devices, printers, scanners, projectors, software, hardware and other equipment.

QUALIFICATIONS:
11. B.A. or B.S. degree with substantial coursework (12+ credits) in computer science, computer technology, networked electronic communication, related field or equivalent experience. A+ or other computer certification preferred.
12. Excellent interpersonal verbal and written communication skills required
13. Demonstrated technical knowledge of the hardware and software used on a daily basis by staff and students, with specific knowledge of the hardware and software used by the district
14. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
15. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Primary Roles
20. Maintain all operational aspects of district issued student and staff devices.
21. Troubleshoots, repairs, and recommends changes to improve reliability and maintenance of student and staff devices.
22. Works collaboratively with Chief Technology Officer, Director of Technology, Network Administrator and Computer Technicians to ensure staff, students, and parents have stable and reliable devices to support the district’s educational goals.
23. Provide relevant information to Chief Technology Officer/Director of Technology in an ongoing basis regarding any issues broadly affecting or impacting student’s ability to learn using technology.
24. Deploys, manages, maintains and upgrades operating systems and applications on servers and district issued devices.
25. Keeps track of inventory of all district issued devices as well as documentation related to configuration of district devices.
26. Maintains VoIP phone system and building security systems.
27. Assists in managing Student Information System.
28. Assists Network Administrator in maintaining servers and network.

Training and interaction with staff
5. Attends meeting and training sessions, and develops documents and tools for demonstrations on electronic resources, as assigned. Speaks at educational classes and at staff meetings on matters related to the district's programs and policies, as requested by the superintendent.
6. Works flexible hours and coordinates with staff to ensure proper maintenance of district systems with minimal downtime to staff and students.

Other
5. Upholds and enforces school rules, administrative regulations and board policy.
6. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

JOB DESCRIPTION
Roselle Park Public Schools
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LEGAL REFERENCES:

N.J.S.A. 2A:38A-1 et seq.  Computer System
N.J.S.A. 18A:7A-11  Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
N.J.S.A. 18A:16-1  Officers and employees
N.J.S.A. 18A:36-35  School Internet websites; disclosure of certain student information prohibited
N.J.A.C. 6A:30  Evaluation of the performance of school districts
17 U.S.C. 101  United States Copyright Law
47 U.S.C. 254(h)  Children’s Internet Protection Act


JOB DESCRIPTIONS

Instruction/Administration

JOB TITLE:
Computer Technician – Level I

REPORTS TO:
Chief Technology Officer, Director of Technology, Computer Technician (Level II)

NATURE AND SCOPE OF JOB:
To troubleshoot and resolve issues encountered by staff and students related to district issued technology devices, printers, scanners, projectors, software and other equipment.

QUALIFICATIONS:
16. B.A. or B.S. degree with substantial coursework (12+ credits) in computer science, computer technology, networked electronic communication, related field or equivalent experience. A+ or other computer certification preferred.
17. Excellent interpersonal verbal and written communication skills required
18. Demonstrated technical knowledge of the hardware and software used on a daily basis by staff and students, with specific knowledge of the hardware and software used by the district
19. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
20. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Primary Roles
29. Maintain all operational aspects of district issued student and staff devices.
30. Troubleshoots, repairs, and recommends changes to improve reliability and maintenance of student and staff devices.
31. Works collaboratively with Chief Technology Officer, Director of Technology, Network Administrator, Computer Technician Level II to ensure staff, students, and parents have stable and reliable devices to support the district’s educational goals.
32. Provide relevant information to Chief Technology Officer/Director of Technology in an ongoing basis regarding any issues broadly affecting or impacting student’s ability to learn using technology.
33. Assist in deploying, managing, maintaining and upgrading the operating systems and applications.
34. Assist in keeping track of inventory of all district issued devices as well as documentation related to configuration of district devices.

Training and interaction with staff
7. Attends meeting and training sessions, and develops documents and tools for demonstrations on electronic resources, as assigned. Speaks at educational classes and at staff meetings on matters related to the district's programs and policies, as requested by the superintendent.
8. Works flexible hours and coordinates with staff to ensure proper maintenance of district systems with minimal downtime to staff and students.

Other
7. Upholds and enforces school rules, administrative regulations and board policy.
8. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________

REVISED: _________________________
LEGAL REFERENCES:

N.J.S.A. 2A:38A-1 et seq.  Computer System
N.J.S.A. 18A:7A-11  Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills
N.J.S.A. 18A:16-1  Officers and employees
N.J.S.A. 18A:36-35  School Internet websites; disclosure of certain student information prohibited
N.J.A.C. 6A:30  Evaluation of the performance of school districts
17 U.S.C. 101  United States Copyright Law
47 U.S.C. 254(h)  Children’s Internet Protection Act


JOB DESCRIPTION:

ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Instruction/Curriculum

JOB TITLE:
Reading Specialist

REPORTS TO: Superintendent and/or designated administrator

SUPERVISES: Pupils

NATURE AND SCOPE OF JOB:
1. To help provide an instruction and learning environment which fosters the ability of each pupil to master reading skills appropriate to age, grade level and individual potential.
2. To assist in the coaching of staff/parents on the implementation of evidence-based reading practices to improve reading achievement.
3. To provide literacy support for students that will help improve student achievement.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and Reading Specialist Endorsement
2. Demonstrated ability to provide leadership in the development of reading programs, evaluation of curricula and diagnosis of reading problems
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Reading Recovery Training/Certificate preferred
6. Minimum experience as determined by the board
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Reading Specialist Specific Duties
1. Provides leadership and coordination in the regular program of reading instruction; observes reading instruction in classrooms and consults with teachers as requested.
2. Directs a district-wide assessment program to determine the reading abilities of all pupils and to identify those needing remediation or enrichment.
3. Plans and administers a program to provide remedial and advanced reading instruction.
4. Develops lesson plans and instructional materials.
5. Provides individual and small group instruction in order to meet the needs of each pupil.
6. Monitors pupil progress toward State standards and district objectives of reading instruction; develops and maintains records and reports as necessary.
7. Interprets pupil needs and reading progress to classroom teachers and parents.
8. Evaluates the district's reading program and makes recommendations for improvements as appropriate.
10. Plans and conducts in-service workshops pertinent to methods and materials appropriate to various levels of reading instruction.
11. Consults with members of the child study team at individual case conferences as requested.
12. Interprets reading test results to the administration, teaching staff and the community.
13. Participates in school-level planning, faculty meetings, committees and other school system groups.
14. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
15. Assists the Supervisor of Language Arts/ESL and Elementary Principals in the implementation of research based reading strategies.
16. Assists in the coordination of the school reading and language arts program.
17. Assists all classroom/Reading Recovery/Basic Skills and ESL teachers by providing them with additional materials and or strategies for those students who have been identified as being in need of additional instruction.
18. Supports all teachers in evaluating students on their reading level.
19. Assists all teachers in leveling of books.
20. Models reading and language arts instruction for teachers in their classrooms and provides professional development for teachers/parents in the area of reading/language arts.
21. Helps all teachers diagnose reading strengths/weaknesses based on various assessment tools and match these skills with appropriate techniques and materials.
22. Provides reading instruction for students that may require additional reading intervention.
23. Provides parents with strategies to support students in language arts/literacy.
24. Consults with curriculum committees and collaboratively selects and coordinates all reading and language arts materials used in the classroom.
25. Assists teachers with instructional interventions and attends I&RS meetings upon request.
26. Meets regularly with the Supervisor of Language Arts and building principals to assess the progress of the language arts program and modify elements if necessary.
27. Encourages and improves student understanding of skills, concepts, and appreciations associated with subject area...

School and Community Relations
1. Communicates with parents through conferences and other means to inform them about the reading program and to discuss pupil progress.
2. Consults with members of the child study team and attends individual case conferences as requested.

Reading Recovery Basic Duties
1. Directs an assessment program to determine the reading abilities of all first grade pupils and to identify those needing remediation.
2. Monitors first grade pupil’s progress toward state standards and district objectives of reading instruction and maintains pupils’ records.
3. Plans and administers a program to provide remedial reading instruction.
4. Develops lessons and uses instructional materials that provide individual and small group instruction in order to meet the needs of each pupil.
5. Interprets pupils’ needs and reading progress to classroom teachers and parents.
6. Interprets reading test results to the administration and teaching staff.

Concern for Students
1. Attempts to maximize student achievement using many resources.
2. Demonstrates an awareness of the academic, social and emotional needs of each student.
3. Demonstrates an understanding of the similarities and differences of each student.
4. Demonstrates a positive attitude toward each student

Class Environment
1. Maintains a classroom environment that is conductive to learning and appropriate to the maturity and interests of the students.
2. Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
3. Accounts for books, supplies, materials and equipment issued to students.
4. Keeps an accurate record of each student’s attendance and makes periodic reports as necessary.
5. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
6. Provides testing to aid in the identification of students who need special services.
7. Provides testing for appropriate placement of students.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.
LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 et seq. Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception


N.J.S.A. 7F Comprehensive Education Improvement and Financing Act

N.J.S.A. 9:2.4.2 Children's records


N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception


N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required

N.J.A.C. 6A:8 Standards and assessment

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3.3 Professional standards for teachers

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies

N.J.A.C. 6A:9B-8 Requirements for instructional certificate

N.J.A.C. 6A:9B-12.13 Reading specialist

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members

N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 6A:32-7 Student records


JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE: 
Department Head/Coordinator

REPORTS TO: Principal and Director for Curriculum and Instruction
SUPERVISES: Pupils, and when assigned, assists classroom teachers, student teachers and classroom aides

NATURE AND SCOPE OF JOB:
To assist teachers in providing an approved education program in the specialty high school or middle school subject matter (such as English, mathematics, or science) and establishing a class environment that fosters learning and personal growth.
To assist teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education.
To exercise leadership skills to resolve minor scheduling conflicts, encourage learning, and maintain good relationships among parents, students and other departmental staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Must be employed as a certified staff member.
3. Demonstrated knowledge of subject specialty and effective teaching methods
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Leadership including development of curriculum and review of lesson plans
1. Works to achieve state core curriculum content standards and district educational goals and objectives in a specific academic discipline or department, by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.
3. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct departmental staff and students until assistance arrives and the emergency is over.
4. Upholds and enforces school rules, administrative regulations and board policy.

Coordination of learning activities
1. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
2. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
3. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess
pupil academic progress and personal growth toward stated objectives of instruction.

4. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.

5. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.

6. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.

7. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to budget class time effectively.

8. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

9. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

10. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.

11. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of teaching staff and conveys those needs to the central office.

12. Coordinates and assists certified staff in a specific academic discipline or department in their participation in school-level planning, faculty meetings/committees and other school system groups.

13. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to make effective use of community resources to enhance the instructional program.

Meetings
1. Chairs certified departmental staff meetings and portions of meetings on curriculum and operations, as assigned, serving in the stance of "PRIMUS INTER PARES" "First among equals" at such meetings.

2. Attends meetings as assigned and accurately reports back as a liaison to certified staff on items related to achieving district educational goals.

Technology
1. Works with the principal, director or technology, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.

2. Studies, evaluates, and, as appropriate, recommends to the principal and director of technology the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.

3. Works cooperatively with the principal, directors of instruction and technology and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.

District Protocols
1. Collects lesson plans from all department members.

2. Represents the department at various functions (i.e. awards assembly).

3. Prepares agendas and conducts monthly department meetings.

4. Assists in the ordering of textbooks, supplies, and equipment for the department.

5. Ensures that textbooks and equipment are distributed equitably throughout the department.

6. Collects textbooks and supply requisitions and forwards them to the main office.

7. Ensures that textbooks, equipment and supplies are properly stored at the end of the year.

8. Writes receipts for lost or damaged books and/or equipment.

9. Assists the principal and/or the supervisor with the preparation of the department's budget.

10. Collects and organizes information for monthly department reports.

11. Assists with the coordination of class and department trips.

12. Assists in screening, hiring, training, and assigning of instructional personnel.

Other
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

2. Works cooperatively with the teachers, school staff and parents to ensure the successful implementation of the school's goals and mission.

3. Continues to teach classes in a specific academic discipline or department as assigned but with a reduced schedule in order to allow time for coordination and assistance to other departmental certified staff.

4. Performs other duties within the scope of his/her employment and certification as may be assigned.

EMPLOYMENT: Salary and work year to be determined by the board.

Page 50 of 71

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 18A:37 Discipline of pupils
N.J.A.C. 6A:7 Managing for equality and education in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.1 Authorizations-general
N.J.A.C. 6A:9B-9.2 Endorsements and authorizations
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:16 Programs to support student development
See particularly
N.J.A.C. 6A:16-7.8 Attendance
N.J.A.C. 6A:32-4.1 Employment of Teaching staff
N.J.A.C. 6A:32-6.3 Requirements of physical examinations
N.J.A.C. 6A:35-5 Seniority
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8.3 School Attendance

JOB DESCRIPTION

Instruction and Curriculum IA – 14

JOB TITLE:
Coach Language Arts Literacy (All Grades)

REPORTS TO: Director of Curriculum and Instruction or Principal

NATURE AND SCOPE OF JOB:
To facilitate staff development and job embedded coaching in scientifically research based strategies and technology integration.
To provide personalized support based on identified needs of individual teachers and differentiated supports that foster the growth and development of teachers.
To develop teacher skills in analyzing student work, differentiating instruction, supporting English Language learners and students with special needs.
To work collaboratively, build skills, analyze data, examine needs related to professional practice and engage in peer coaching with teachers.
To improve and sustain student achievement by promoting a culture for literacy learning to include all stakeholders, by enhancing and refining literacy instruction and intervention, providing targeted instructional coaching and building capacity for literacy across the curriculum.

SUPERVISES:
Pupils, and when assigned, assists classroom teachers, student teachers and classroom aides.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. An earned master’s degree from an accredited institution in LAL/English/Reading preferred
3. Awarded or completed process for National Board Certification for Professional Teaching Standards preferred
4. Five years of teaching experience in the related field
5. Demonstrated knowledge of subject specialty and effective teaching methods
6. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
7. Ability to design, present and facilitate adult learning experiences, professional learning communities and standards-based instruction
8. Demonstrate skillful use of coaching language
9. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers
10. Minimum experience as determined by the board
11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
12. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Direct assistance to teachers
1. Utilizes the coaching model (planning, demonstrating, providing feedback) with teachers at the school site.
2. Plans and implements a professional development schedule to include topics such as but not limited to: the five essential elements of reading, the effective utilization of research based reading materials, the effective implementation of differentiated instruction, the implementation of professional study groups, analyzing and utilizing student assessment data.
3. Assists teachers in reflecting on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement
4. Supports teachers in implementing explicit, systemic, and rigorous literacy instruction, through collaborative lesson planning, modeling, co-teaching, and conferencing.
5. Builds teacher capacity for developing and implementing formative assessments including non-evaluative,
reflective conversations with teachers using evidence of classroom practice and student learning.

6. Serves on the school’s professional development team to ensure professional learning is aligned to standards, initiatives, and best practices and facilitate research based professional learning through the school’s professional learning communities.

7. Models innovative teaching methodologies and research-based, effective instructional practices through techniques such as co-teaching and demonstration lessons.

8. Assists teachers in making connections between state standards and the currently adopted instructional frameworks and communicating to parents and the community.

9. Analyzes and presents student and teacher data to inform and plan high quality instruction that meets the targeted and differentiated needs of all students leading to improved student achievement.

10. Maintains a calendar reflecting coaching activities and scheduled meetings and submits required follow-up documentation, including but not limited to, coaching logs, data analysis for teacher development and other resources as required.

11. Participates and engages in monthly content related professional learning and learning communities.

12. Promotes collegiality through collaborative work and reflective practices with teachers and administrators.

13. Supports teachers with the effective integration of digital applications, tools, strategies and classroom related technologies to support students in their literacy learning.

14. Assists teachers in organizing and selecting supplemental resources for intervention and enrichment instruction.

15. Assists with the coordination and implementation of the K-12 Comprehensive Research based Reading Plan.

16. Reviews current developments, literature and technical sources of information related to job responsibilities.

Professional Improvement

1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

2. Maintains professional competence through in-service education and participation in other professional development activities.

Other

1. Assists with extra-curricular activities, supporting the total program of the school. Attends student events to demonstrate genuine interest in the life of the students.

2. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.)

3. Upholds and enforces school rules, administrative regulations and board policy.

4. Performs other related duties as assigned by the superintendent of schools or the director of curriculum and instruction.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ______________________ DATE: ______________________

REVISED: ________________________

SOURCE(S): NJSBA and Broward County, Florida BOE

LEGAL REFERENCES:

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 18A:37 Discipline of pupils

Page 53 of 71

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
N.J.A.C. 6A:7 Managing for equality and education in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.1 Authorizations-general
N.J.A.C. 6A:9B-9.2 Endorsements and authorizations
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-4 et seq. Employment and supervision of teaching staff
See particularly:
N.J.A.C. 6A:32-4.1 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 et seq. School employee physical examinations
N.J.A.C. 6A:32-7 et seq. Student records
N.J.A.C. 6A:32-8 et seq. Student attendance and accounting

JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE:
Coach Mathematics (All Grades)

REPORTS TO: Director of Curriculum and Instruction or Principal

NATURE AND SCOPE OF JOB:
To facilitate staff development and job embedded coaching in scientifically research based strategies and technology integration.
To provide personalized support based on identified needs of individual teachers and differentiated supports that foster the growth and development of teachers.
To develop teacher skills in analyzing student work, differentiating instruction, supporting mathematics learners and students with special needs.
To work collaboratively, build skills, analyze data, examine needs related to professional practice and engage in peer coaching with teachers.
To improve and sustain student achievement by promoting a culture for learning to include all stakeholders, by enhancing and refining mathematics instruction and intervention, providing targeted instructional coaching and building capacity for math across the curriculum.
To collaborate with teachers to provide instructional support and pedagogical content knowledge for mathematics teaching and learning using the New Jersey Frameworks and the NCTM Teaching Practices.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. An earned master’s degree from an accredited institution in Mathematics preferred
3. Awarded or completed process for National Board Certification for Professional Teaching Standards preferred
4. Five years of teaching experience in the related field
5. Teacher support and coaching techniques; specifically in the area of mathematics
6. Demonstrated knowledge of subject specialty and effective teaching methods
7. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
8. Ability to design, present and facilitate adult learning experiences, professional learning communities and standards-based instruction
9. Demonstrate skillful use of coaching language
10. Strong interpersonal and communication skills as it relates to instructional practice and working with teachers
11. Minimum experience as determined by the board
12. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
13. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Pupils, and when assigned, assists classroom teachers, student teachers and classroom aides.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Direct assistance to teachers
1. Utilizes the coaching model (planning, demonstrating, providing feedback) with teachers at the school site.
2. Assists teachers in reflecting on and analyzing their practice and reviewing student work to inform instruction and enhance student achievement
3. Supports teachers in implementing explicit, systemic, and rigorous mathematics instruction, through collaborative lesson planning, modeling, co-teaching, and conferencing.
4. Develops and assist teachers in designing formative assessments including non-evaluative, reflective
conversations with teachers using evidence of classroom practice and student learning.

5. Establishes and maintains a trusting, confidential and non-evaluative relationship with teachers and aligns coaching based on classroom observations.

6. Serves on the school’s professional development team to ensure professional learning is aligned to standards, initiatives, and best practices and facilitates research based professional learning through the school’s professional learning communities.

7. Models innovative teaching methodologies and research-based, effective instructional practices through techniques such as co-teaching and demonstration lessons.

8. Assists teachers in making connections between state standards and the currently adopted instructional frameworks and communicating to parents and the community.

9. Analyzes and presents student and teacher data to inform and plan high quality instruction that meets the targeted and differentiated needs of all students leading to improved student achievement.

10. Maintains and submits required documentation, including but not limited to, coaching logs, data analysis for teacher development and calendar reflecting coaching activities and scheduled meetings.

11. Participates and engages in monthly content related professional learning and learning communities.

12. Promotes collegiality through collaborative work and reflective practices with teachers and administrators.

13. Supports teachers with the effective integration of digital applications, tools, strategies and classroom related technologies to support students in their literacy learning.

14. Assists teachers in organizing and selecting supplemental resources for intervention and enrichment instruction.

15. Reviews current developments, literature and technical sources of information related to job responsibilities.

16. Participates in curriculum development and alignment in mathematics.

17. Supports teachers with curriculum, pedagogy, digital applications, tools, strategies and classroom related technologies.

18. Assists teachers in effective integration of technology within daily instructional practice.

Professional Improvement

1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

2. Maintains professional competence through in-service education and participation in other professional development activities.

Other

1. Assists with extra-curricular activities, supporting the total program of the school. Attends student events to demonstrate genuine interest in the life of the students.

2. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.)

3. Upholds and enforces school rules, administrative regulations and board policy.

4. Performs other related duties as assigned by the superintendent of schools or the director of curriculum and instruction.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: _________________________ DATE: _________________________

REVISED: _________________________

SOURCE(S): NJSBA and Broward County, Florida BOE

LEGAL REFERENCES:

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception


N.J.S.A. 18A:25-4 School register; keeping


N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception


Page 56 of 71
N.J.S.A. 18A:28-3  No tenure for noncitizens
N.J.S.A. 18A:28-5  Tenure of teaching staff members
N.J.S.A. 18A:28-8  Notice of intention to resign required
N.J.A.C. 18A:37  Discipline of pupils
N.J.A.C. 6A:7  Managing for equality and education in education
N.J.A.C. 6A:8  Standards and assessment
N.J.A.C. 6A:9  Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3  Professional standards for teachers
N.J.A.C. 6A:9B  State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5  General certification policies
N.J.A.C. 6A:9B-8  Requirements for instructional certificate
N.J.A.C. 6A:9B-9.1  Authorizations-general
N.J.A.C. 6A:9B-9.2  Endorsements and authorizations
N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
N.J.A.C. 6A:10  Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq.  Components of teacher evaluation
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:32-4 et seq.  Employment and supervision of teaching staff
See particularly:
N.J.A.C. 6A:32-4.1  Employment of teaching staff
N.J.A.C. 6A:32-5.1  Standards for determining seniority
N.J.A.C. 6A:32-6 et seq.  School employee physical examinations
N.J.A.C. 6A:32-7 et seq.  Student records
N.J.A.C. 6A:32-8 et seq.  Student attendance and accounting

JOB DESCRIPTIONS

Instruction/Administration

JOB TITLE:
School Disciplinarian

REPORTS TO: Principal and/or Superintendent

SUPERVISES: Pupils.

NATURE AND SCOPE OF JOB:

QUALIFICATIONS:
1. Minimum experience as determined by the board
2. Demonstrated capability in the area of discipline of curriculum and staff development
3. Strong interpersonal and communication skills
4. Proof of U.S. citizenship or legal resident alien status
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
1. Assists the principal in duties related to improving student conduct. Keeps the principal informed about student behavior problems and suggests alternative measures to resolve these problems.
2. Supervises in recording and monitoring of student attendance, truancy and behavior issues, and assists with investigation and follow-up actions.
3. Creates a disciplinarian, limit-setter where children need someone who can set and hold boundaries and rules that need predictable, reasonable limits and consequences for breaking rules or exceeding limits.
4. Assists in maintaining high standards of student conduct and enforcing discipline policies.
5. Assists in the preparation of required reports of attendance, truancy, violence, vandalism, substance abuse, and possession of firearms.
6. Makes recommendations to the principal for changes in policies and other such matters that may result in a better student conduct and more effective school discipline.
7. Performs such record-keeping functions as the principal may direct.
8. Assists with monitoring and directing student behavior during arrival, lunch, recess, evacuation drills and dismissal, in order to promote good behavior and pupil safety.
9. Maintains confidentiality of sensitive correspondence, records and information concerning student conduct and discipline.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________

REVISED: _______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 13:1f-19 School integrated pest management act

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
NJ.S.A. 18A:6-1 Corporal punishment of pupils
NJ.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
NJ.S.A. 18A:16-1 Officers and employees in general
NJ.S.A. 18A:16-2 Physical examinations; requirement
NJ.S.A. 18A:25-2 Authority over pupils
NJ.S.A. 18A:25-4 School register; keeping
NJ.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
NJ.S.A. 18A:25-6 Suspension of assistant superintendent, principals and teachers
NJ.S.A. 18A:26-1 Citizenship of teachers, etc.
NJ.S.A. 18A:26-1.1 Residence requirements prohibited
NJ.S.A. 18A:26-2 Certificates required; exception
NJ.S.A. 18A:27 Employment and contracts
NJ.S.A. 18A:28-5 Tenure of teaching staff members
NJ.S.A. 18A:37 Discipline of pupils
NJ.S.A. 18A:40 Promotion of health and prevention of disease
NJ.S.A. 18A:40A Substance abuse
NJ.S.A. 18A:41-1 et seq. Fire drills and fire protection
NJ.A.C. 6:24 Comprehensive maintenance plans
NJ.A.C. 6A:7 Managing for equality and equity in education
NJ.A.C. 6A:8 Standards and assessment
NJ.A.C. 6A:9 Professional licensure and standards

See particularly:
NJ.A.C. 6A:9-3 Professional standards for teachers and school leaders
NJ.A.C. 6A:9B State board of examiners and certification

See particularly:
NJ.A.C. 6A:9B-5 General certification policies
NJ.A.C. 6A:9B-8 Requirements for instructional certificate
NJ.A.C. 6A:9B-9 Instructional certificates
NJ.A.C. 6A:9B-11.3 Authorization
NJ.A.C. 6A:9B-11.5 Principal
NJ.A.C. 6A:9B-13 Acting administrators
NJ.A.C. 6A:9C-3 Required professional development for teachers and school leaders
NJ.A.C. 6A:10 Educator effectiveness

See particularly:
NJ.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
NJ.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
NJ.A.C. 6A:16 Programs to support student development
NJ.A.C. 6A:17 Students at risk of not receiving a public education
NJ.A.C. 6A:27-11.2 Evacuation drills and safety education
NJ.A.C. 6A:30 Evaluation of the school district
NJ.A.C. 6A:32 School district operations

See particularly:
NJ.A.C. 6A:32-4 Employment of teaching staff
NJ.A.C. 6A:32-5.1 Standards for determining seniority
NJ.A.C. 6A:32-6 School employee physical examinations
NJ.A.C. 6A:32-7 Student records
NJ.A.C. 6A:32-8 Attendance and pupil accounting
NJ.A.C. 6A:32-12 Student behavior


JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE:
School Library Media Specialist

REPORTS TO: Principal

SUPERVISES: Pupils and media aides.

NATURE AND SCOPE OF JOB: To develop and coordinate educational media services and assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and School Library Media Specialist Endorsement
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Media Center, basic operations
1. Is responsible for the operation and supervision of the school media center.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
3. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives.
4. Evaluates, selects and requisitions new media center materials.
5. Prepares and administers the media center budget.
6. Supervises the clerical activities necessary for the effective operation of the media center.
7. Supervises the work performance of the media aide.
8. Accounts for media provided to students and teachers on loan.

Work directly with students
1. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
2. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
3. Presents and discusses materials with a class studying a particular topic at the request of the teacher.
4. Develops reasonable rules of library behavior and procedure and maintains order in the library in a fair and just manner.
5. Makes the atmosphere of the library an interesting, attractive, and educational place to be.
6. Reviews, selects, and prepares for the use of books and other media consistent with the needs and interests of the school population.
7. Supervises pupils in out-of-classroom activities as assigned.
8. Encourages and improves student understanding of library/media skills, concepts, and appreciations associated with subject area.

Work with teachers
1. Collaborates with teachers to integrate information literacy competencies across the curricula.
2. Assists teachers in the selection of books and other instructional materials and makes media center
materials available to supplement the instructional program.
3. Informs teachers and other staff of new acquisitions for the media center.
4. Conducts in-service education for teachers in the effective evaluation, selection and use of media and maintains professional library materials for teacher use.
5. Consults regularly with classroom teachers and maintains plan of instruction on a daily and weekly basis.
6. Organizes and is responsible for maintenance of materials for efficient retrieval.
7. Helps implement technology standards with students in grades K-5 with support from the teachers, principal and technology teacher/coordinator/director as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   b) Identifies and locates icons to launch programs, save data and initiate screen operations.
   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
8. Helps implement technology standards with students in grades 6-12 with support from the teachers, principal and technology teacher/coordinator/director as follows:
   r) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
   s) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
   t) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
   u) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
   v) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
   w) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
   x) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
   y) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
   z) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
   aa) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
   bb) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other
1. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required
"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

APPROVED BY: __________________________ DATE: __________________________
REVISED: ____________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 18A:16-1         Officers and employees
N.J.S.A. 18A:27-10        Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
N.J.A.C. 6A:7             Managing for equality and equity in education
N.J.A.C. 6A:9             Professional licensure and standards
                           See particularly:
                           N.J.A.C. 6A:9-3.3  Professional standards for teachers
                           N.J.A.C. 6A:9B     State board of examiners and certification
                           See particularly:
                           N.J.A.C. 6A:9B-5  General certification policies
                           N.J.A.C. 6A:9B-8  Requirements for instructional certificate
                           N.J.A.C. 6A:9B-12.14 School library media specialist
                           N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
                           N.J.A.C. 6A:10    Educator effectiveness
                           See particularly:
                           N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
                           N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
                           N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation
                           N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
                           N.J.A.C. 6A:32-5.1 Standards for determining seniority
                           N.J.A.C. 6A:32-6  School employee physical examinations


JOB TITLE:
Administrative Assistant/Office Manager

REPORTS TO: Principal

SUPERVISES: Secretaries in the school

NATURE AND SCOPE OF JOB:
To assist the Principal in all areas of operation to support the smooth and efficient functioning of the School
To provide a variety of duties in support to the Office of the Principal.
To establish and maintain department/student records; answering phones, greeting visitors, assisting with the communication and execution of staff and student events.
To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience as determined by the board
3. Good word processing and spreadsheet skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Demonstrates effective problem solving, communications, record keeping and interpersonal skills.
7. Thorough knowledge of school system routines and procedures
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
Administrative Assistant
1. Compiles, maintains and updates records including student and personnel data, billings, budgets, assist students with injury, illness or other health concerns as back-up to school nurse (elementary).
2. Serves as a lead to staff to include assigning and monitoring work and providing instructions under the direction of the principal; training and support of other clerical building staff.
3. Performs advanced secretarial and routine clerical work involving tasks such as maintaining statistical information, inputting data in student information system, serving as a liaison for departments, distributing messages, copying, faxing, processing incoming/outgoing mail, filing, typing documents, and providing customer service to internal and external sources.
4. Coordinates document preparation and distribution which includes: selecting appropriate forms and formats, composing correspondence, charts, memorandum, and minutes, and editing the work of others.
5. Collects and prepares testing materials (not at all buildings). Assists in the preparation for special student events including registration, open houses, conferences and information nights.
6. Coordinates and schedules various meetings and reservations including meetings with counselors, principal, staff, parent/teacher conferences, usage of gyms, auditoriums, classrooms and other areas.
7. Manages and reports staff absences and compensable time.
8. Assists substitute teachers in daily check-in and orient them to the building layout; assist in the securing of substitutes.
9. Generates and codes purchase orders, vouchers and billings for supplies, medical assistance, vendors, public and private resources and/or bus and van services.
10. Orders various supplies for office, building, medical, and/or equipment from appropriate vendors. Prepares school year calendar, newsletter, and bulletins.
11. Assists with emergency/disaster situations. Provides customer service to students, staff, parents, visitors and the general public.
12. Understands, uses and operates standard budgeting, student and purchase order software and trains other staff on the use and analysis of reports…

Office Manager
1. Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquiries and/or taking messages.
2. Coordinates assigned projects and/or program components (e.g. conference room schedules, central office calendar, travel and conference arrangements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
3. Greets employees, visitors/guests in person or via telephone for the purpose of providing information, taking messages, and/or directing to appropriate personnel.
4. Maintains a variety of manual and electronic documents files and records (e.g. emergency contact numbers, staff itineraries, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
5. Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items’ availability.
6. Oversees assigned staff for the purpose of guiding and monitoring assignments while ensuring that departmental objectives are achieved.
7. prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of document¬ing activities, providing written reference, and/or conveying information.
8. Processes a variety of documents and materials (e.g. incoming mail, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
9. Responds to inquiries from a variety of internal and external parties (e.g. school board, district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
10. Supports the Executive Assistant to the Superintendent (e.g. photocopying, faxing, mailings, etc.) for the purpose of ensuring the efficient operation of the Office of the Superintendent.

Specific School Secretarial Duties
1. Schedules all appointments and sets up interviews with parents, substitutes, student teachers, aides, etc.
2. Screens all visitors and directs them to the proper personnel.
3. Types all purchase orders, the school budget, student and parent orientation notices, master class lists and family lists, and all public relation correspondences.
4. Processes all required monthly reports and annual reports
5. Maintains detailed records of all budget accounts.
6. Keeps records on petty cash and records for reimbursement.
7. Records and processes student fines periodically.
8. Checks in all purchase orders, stamps and numbers all textbooks, and marks all Board of Education property received at the school and routes to the proper person.
9. Follows up on missing or inaccurate orders.
10. Maintains records of school personnel attendance with individual records of sick day accumulation, including substitute lists to Superintendent's office.
11. Maintains daily student attendance records, prints and distributes daily attendance bulletin. Helps keep the entire school student register.
12. Assists with proofing for report cards and distribution to all students.
13. Keeps accurate records of fire drills as required by state law, and the timing of same.
14. Distributes and sorts mail.
15. Prepares floor plan maps, schedules, etc. relative to a successful Back-to-School Night.
16. Prepares programs for assemblies, the Spring Concert, Class Day, Promotion exercises, etc.
17. Handles accurately all state reports, state testing materials, and orders.
18. Secures proper information from teachers relative to textbook requests, forms, and follows up for Board approval so purchase can be made.
19. Secures and directs all repairmen when necessary.
20. Obtains correct names for promotion certificates, proofreads same, writes names on envelopes, and orders all awards for promotion and Class Day.
21. Helps handle changes of schedules and messages for athletic contests for Athletic Director.
22. Ensures all classes are accounted for the start of the day.
23. Assists with the distribution of picture packages, keeping records of absentees, new students, retakes, and helps collect money for same. Labels and numbers all student pictures for Memory Book layout.
24. Handles daily emergency supply requests from teachers as they arise.
25. Processes and maintains records of building use by outside organizations.
26. Records, orders and distributes all intramural patches, interscholastic awards as required.
27. Assists with ensuring accuracy and safe filing of all permanent student records.
28. Corrects, proofreads, counts, and distributes handbooks.
29. Helps process all mid-marking period warning letters.
30. Helps create computer schedules for all incoming students new to the school.
31. Helps register new students.
32. Helps process student transfers from the school.
33. Maintains and updates all inventories (audio-visual equipment, musical instruments, school furnishings, etc.) forms and notices for school openings and closings.
34. Coordinates free lunch program including notices and approval/denial forms.
35. Assists in preparation of school budget.
36. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
37. Logs in, and directs visitors to the schools.
38. Maintains confidentiality as required and appropriate.
39. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
40. Ensures successful school evening programs by:
   a. Working approximately three hours at Back-to-School Night assisting parents with student schedules, ringing bells, making announcements, etc.
   b. Assuming a multitude of responsibilities in the evening for the Spring Concert and promotion exercises.

School and Community Relations
1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
2. Cooperates and shares information professionally with other members of the staff.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF
EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL
EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.
APPROVED BY: ______________________ DATE: ______________________
REVISED: _________________________

SOURCE(S): NJSBA, Paterson and Williamson County
LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.A.C. 6A:32-6 School employee physical examinations


ROSELLE PARK SCHOOL DISTRICT
Page 65 of 71
Job Description
Roselle Park Public Schools
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JOB DESCRIPTIONS

Instruction/Administration IA – 19

JOB TITLE: School Secretary
REPORTS TO: Principal
SUPERVISES: Pupils

NATURE AND SCOPE OF JOB:
To assist the Principal in all areas of operation to support the smooth and efficient functioning of the School
To provide a variety of duties in support to the Office of the Principal.
To establish and maintain department/student records; answering phones, greeting visitors, assisting with the communication and execution of staff and student events.
To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience as determined by the board
3. Good word processing and spreadsheet skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Demonstrates effective problem solving, communications, record keeping and interpersonal skills.
7. Thorough knowledge of school system routines and procedures
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
School Secretary
1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system.
5. Records attendance and lunch count (elementary)
6. Registers kindergarten children; sets up folders, Superintendent’s cards, health, folders/labels (elementary).
7. Types reports: cafeteria, substitute, new/transferred students, menus, attendance calendars, teacher observations, evaluations, class and family lists.
8. Maintains files: emergency cards; test scores in cumulative folders.
9. Administrates first-aid when necessary.
10. Prepares and sends attendance letters to parents for those students who have exceeded the allotted unexcused absence limit.
11. Operates all business equipment and computer software necessary to complete reports and clerical work required in the operation of the office.
12. Schedules all appointments and sets up interviews with parents, substitutes, student teachers, aides, etc.
13. Screens all visitors and directs them to the proper personnel.
14. Types all purchase orders, the school budget, student and parent orientation notices, master class lists and family lists, and all public relation correspondences.
15. Processes all required monthly reports and annual reports
16. Maintains detailed records of all budget accounts.
17. Keeps records on petty cash; balances petty cash and activities accounts; keeps ledger; makes out checks (when necessary) and records for reimbursement.
18. Records and processes student fines periodically.

Page 66 of 71

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
19. Checks in all purchase orders, stamps and numbers all textbooks, and marks all Board of Education property received at the school and routes to the proper person.
20. Follows up on missing or inaccurate orders.
21. Maintains records of school personnel attendance with individual records of sick day accumulation, including substitute lists to Superintendent's office.
22. Maintains daily student attendance records, prints and distributes daily attendance bulletin. Helps keep the entire school student register. Sends ADA and ADE monthly reports to the Superintendent’s Office.
23. Assists with proofing for report cards and distribution to all students.
24. Keeps accurate records of fire and security drills as required by state law, and the timing of same.
25. Distributes and sorts mail.
26. Prepares floor plan maps, schedules, etc. relative to a successful Back-to-School Night.
27. Prepares programs for assemblies, the Spring Concert, Class Day, Promotion exercises, etc.
28. Handles accurately all state reports, state testing materials, and orders.
29. Secures proper information from teachers relative to textbook requests, forms, and follows up for Board approval so purchase can be made.
30. Secures and directs all repairmen when necessary.
31. Obtains correct names for promotion certificates, proofreads same, writes names on envelopes, and orders all awards for promotion and Class Day.
32. Helps handle changes of schedules and messages for athletic contests for Athletic Director.
33. Ensures all classes are accounted for the start of the day.
34. Assists with the distribution of picture packages, keeping records of absentees, new students, retakes, and helps collect money for same. Labels and numbers all student pictures for Memory Book layout.
35. Handles daily emergency supply requests from teachers as they arise.
36. Processes and maintains records of building use by outside organizations.
37. Records, orders and distributes all intramural patches, interscholastic awards as required.
38. Assists with ensuring accuracy and safe filing of all permanent student records.
39. Corrects, proofreads, counts, and distributes handbooks.
40. Helps process all mid-marking period warning letters.
41. Helps create computer schedules for all incoming students new to the school.
42. Helps register new students.
43. Helps process student transfers from the school.
44. Maintains and updates all inventories (audio-visual equipment, musical instruments, school furnishings, etc.).
45. Processes forms and notices for school openings and closings.
46. Coordinates free lunch program including notices and approval/denial forms.
47. Assists in preparation of school budget.
48. Arranges meetings, prepares agendas and handles follow-up activities as necessary.
49. Logs in, and directs visitors to the schools.
50. Maintains confidentiality as required and appropriate.
51. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
52. Ensures successful school evening programs by:
   a) Working approximately three hours at Back-to-School Night assisting parents with student schedules, ringing bells, making announcements, etc.
   b) Assuming a multitude of responsibilities in the evening for the Spring Concert and promotion exercises.

School and Community Relations
1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
2. Cooperates and shares information professionally with other members of the staff.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _____________________ DATE: _____________________

REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 18A:16-1 Officers and employees in general
N.J.A.C. 6A:32-6 School employee physical examinations

JOB TITLE:
School Secretary and Substitute Calling Coordinator
REPORTS TO: Superintendent and Principal
SUPERVISES: Pupils

NATURE AND SCOPE OF JOB:
To assist the Principal (or Superintendent) in all areas of operation to support the smooth and efficient functioning of the School
To secure substitute employees for both Certificated and Non-certified employees who are absent from work.
To utilize each month the substitute list that is provided from the superintendent’s office that is approved by the board of education.
To establish and maintain department/student records; answering phones, greeting visitors, assisting with the communication and execution of staff and student events.
To provide assistance and information to staff and visitors; coordinating assigned projects; and compiling and distributing a wide variety of material and reports.

QUALIFICATIONS:
1. Possess a minimum of a HS diploma or equivalent.
2. Minimum experience as determined by the board.
3. Good word processing and spreadsheet skills.
4. Knowledge of automated office equipment and efficient office procedures.
5. Good telephone skills and ability to communicate effectively.
6. Demonstrates effective problem solving, communications, record keeping and interpersonal skills.
7. Thorough knowledge of school system routines and procedures.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
Substitute Calling Coordinator
1. Works with the Superintendent and principals to secure substitutes.
2. Works directly with the electronic call-in (“AESOP”) system for substitute needs; inputs needs, verifies that all substitute teaching positions are filled and communicates with school site, business office and district regarding status.
3. Ensures that documentation for payroll is recorded and provided to business office.
4. Receives on occasion telephone calls and recorded messages from employees who will be absent; reviews emails and faxed requests for substitutes.
5. Ensures that substitutes are qualified by the State and recruits and approves additional substitute teachers as needed.
6. Contacts and schedules day-to-day substitutes for absent certified and non-certified employees and extra hire requests; notifies school and district administrators of absent employees and substitutes secured.
7. Prepares daily and weekly records of substitute services, including logging of absent employees and substitutes secured; provides attendance records and copies of substitute records to the business office.
8. Prepares, organizes, updates, and makes available all standard office forms for substitute use under the direction of the superintendent and/or principal.
9. Complies with all board and superintendent procedures related to securing, logging and recording of daily substitute list and following all mandatory time lines regarding getting and receiving messages left by staff.
10. Assists the substitute in receiving the assignment from the school principal, supervisor, department head and/or school secretary.
11. Assists the substitute with the parking assignment associated with the school where the substitute will be scheduled.
12. Makes recommendations to the superintendent as to the overall improvement of substitute teacher and employee functions.

School Secretary
1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Types correspondence, notices and reports.
4. Maintains a well-organized up-to-date filing system.
5. Records attendance and lunch count (elementary)
6. Registers kindergarten children; sets up folders, Superintendent’s cards, health, folders/labels (elementary).
7. Types reports: cafeteria, substitute, new/transferred students, menus, attendance calendars, teacher observations, evaluations, class and family lists.
8. Maintains files: emergency cards; test scores in cumulative folders.
9. Administers first-aid when necessary.
10. Prepares and sends attendance letters to parents for those students who have exceeded the allotted unexcused absence limit.
11. Operates all business equipment/computer software necessary to complete reports and clerical work required in the operation of the office.
12. Schedules all appointments and sets up interviews with parents, substitutes, student teachers, aides, etc.
13. Screens all visitors and directs them to the proper personnel.
14. Types all purchase orders, the school budget, student and parent orientation notices, master class lists and family lists, and all public relation correspondences.
15. Processes all required monthly reports and annual reports
16. Maintains detailed records of all budget accounts.
17. Keeps records on petty cash; balances petty cash and activities accounts; keeps ledger; makes out checks (when necessary) and records for reimbursement.
18. Records and processes student fines periodically.
19. Checks in all purchase orders, stamps and numbers all textbooks, and marks all Board of Education property received at the school and routes to the proper person.
20. Follows up on missing or inaccurate orders.
21. Maintains records of school personnel attendance with individual records of sick day accumulation, including substitute lists to Superintendent's office.
22. Maintains daily student attendance records, prints and distributes daily attendance bulletin. Helps keep the entire school student register. Sends ADA and ADE monthly reports to the Superintendent’s Office.
23. Assists with proofing for report cards and distribution to all students.
24. Keeps accurate records of fire and security drills as required by state law, and the timing of same.
25. Distributes and sorts mail.
26. Prepares floor plan maps, schedules, etc. relative to a successful Back-to-School Night.
27. Prepares programs for assemblies, the Spring Concert, Class Day, Promotion exercises, etc.
28. Handles accurately all state reports, state testing materials, and orders.
29. Secures proper information from teachers relative to textbook requests, forms, and follows up for Board approval so purchase can be made.
30. Secures and directs all repairmen when necessary.
31. Obtains correct names for promotion certificates, proofreads same, writes names on envelopes, and orders all awards for promotion and Class Day.
32. Helps handle changes of schedules and messages for athletic contests for Athletic Director.
33. Ensures all classes are accounted for the start of the day.
34. Assists with the distribution of picture packages, keeping records of absentees, new students, retakes, and helps collect money for same. Labels and numbers all student pictures for Memory Book layout.
35. Handles daily emergency supply requests from teachers as they arise.
36. Processes and maintains records of building use by outside organizations.
37. Records, orders and distributes all intramural patches, interscholastic awards as required.
38. Assists with ensuring accuracy and safe filing of all permanent student records.
39. Corrects, proofreads, counts, and distributes handbooks.
40. Helps process all mid-marking period warning letters.
41. Helps create computer schedules for all incoming students new to the school.
42. Helps register new students.
43. Helps process student transfers from the school.
44. Maintains and updates all inventories (audio-visual equipment, musical instruments, school furnishings, etc.).
45. Processes forms and notices for school openings and closings.
46. Coordinates free lunch program including notices and approval/denial forms.
47. Assists in preparation of school budget.
48. Arranges meetings, prepares agendas and handles follow-up activities as necessary.
49. Logs in, and directs visitors to the schools.
50. Maintains confidentiality as required and appropriate.
51. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
52. Ensures successful school evening programs by:
   a. Working approximately three hours at Back-to-School Night assisting parents with student schedules, ringing bells, making announcements, etc.
   b. Assuming a multitude of responsibilities in the evening for the Spring Concert and promotion exercises.

**School and Community Relations**
1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
2. Cooperates and shares information professionally with other members of the staff.

**Other**
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

**APPROVED BY:** _______________________ DATE: _____________________

**REVISED:** _________________________

**SOURCE(S):** NJSBA and COMMUNITY CONSOLIDATED SCHOOL DISTRICT #180 BURR RIDGE, ILLINOIS

**LEGAL REFERENCES:**
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Instruction and Curriculum

Job Title

Elementary Teacher

REPORTS TO: Principal

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
1. To provide an approved elementary education program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Elementary Education/Elementary School with Subject Matter Specialization Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Develops lesson plans and classroom learning activities
1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
5. Supervises pupils in out of classroom activities as assigned.
6. Attempts to maximize student achievement using many resources that align with the core curriculum standards.
7. Demonstrates an awareness of the academic, social, and emotional needs of each student.
8. Demonstrates a positive attitude toward each student.
9. Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
10. Identifies individual pupil needs and works cooperatively with other professional staff members in assessing and resolving learning issues.
11. Maintains a current inventory of the books, supplies, and materials used by students and the equipment housed in the classroom.

Instruction and pupil contact
1. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.

2. Plans and implements instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the seven content areas: Language Arts Literacy; Mathematics; Science; Social Studies; World Languages; Comprehensive Health and Physical Education; and Visual and Performing Arts.

3. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.

4. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

6. Identifies pupil needs and provides instruction appropriate to those needs.

7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

8. Budgets class time effectively.

9. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

10. Employs instructional methods and a variety of available materials that are appropriate for individual student abilities.

11. Encourages and strives to improve student understanding of skills, concepts, and appreciations associated with subject area.

12. Encourages the active involvement and engagement of students in the learning process.

13. Identifies the learning difficulties and strengths of students and seeks assistance of district specialists.

14. Implements technology standards with students in grades K-5 with support from the principal and technology teacher/coordinator/director as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   b) Identifies and locates icons to launch programs, save data and initiate screen operations.
   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
   f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.

2. Accounts for books, supplies, materials, and equipment issued to students

3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary

4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures

5. Performs other duties within the scope of his/her employment and certification as may be assigned.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required

“No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.”

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 7F  Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1  Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4  School register; keeping
N.J.S.A. 18A:26-1.1  Residence requirement prohibited
N.J.S.A. 18A:26-2  Certificates required; exception
N.J.S.A. 18A:28-3  No tenure for noncitizens
N.J.S.A. 18A:28-5  Tenure of teaching staff members
N.J.S.A. 18A:28-8  Notice of intention to resign required
N.J.A.C. 6A:7  Managing for equality and equity in education
N.J.A.C. 6A:8  Standards and assessment
N.J.A.C. 6A:9  Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3  Professional standards for teachers
N.J.A.C. 6A:9B  State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5  General certification policies
N.J.A.C. 6A:9B-8  Requirements for instructional certificate
N.J.A.C. 6A:9B-10.1  Preschool through grade three certification requirements
N.J.A.C. 6A:9B-10.11  Elementary school with subject matter specialization
N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
N.J.A.C. 6A:10  Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq.  Components of teacher evaluation
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:32  School district operations

See particularly:
N.J.A.C. 6A:32-5.1  Standards for determining seniority
N.J.A.C. 6A:32-6  School employee physical examinations
N.J.A.C. 6A:32-7  Student records
N.J.A.C. 6A:32-8  Attendance and pupil accounting


JOB DESCRIPTION
Roselle Park Public Schools
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JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE:
Middle School Teacher

REPORTS TO: Principal and/or other designated personnel

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
1. To provide an approved middle school education program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Develops lesson plans and classroom learning activities
1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
5. Supervises pupils in out of classroom activities as assigned.
6. Attempts to maximize student achievement using many resources that align with the core curriculum standards.
7. Demonstrates an awareness of the academic, social, and emotional needs of each student.
8. Demonstrates a positive attitude toward each student.
9. Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
10. Identifies individual pupil needs and works cooperatively with other professional staff members in assessing and resolving learning issues.
11. Maintains a current inventory of the books, supplies, and materials used by students and the equipment housed in the classroom.

Instruction and pupil contact
1. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.

2. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.

3. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.

4. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.

5. Maintains a classroom environment that supports learning and encourages student growth.

6. Organizes and supervises approved field trips to enhance classroom learning.

7. Uses effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

8. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.

9. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.

10. Assists with extracurricular activities, supporting the total program of the school.

11. Instructs, advises, coaches, and supervises extracurricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the collective bargaining agreement.

12. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

13. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

14. Identifies pupil needs and provides instruction appropriate to those needs.

15. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

16. Budgets class time effectively.

17. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

18. Employs instructional methods and a variety of available materials that are appropriate for individual student abilities.

19. Encourages and strives to improve student understanding of skills, concepts, and appreciations associated with subject area.

20. Encourages the active involvement and engagement of students in the learning process.

21. Identifies the learning difficulties and strengths of students and seeks assistance of district specialists.

22. Assesses pupil academic progress and personal growth toward stated objectives of instruction.

23. Implements technology standards with students in grades 6-8 with support from the principal and technology teacher/coordinator/director as follows:

   g) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.

   h) Identifies and locates icons to launch programs, save data and initiate screen operations.

   i) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.

   j) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.

   k) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.

   l) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.

   m) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
n) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
o) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
p) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
q) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
r) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
s) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
t) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
u) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
v) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
w) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.
4. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary.
4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
5. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.
NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required
“No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.”

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA and Paterson BOE
LEGAL REFERENCES:

N.J.S.A. 7F  Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1  Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4  School register; keeping
N.J.S.A. 18A:26-1.1  Residence requirement prohibited
N.J.S.A. 18A:26-2  Certificates required; exception
N.J.S.A. 18A:28-3  No tenure for noncitizens
N.J.S.A. 18A:28-5  Tenure of teaching staff members
N.J.S.A. 18A:28-8  Notice of intention to resign required
N.J.A.C. 6A:7  Managing for equality and equity in education
N.J.A.C. 6A:8  Standards and assessment
N.J.A.C. 6A:9  Professional licensure and standards
  See particularly:
  N.J.A.C. 6A:9-3.3  Professional standards for teachers
N.J.A.C. 6A:9B  State board of examiners and certification
  See particularly:
  N.J.A.C. 6A:9B-5  General certification policies
  N.J.A.C. 6A:9B-8  Requirements for instructional certificate
  N.J.A.C. 6A:9B-10.1  Preschool through grade three certification requirements
  N.J.A.C. 6A:9B-10.11  Elementary school with subject matter specialization
N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
N.J.A.C. 6A:10  Educator effectiveness
  See particularly:
  N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
  N.J.A.C. 6A:10-4.1 et seq.  Components of teacher evaluation
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:32  School district operations
  See particularly:
  N.J.A.C. 6A:32-5.1  Standards for determining seniority
  N.J.A.C. 6A:32-6  School employee physical examinations
  N.J.A.C. 6A:32-7  Student records
  N.J.A.C. 6A:32-8  Attendance and pupil accounting


JOB DESCRIPTIONS

Instruction and Curriculum                    I – 3

JOB TITLE:                                     
K-12 SUBJECT AREA TEACHER*
*As defined in N.J.A.C. 6A:9B-9 Instructional certificates

REPORTS TO: Principal and/or other designated personnel

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
1. To provide an approved K-12 education program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and subject area endorsement(s) for the position held or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Develops lesson plans and classroom learning activities
1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board-adopted curricula and textbooks, and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.

Instruction and pupil contact
1. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
2. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.
3. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple
instructional activities simultaneously.

4. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.

5. Maintains a classroom environment that supports learning and encourages student growth.

6. Organizes and supervises approved field trips to enhance classroom learning.

7. Uses effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

8. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.

9. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.

10. Assists with extracurricular activities, supporting the total program of the school.

11. Instructs, advices, coaches, and supervises extracurricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the collective bargaining agreement.

12. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

13. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

14. Identifies pupil needs and provides instruction appropriate to those needs.

15. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

16. Budgets class time effectively.

17. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

18. Supervises pupils in out-of-classroom activities as assigned.

19. Implements technology standards with students in grades K-12 with support from the principal and technology teacher/coordinator/director as follows:

   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.

   b) Identifies and locates icons to launch programs, save data and initiate screen operations.

   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.

   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.

   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.

   f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.

   g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.

   h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.

   i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.

   j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.

   k) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.

   l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.

   m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.

   n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.

   o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.

   p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email
etiquette.

q) Performs other technology duties within the scope of his/her assigned subject area.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary.
4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
5. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: _____________________

REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 18A:37 Discipline of pupils
N.J.A.C. 6A:7 Managing for equality and education in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.1 Authorizations-general
N.J.A.C. 6A:9B-9.2 Endorsements and authorizations
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
JOB DESCRIPTIONS

Instruction and Curriculum        I – 4

JOB TITLE:
Lead Teacher/Curriculum Coordinator

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, assists classroom teachers, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
To assist teachers in providing an approved education program and establishing a class environment that fosters learning and personal growth.
To assist teachers in helping pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education.
To maintain good relationships among parents and other staff members.
To exercise leadership and good judgment during and emergency until assistance arrives and the emergency is over when supervisory staff are not present or are disabled.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Student and Staff Contact
1. Works to achieve state core curriculum content standards and district educational goals and objectives by coordinating the efforts of certified staff to promote active learning and skills development in the classroom. Coordinates the efforts of certified staff to teach pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil, serving as a resource person to staff for this and other activities.
3. Coordinates and assists the efforts of certified staff to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
4. Coordinates and assists certified staff in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction, including acquisition of basic skills.
5. Coordinates and assists certified staff in their efforts maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
6. Coordinates and assists certified staff in their efforts to identify pupil needs and to cooperate with
other professional staff members in assessing and resolving learning problems.

7. Coordinates and assists certified staff in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.

8. Coordinates and assists certified staff in their efforts to budget class time effectively.

9. Coordinates and assists certified staff in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

10. Coordinates and assists certified staff in their efforts to devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

11. Coordinates and assists certified staff in their efforts to supervise and control pupils in out-of-classroom activities as assigned.

12. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-services education and other professional growth activities.

13. Coordinates and assists certified staff in their participation in school-level planning, faculty meetings/committees and other school system groups. Builds consensus among staff concerning efficient delivery of educational services.

14. Coordinates and assists certified staff in their efforts to make effective use of community resources to enhance the instructional program.

15. Helps implement technology standards with students in grades K-12 with support from the principal and technology teacher/coordinator/director as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   b) Identifies and locates icons to launch programs, save data and initiate screen operations.
   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
   f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
   g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
   h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
   i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
   j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
   k) Uses computer technology to improve PE and Health learning.
   l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
   m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
   n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
   o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
   p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.
   q) Performs other technology duties within the score of his/her assigned subject area.

16. Continues to teach classes as assigned but may have a reduced schedule in order to allow time for coordination and assistance to other certified staff.

17. Assists the building principal and district superintendent in assembling materials for reports, state-required documents, annual plans, procedures, budgets, purchase orders, grant applications, news releases, and seminars and workshops for staff, as assigned.

18. Attends meetings as assigned and accurately reports back to certified staff on items related to
achieving district educational goals.

19. In the event of an emergency, when supervisory staff are not present or are disabled, exercises leadership and good judgment to direct staff and students until assistance arrives and the emergency is over.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through in-services education and other professional growth activities.
3. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school’s goals and mission.
4. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ______________________ DATE: ______________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 18A:37 Discipline of pupils
N.J.A.C. 6A:7 Managing for equality and education in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.1 Authorizations-general

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
N.J.A.C. 6A:9B-9.2  Endorsements and authorizations
N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
N.J.A.C. 6A:10  Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq.  Components of teacher evaluation
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:32-4 et seq.  Employment and supervision of teaching staff

See particularly:
N.J.A.C. 6A:32-4.1  Employment of teaching staff
N.J.A.C. 6A:32-5.1  Standards for determining seniority
N.J.A.C. 6A:32-6 et seq.  School employee physical examinations
N.J.A.C. 6A:32-7 et seq.  Student records
N.J.A.C. 6A:32-8 et seq.  Student attendance and accounting

JOB TITLE: Art Teacher

REPORTS TO: Principal and/or other designated personnel

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB: To provide an approved art education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Class management and instruction
1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Works cooperatively with other art teachers and regular classroom teachers in planning an effective comprehensive school art program.
3. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
5. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
6. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
7. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
9. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
10. Budgets class time effectively.
11. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
12. Supervises pupils in out-of-classroom activities as assigned.
13. Works with students to leave the art room clean at the end of class time.
14. Fulfills the following duties specific to art instruction:
a. Instructs pupils in art appreciation and the fundamentals of creating artistic items;
b. Prepares participatory lesson plans and establishes course goals including art appreciation;
c. Selects instruments and other materials for courses;
d. Demonstrates method and procedure to pupils;
e. Observes and evaluates pupils' work to determine student progress or to make suggestions for improvement;
f. Accompanies pupils on field trips to art exhibits and museums;
g. Instructs pupils to take "virtual trips" to art museums, via internet;
h. Specializes in teaching one or more types of art;
i. Directs planning and supervision of student contests and arranging of art exhibits;
j. Works closely with the physical education instructor for rehearsal and performances of song and dance arrangements that will be presented on stage;
k. Assists with videotaping of performances;
l. Serves as master-of-ceremonies at art exhibits or discussions to school audiences;
m. Makes recommendations for improvements to art programs presentations; and
n. Makes recommendations for inclusion of art in other curriculum areas.
15. Helps implement technology standards with students in grades K-12 with support from the principal and technology teacher/coordinator/director as follows:
a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
b) Identifies and locates icons to launch programs, save data and initiate screen operations.
c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
k) Uses computer technology to improve Art education.
l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.

Meetings and professional development
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Cooperates with other professional staff members in assessing and resolving learning problems.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.
4. Makes effective use of community resources to enhance the instructional program.
5. Upholds and enforces school rules, administrative regulations and board policy.

Instruction and pupil contact
1. Plans and implements sequential learning experiences, based on the use of data, for students in the
content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.

2. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.

3. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.

4. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.

5. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

6. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

2. Makes effective use of community resources to enhance the instructional program.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.

2. Accounts for books, supplies, materials, and equipment issued to students.

3. Keeps an accurate record of each student’s attendance and makes periodic reports as necessary.

4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.

5. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required
“No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.”

APPROVED BY: ______________________ DATE: ______________________

REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
Notice of intention to resign required
Discipline of pupils
Managing for equality and education in education
Standards and assessment
Professional licensure and standards

See particularly:
Professional standards for teachers
State board of examiners and certification

See particularly:
General certification policies
Requirements for instructional certificate
Authorizations-general
Endorsements and authorizations
Required professional development for teachers and school leaders
Educator effectiveness

See particularly:
Evaluation of teaching staff members
Components of teacher evaluation
Programs to support student development
Standards for determining seniority
School employee physical examinations
Student records

JOB DESCRIPTIONS

Instruction and Curriculum I – 6

JOB TITLE:
Basic Skills/ASI TEACHER*

REPORTS TO: Principal

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
1. To provide remediation to those students identified in need of basic skills instruction.
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility, or alternative route certification, in accordance with State law and regulations.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Assessment/Evaluation
1. Identifies students with substantial academic deficiencies by evaluation of available test and observational data, by consultation with staff members, and by recommendations made by other personnel.
2. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.
3. Assesses, on a regular basis, the extent to which students have acquired the objectives set for them.

Develops lesson plans and classroom learning activities
1. Develops instructional goals and specific instructional objectives for each student selected for remedial teaching.
2. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his or her care.
3. Works with the building principal and director of special services, to properly group students for remedial instruction after consideration of the learning style and level of academic functioning of each student.
4. Identifies students who meet basic skills criteria as per district guidelines.
5. Ensures coordination of basic skills materials, keeping records of student achievement, and the collection and reporting of data as required by various legal agencies.
6. Analyzes assessment data to develop instructional plans to meet individual needs of the basic skills students.
7. Provides remedial in-class/out of class instruction to designated basic skills students.
8. Assists in the administration of various student assessments of identified students.
9. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board-adopted curricula and textbooks, and other appropriate learning activities.

10. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.

11. Prepares for instructional periods and shows evidence of preparation upon request of administrative and supervisory staff.

12. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

13. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.

Instruction and pupil contact

1. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.

2. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.

3. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.

4. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.

5. Maintains a classroom environment that supports learning and encourages student growth.

6. Organizes and supervises approved field trips to enhance classroom learning.

7. Uses effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

8. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.

9. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.

10. Assists with extracurricular activities, supporting the total program of the school.

11. Instructs, advises, coaches, and supervises extracurricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the collective bargaining agreement.

12. Monitors pupil academic progress and personal growth toward stated objectives of instruction.

13. Maintains records of pupil’s educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

14. Identifies pupil needs and provides instruction appropriate to those needs.

15. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

16. Budgets class time effectively.

17. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

18. Supervises pupils in out-of-classroom activities as assigned.

20. Implements technology standards with students in grades K-5 with support from the principal and technology teacher/coordinator/director as follows:

a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.

b) Identifies and locates icons to launch programs, save data and initiate screen operations.

c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.

d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to
organize work.
e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.

21. Implements technology standards with students in grades 6-12 with support from the principal and technology teacher/coordinator/director as follows
a) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
b) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
c) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
d) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
e) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
f) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
g) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
h) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
i) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
j) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
k) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary.
4. Keeps the classroom teacher and principal informed about her/his activities and accomplishments as they relate to her/his duties.
5. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
6. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.
NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required
“No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.”

APPROVED BY: ______________________ DATE: _____________________
LEGAL REFERENCES:

N.J.S.A. 7F  Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1  Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4  School register; keeping
N.J.S.A. 18A:26-1.1  Residence requirement prohibited
N.J.S.A. 18A:26-2  Certificates required; exception
N.J.S.A. 18A:28-3  No tenure for noncitizens
N.J.S.A. 18A:28-5  Tenure of teaching staff members
N.J.S.A. 18A:28-8  Notice of intention to resign required
N.J.A.C. 6A:7  Managing for equality and equity in education
N.J.A.C. 6A:8  Standards and assessment
N.J.A.C. 6A:9  Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3  Professional standards for teachers
N.J.A.C. 6A:9B  State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5  General certification policies
N.J.A.C. 6A:9B-8  Requirements for instructional certificate
N.J.A.C. 6A:9B-10.1  Preschool through grade three certification requirements
N.J.A.C. 6A:9B-10.11  Elementary school with subject matter specialization
N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
N.J.A.C. 6A:10  Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq.  Components of teacher evaluation
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:32  School district operations

See particularly:
N.J.A.C. 6A:32-4  Employment of teaching staff
N.J.A.C. 6A:32-5.1  Standards for determining seniority
N.J.A.C. 6A:32-6  School employee physical examinations
N.J.A.C. 6A:32-7  Student records
N.J.A.C. 6A:32-8  Attendance and pupil accounting

JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE:
ESL Bilingual Teacher

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
To provide an approved bilingual education program that fosters English proficiency, academic learning and personal growth.
To maintain good relationships among parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and grade level and/or content area endorsement and ESL/ELL/Bilingual Education Endorsement or eligibility
2. Demonstrated language proficiency and knowledge of effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Curriculum and lesson plans
1. Works to achieve state core curriculum content standards district goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities for English as a Second Language (ESL) students / English Language Learners (ELL).
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

Classroom activities and work with students
1. Participates in the assessment of the English proficiency of pupils whose native language is other than English; helps to identify pupils eligible for bilingual education and/or English as a Second Language programs or other services designed to improve English language proficiency.
2. Assesses pupil academic progress, English proficiency and personal growth toward stated objectives of instruction. Assesses annually to determine pupils ready to exit the bilingual/ESL program.
3. Maintains records of pupils' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Identifies academic and support services needs of limited English proficient pupils and cooperates with other professional staff members in assessing and resolving learning problems.
5. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning for English as a Second Language (ESL) students / English Language Learners (ELL).
6. Budgets class time effectively.
7. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
8. Supervises pupils in out-of-classroom activities as assigned.
9. Helps Implement technology standards with students in grades K-12 with support from the principal and technology teacher/coordinator/director as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   b) Identifies and locates icons to launch programs, save data and initiate screen operations.
   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
   f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
   g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
   h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
   i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
   j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
   k) Uses computer technology to improve PE and Health learning.
   l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
   m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
   n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
   o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
   p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.
   q) Performs other technology duties within the scope of his/her assigned subject area.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program, discuss pupil progress and encourage their involvement in the development and review of program objectives.
2. Works cooperatively with the district's bilingual/ESL/ELL parent advisory committee.
3. Makes effective use of community resources to enhance the instructional program.
4. Professional contacts and activities
5. Cooperates with other professional staff members in assessing and resolving learning problems.
6. Maintains professional competence and continuous improvement through in-services education and other professional growth activities.
7. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
8. Participates in school-level planning, faculty meetings/committees and other school system groups.
9. Other
10. Upholds and enforces school rules, administrative regulations and board policy.
11. Notifies the school principal promptly with information relevant to orderly district operations, such as observations about gang activity, signs of student depression, or signs of child abuse.
12. Accounts for books, supplies, materials, and equipment issued to students.
13. Performs other duties within the scope of his/her employment and certification as may be assigned.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _____________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.2 Endorsements and authorizations
N.J.A.C. 6A:9B-10.5 Bilingual/bicultural education
N.J.A.C. 6A:9C-3 Required professional development for teachers
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:15 Bilingual education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records


JOB DESCRIPTIONS

Instruction and Curriculum

JOB TITLE: Pre-School/Early Childhood Teacher
REPORTS TO: Principal
SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
1. To provide an approved preschool education program and establish a class environment that fosters learning and personal growth.
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education.
3. To maintain good relationships with parents and other staff members.
4. To provide a safe and developmentally appropriate preschool program for young children that complies with all relevant legislation, policies and procedures.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Preschool Education Specialization Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Preschool
1. Develops a program for young children within the preschool.
2. Instructs children (normally up to 5 years of age) in activities designed to promote social, physical, and intellectual growth needed for primary school in preschool, day care center, or other child development facility.
3. Nurtures children, provides meals, crafts, and instruction, and ensures students are clean and kept safe.
4. Provides a variety of materials and resources for children to explore, manipulate and use, both in learning activities and in imaginative play.
5. Attends to children's basic needs by feeding them, dressing them, and changing their diapers when necessary.
6. Teaches basic skills such as color, shape, number and letter recognition, personal hygiene, and social skills.
7. Establishes and enforces rules for behavior, and procedures for maintaining order.
8. Reads books to entire classes or to small groups.
9. Organizes and leads activities designed to promote physical, mental and social development, such as games, arts and crafts, music, storytelling, and field trips.
10. Observes and evaluates children's performance, behavior, social development, and physical health.
11. Identifies children showing signs of emotional, developmental, or health-related problems, and discusses them with supervisors, parents or guardians, and child development specialists.
12. Meets with parents and guardians to discuss their children's progress and needs, determines their priorities for their children, and suggests ways that they can promote learning and development.
13. Develops activities to stimulate the children.
14. Cleans and sterilizes equipment and toys daily.
15. Provides weekly schedules for children and parents.
16. Ensures closets are locked and cleaning supplies out of reach.
17. Integrates special needs children in a respectful manner.

Develops lesson plans and classroom learning activities
1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
5. Supervises pupils in out of classroom activities as assigned.
6. Attempts to maximize student achievement using many resources that align with the core curriculum standards.
7. Demonstrates an awareness of the academic, social, and emotional needs of each student.
8. Demonstrates a positive attitude toward each student.
9. Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
10. Identifies individual pupil needs and works cooperatively with other professional staff members in assessing and resolving learning issues.
11. Maintains a current inventory of the books, supplies, and materials used by students and the equipment housed in the classroom.

Instruction and pupil contact
1. Plans and implements instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the seven content areas: Language Arts Literacy; Mathematics; Science; Social Studies; World Languages; Comprehensive Health and Physical Education; and Visual and Performing Arts.
2. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
3. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Identifies pupil needs and provides instruction appropriate to those needs.
5. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
6. Budgets class time effectively.
7. Encourages and strives to improve student understanding of skills, concepts, and appreciations associated with subject area.
8. Encourages the active involvement and engagement of students in the learning process.
9. Identifies the learning difficulties and strengths of students and seeks assistance of district specialists.
10. Implements technology standards with students in grades Pre-K with support from the principal and technology teacher/coordinator/director.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through in services education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.
2. Accounts for books, supplies, materials, and equipment issued to students
3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary
4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures
5. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: __________________________ DATE: __________________________
REVISED: __________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-10.1 Preschool through grade three certification requirements
N.J.A.C. 6A:9B-10.11 Elementary school with subject matter specialization
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32 School district operations

See particularly:
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

JOB DESCRIPTIONS

Instruction and Curriculum       I – 9

JOB TITLE:
Health and PE Teacher (Elementary, Middle and High School)
REPORTS TO: Principal and/or other designated personnel
SUPERVISES: Pupils, and when assigned, student teachers.
NATURE AND SCOPE OF JOB: To promote pupils’ safety, wellness, health maintenance and physical fitness; provide pupils with an understanding of the relationship of a healthy body to healthy behaviors; and to cultivate knowledge and skills that are conducive to good physical and mental health.
QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Health and Physical Education Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.
PERFORMANCE RESPONSIBILITIES:
Develops lesson plans and classroom learning activities
1. Works to achieve state core curriculum content standards and district educational goals and objectives by teaching skills in comprehensive health and physical education using curriculum and instructional materials adopted by the board of education.
2. Works cooperatively with other health and physical education teachers and regular classroom teachers in planning an effective comprehensive school health program.
3. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.
5. Participates in curriculum development activities, faculty meetings and school-level planning.
6. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
Instruction and pupil contact
1. Provides health, safety, family life education and/or physical education instruction as assigned.
2. Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of pupils.
3. Assumes responsibility proper use and storage of physical education equipment.
4. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive learning environment.
5. Uses diverse instructional techniques to effectively achieve the planned objectives.
6. Evaluates each pupil's growth in health/physical education related knowledge and skills and maintains records of pupils' progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
7. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve
8. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
9. Maintains a classroom environment that supports learning and encourages student growth.
10. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
11. Assists with extracurricular activities, supporting the total program of the school.
12. Instructs, advises, coaches, and supervises extracurricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the collective bargaining agreement.
13. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
14. Budgets class time effectively.
15. Supervises pupils in out-of-classroom activities as assigned.
16. Helps implement technology standards with students in grades K-12 with support from the principal and technology teacher/coordinator/director as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   b) Identifies and locates icons to launch programs, save data and initiate screen operations.
   c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
   f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
   g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
   h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
   i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
   j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
   k) Uses computer technology to improve PE and Health learning.
   l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
   m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
   n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
   o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
   p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.
   q) Performs other technology duties within the scope of his/her assigned subject area.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Professional contacts and activities
1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
3. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
4. Participates in school-level planning, faculty meetings/committees and other school system groups.
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary.
4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
5. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: _______________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employees in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:35-5 Maintenance of physical training courses; features through -8
N.J.S.A. 18A:43 Accident insurance for pupils
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.2 Endorsements and authorizations
N.J.A.C. 6A:9B-10.8 Health and physical education
N.J.A.C. 6A:9C-3 Required professional development for teachers
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:14-4.1(b) Programs and instruction
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records


JOB DESCRIPTION
Roselle Park Public Schools
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JOB DESCRIPTION

Music Teacher (Elementary, Middle and High School)

REPORTS TO: Principal and/or other designated personnel

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:

1. To provide an approved music program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:

1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Class management and instruction

1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a music classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school music program and to discuss pupil progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises pupils in out-of-classroom activities as assigned.
12. Works with students to leave the music practice area clean at the end of class time.
13. Administers the Band Program under the supervision of the Principal and within the philosophy of the school district.

Meetings and professional development
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
4. Cooperates and shares information professionally with other members of the staff.
5. Makes effective use of community resources to enhance the instructional program.
6. Upholds and enforces school rules, administrative regulations and board policy.
7. Fulfills the following duties specific to music instruction:
   a. Instructs pupils in music appreciation and the fundamentals of performing music for an audience;
   b. Prepares participatory lesson plans and establish course goals including music appreciation and performance of songs, both vocal and instrumental;
   c. Selects instruments and other materials for courses;
   d. Demonstrates method and procedure to pupils;
   e. Observes and evaluates pupils' work to determine student progress or to make suggestions for improvement;
   f. Accompanies pupils on field trips to musical presentations;
   g. Instructs pupils to take “virtual trips” to concert halls or musical presentations, via internet;
   h. Specializes in teaching one or more types of music, such as group choral;
   i. Directs planning and supervision of student contests and arranging of art exhibits.
   j. Works closely with the physical education instructor for rehearsals and performances of song and dance arrangements for presentation on stage.
   k. Determines the individual musical strengths of individual students and assigns roles in concerts and stage musical performances that develop and showcase these talents.
   l. Assists with videotaping of performances.
   m. Serves as master-of-ceremonies at musical presentations to school audiences.
   n. Makes recommendations for improvements to musical presentations.
   o. Makes recommendations for possible new concerts, songs and stage productions.
   p) Works to insure that the overall operation, supervision, development, and instruction of the Music program, which includes general music, marching band, chorus and hand bells is implemented.
   q) Coordinates band program so as to perform at parades, Spring Concert, Holiday Program and other school events.
      a. Works with the principal and/or security designee supervising the buildings and grounds used before, during, and after practice or performance sessions.
   r) Instructs, supervises, and organizes rehearsals and performances.
   s) Develops practice and performance schedules.
      a. Ensures proper care and maintenance of equipment as needed.
      b. Assists Principal in preparing the annual music budget and ordering equipment.

Other
1. Accounts for books, supplies, materials, and equipment issued to students.
2. Keeps an accurate record of each student's attendance and makes periodic reports as necessary.
3. Provides good public relations with school, community, and the media.
4. Encourages development of good character traits in each member of the program.
5. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA

JOB DESCRIPTION
Roselle Park Public Schools
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LEGAL REFERENCES:
N.J.S.A. 7F  Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1  Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4  School register; keeping
N.J.S.A. 18A:26-1.1  Residence requirement prohibited
N.J.S.A. 18A:26-2  Certificates required; exception
N.J.S.A. 18A:28-3  No tenure for noncitizens
N.J.S.A. 18A:28-5  Tenure of teaching staff members
N.J.S.A. 18A:28-8  Notice of intention to resign required
N.J.A.C. 18A:37  Discipline of pupils
N.J.A.C. 6A:7  Managing for equality and education in education
N.J.A.C. 6A:8  Standards and assessment
N.J.A.C. 6A:9  Professional licensure and standards
  See particularly:
  N.J.A.C. 6A:9-3.3  Professional standards for teachers
N.J.A.C. 6A:9B  State board of examiners and certification
  See particularly:
  N.J.A.C. 6A:9B-5  General certification policies
  N.J.A.C. 6A:9B-8  Requirements for instructional certificate
  N.J.A.C. 6A:9B-9.1  Authorizations-general
  N.J.A.C. 6A:9B-9.2  Endorsements and authorizations
N.J.A.C. 6A:9C-3  Required professional development for teachers and school leaders
N.J.A.C. 6A:10  Educator effectiveness
  See particularly:
  N.J.A.C. 6A:10-2.1 et seq.  Evaluation of teaching staff members
  N.J.A.C. 6A:10-4.1 et seq.  Components of teacher evaluation
N.J.A.C. 6A:16  Programs to support student development
N.J.A.C. 6A:32-5.1  Standards for determining seniority
N.J.A.C. 6A:32-6  School employee physical examinations
N.J.A.C. 6A:32-7  Student records


JOB TITLE:
Special Education Teacher (Self-Contained, Resource Room and ICS)

REPORTS TO: Principal and Director of Special Services

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB: To provide an approved special education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and appropriate Special Education Endorsement or eligibility
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Instruction and pupil contact
1. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
2. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.
3. Engages the special education learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
4. Provides instruction to classified pupils in accordance with each pupil’s individualized education program.
5. Provides home instruction to confined special education pupils as assigned.
6. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
7. Maintains a classroom environment that supports learning and encourages student growth.
8. Uses effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
9. Uses excellent written and oral English skills when communicating with students, parents, and
10. Assists with extracurricular activities, supporting the total program of the school.
11. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
12. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
13. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
15. Implements technology standards with students in grades K-5 with support from the principal and technology teacher/coordinator/director as follows:
   f) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
   g) Identifies and locates icons to launch programs, save data and initiate screen operations.
   h) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
   i) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
   j) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
16. Implements technology standards with students in grades 6-12 with support from the principal and technology teacher/coordinator/director as follows
   a) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
   b) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
   c) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
   d) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
   e) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
   f) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
   g) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
   h) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
   i) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
   j) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
   k) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.

Develops Lesson Plans and Classroom Learning Activities
1. Works to achieve state core curriculum content standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board-adopted curricula and textbooks, and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction to meet the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Consults with members of the child study team regarding each pupil's educational program, academic program and personal growth.
5. Meets at least once annually with the case manager, parents and other professional staff to review and revise the individualized education program and placement of each assigned pupil.

Contact with Parents and Community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

Planning and Coordination
1. Participates in the development of the district’s plan for special education.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.

Professional Contacts and Other Activities
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.

Self-Contained, Resource Room and/or In-Class Support
1. Maintains records indicating progress of the student in achieving the objectives of the IEP and assists with the evaluation and assessment of students.
2. Participates in the development and annual review of IEPs.
3. Monitors the implementation, and provide information about completed goals and objectives, communicating closely with members of the Child Study Team and with the Case Manager about the progress of the child.
4. Provides instruction in a Resource Center setting using individual or small group instruction to support or replace (but coordinated with) the instruction within the regular classroom.
5. Works cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil and provides support instruction in the regular classroom or resource center as assigned.
6. Provides instruction within the regular classroom using an in-class, inclusion model.
7. Works in collaboration with and under the guidance of the regular classroom teacher using an in-class, inclusion model, reinforcing or modifying the methods and materials used in the classroom to accommodate the needs and learning styles of the child.
8. Engages the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
9. Provides and effectively organizes a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
10. Monitors the pacing of instruction and budgets class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
11. Provides an instructional program closely related to and coordinated with the regular program so that all students meet and exceed the State Core Curriculum Content Standards as outlined in the student’s IEP, modifying methods and materials as needed.
12. Communicates regularly with regular education teachers when a child is mainstreamed and assists with providing appropriate instruction and with modifying when needed instructional practices to accommodate the needs and learning styles of the child.
13. Establishes the schedule, role, responsibilities, and expectations for the paraprofessional assigned to assist the teacher.
14. Assists the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment.
15. Works cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
16. Serves as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Keeps an accurate record of each student’s attendance and makes periodic reports as necessary.
4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
5. Performs other duties within the scope of his/her employment and certification as may be assigned.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9-9.5 Special education
N.J.A.C. 6A:9B-10.3 Special education

N.J.A.C. 6A:9C-3 Required professional development for teachers
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)
29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
34 CFR 76.1 et seq. - General Administrative Regulation EDGAR
34 CFR 77.1 et seq. - General Administrative Regulation EDGAR
34 CFR 300 - Assistance to States for the Education of Children with Disabilities
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

JOB DESCRIPTION
Roselle Park Public Schools
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JOB DESCRIPTIONS

Instruction and Curriculum I – 12

JOB TITLE: Technology Teacher
REPORTS TO: Principal
SUPERVISES: Pupils, and when assigned, student teachers and classroom aides.

NATURE AND SCOPE OF JOB:
1. To provide technology instruction and support to teachers, students, and parents. Implement the technology plan in grades K-8.
2. To provide an approved K-8 technology education program and establish a class environment that fosters learning and personal growth;
3. To help pupils and staff develop technology skills, attitudes and knowledge needed to provide a good foundation for continued education in computer science; and
4. To maintain good relationships with parents and other staff members.

Essential Duties

QUALIFICATIONS:
1. Valid New Jersey Instructional/Teacher Certificate
2. Demonstrates a high degree of skills in the area of technology
3. Ability to integrate technology into all areas of the district curriculum
4. Master’s Degree in a STEM area(s) preferred
5. Basic understanding of computer programming and informational technology subjects preferred
6. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
7. Ability to maintain a positive learning environment
8. Strong interpersonal and communication skills
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Develops lesson plans and classroom learning activities
1. Works to achieve state core curriculum content standards in technology and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved technology course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Works and develops in conjunction with teacher's lesson plans and instructional materials that incorporate and implement technology in the classrooms and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific technology objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these technology integration objectives.
4. Demonstrates a positive attitude toward each student.
5. Develops reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
6. Identifies individual pupil needs as it relates to technology understanding and works cooperatively with other professional staff members in assessing and resolving learning issues.
7. Maintains a current technology inventory of the books, supplies, equipment and materials used by students and the equipment housed in the classroom and school(s).
8. Teaches skills, knowledge, and scientific attitudes through courses in technology education to students, utilizing curriculum designated by the district.
9. Plans a technology education program involving demonstrations, lectures, discussions, and student experiments; organizes activities for optimal learning.
10. Plans lessons, lectures, multimedia demonstrations and other presentations that are appropriate for computer and information technologies.
11. Assigns classroom lessons and homework; grades assignments and quizzes; administers and grades tests, and stays current with statewide standards.

Instruction and pupil contact
1. Plans and implements sequential learning experiences, based on the use of data, for students in the content area for which the teacher is certified, using a variety of instructional and technological strategies that are consistent with the district and school’s philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Technology Standards.
2. Plans and implements instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standards: Develops career planning and workplace readiness skills; Uses technology, information, and other tools; Uses critical thinking, decision-making, and problem solving skills; Demonstrates self-management skills; and Applies safety standards.
3. Engages the learners in highly effective, differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
4. Uses excellent written and oral English skills when communicating with students, parents, and colleagues.
5. Assists with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
6. Assists with extracurricular activities, supporting the total program of the school.
7. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
8. Budgets class time effectively.
9. Encourages and strives to improve student understanding of technology skills, concepts, and appreciations associated with subject area.
10. Communicates Core Curriculum Content Standards for Technology to staff and students.
11. Provides student data reports as it relates to the technology plan to staff and administration on a regular basis.
12. Evaluates, recommends, and purchases student and administrative software and technology related materials.
13. Communicates the goals and objectives of the technology plan, teacher expectations, and student outcomes to principal, teachers, and parents.
14. Facilitates and conducts grade level meetings, department meetings, and workshops as it relates to the implementation of the technology plan as requested.
15. Establishes grade level technology requirements for student outcomes.
16. Designs and implements instructional lessons to address student needs in content areas as determined by current data analysis.
17. Provides demonstration lessons to students and staff with the intent to provide knowledge for both the staff and students.
18. Administers standardized and district testing in accordance with state and local testing practices.
19. Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.
20. Conduct hands-on open classroom tours for parents, guardians and guests, and schedule parent-teacher conferences as necessary.
21. Implements K-12 technology standards with students and staff with support from the assistant principals and principal as follows:
   a) Uses pointing devices like a desktop mouse or tablet stylus to navigate computing devices.
b) Identifies and locates icons to launch programs, save data and initiate screen operations.
c) Uses keyboards to efficiently type with left and right hands when possible; uses quick keys and other navigational shortcuts.
d) Uses word-processing programs to write and edit text and save projects; uses desktop folders to organize work.
e) Uses menus, toolbars and other program options to change text point size, font styles and various typeface formatting options.
f) Uses spreadsheets, from basic data entry and editing to more complex tasks such as exporting data to illustrate tables and graphics.
g) Uses paint-and-draw, photo cropping and other graphics enhancement programs to add images to text files and social media pages.
h) Understands computer technology concepts such as fair use and copyright policies for text, music and video.
i) Learns the basics of data-retrieval systems, including file structure trees, to order and archive content.
j) Develops proficiency in the use of dashboard functions, windows and menus, and other content and data tools.
k) Uses computer technology to improve STEM learning — from understanding geometry concepts to memorizing the periodic table of the elements for chemistry.
l) Creates text-based written reports, slides, infographics, pie charts and tables that utilize an array of computer-based functions.
m) Improves documents, graphics and slide presentations with the proper use of photos, video and audio clips and still images.
n) Learns how to compress and transfer files online through various cloud-based programs that allow users to upload and share text, photos, videos, audio files and other media.
o) Understands how to correctly share files, including music and video downloading; learns the rules for using copyright materials and various open-source libraries such as Wikipedia images.
p) Learns how to create and use secure passwords, set up pop-up blockers and spam filters; recognizes Internet abuses that threaten privacy and risky viruses; and learns best practices for proper email etiquette.
q) Performs other technology duties within the scope of his/her employment and as may be assigned.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Assists with the creation, revision and implementation of the District's Technology Plan and is a member of the committee.
3. Represents the school(s) at District Technology Committee meetings and at other out-of-district technology related meetings.
4. Communicates the goals and objectives of the technology plan to the schools and community.

Professional contacts and activities
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities as it pertains to technology education.
2. Participates in school-level planning, faculty meetings/committees and other school system groups as it relates to the integration and implementation of technology.
3. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school's technology goals and mission.
4. Conducts workshops during non-regular school hours as requested.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Accounts for books, supplies, materials, and equipment issued to students.
3. Keeps an accurate record of each student's attendance and makes periodic reports as necessary.
4. Conducts classes as scheduled and is not absent from class or school during the school day without following proper procedures.
5. Evaluates, recommends, and purchases student and administrative computer hardware.
6. Creates and maintains annual technology budget for the school(s) for which he/she is responsible for.
7. Performs other duties within the scope of his/her employment and certification as may be assigned.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _________________ DATE: _________________
REVISED: _________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:26-1 School register; keeping
N.J.S.A. 18A:26-1.1 Citizenship of teachers, etc.
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-10.1 Preschool through grade three certification requirements
N.J.A.C. 6A:9B-10.11 Elementary school with subject matter specialization
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32 School district operations
See particularly:
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

JOB TITLE:
Substitute Teacher

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, a classroom aide

NATURE AND SCOPE OF JOB:
1. To manage a classroom in the absence of the regular teacher.
2. To deliver lesson presentations in a way that is age-appropriate for the class.
3. To provide an approved education program and establish a class environment that fosters learning and personal growth.
4. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education.
5. To maintain good relationships with parents and other staff members.

QUALIFICATIONS:
1. Valid New Jersey Substitute Teacher Instructional Certificate.
2. Ability to maintain a positive learning environment.
3. Strong interpersonal and communication skills.
4. Ability to follow lesson plans, left by the permanent teacher.
5. Demonstrates knowledge of effective teaching methods and developmentally appropriate classroom activities.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:

Duties Upon Arrival
1. Reports to office upon arrival at school.
2. Checks for messages or materials requiring immediate attention.
3. Requests clarification of school rules and procedures, if necessary.
4. Arrives in the classroom on schedule to greet students and remains in the assigned classroom so that students are effectively supervised.

Implements lesson plans and classroom learning activities
1. Maintains discipline and classroom control in order to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
2. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
3. Delivers lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests and ability levels of all pupils.
4. Budgets class time effectively.

Student well-being
1. Ensures the adequate supervision to assure health, welfare, and safety of all students.
2. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
3. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible.
4. Follows the schedule during the school day and remains in the assigned classroom until all students
5. Follows all policies, rules and procedures established for regular teachers and which good teaching practice dictates.
6. Completes evaluation report form at the end of the day and checks out with authorized personnel prior to leaving at the end of the day.
7. Determines if his/her services will be required for the next school day, following the district protocol for making substitute teacher assignments.

Professional responsibilities and record-keeping
1. Maintains and respects the confidentiality of student and school personnel information.
2. Maintains records of pupil’s educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Collects and places students’ papers in an appropriate location.
4. Returns instructional materials, equipment and keys to proper place.
5. Works cooperatively with the colleagues, principal, school staff and parents to ensure the successful implementation of the school’s goals and mission.
6. Cooperates and shares information professionally with other members of the staff.
7. Keeps the Principal informed about his/her activities and accomplishments.
8. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

Roselle Park Goals/Work Performance/Work Traits
1. Follows accurately the plan of instruction for each lesson.
2. Maintains a plan of instruction when necessary.
3. Establishes and communicates objectives of the prescribed lesson plans.
4. Employs instructional methods and a variety of available materials that are appropriate for individual student abilities.
5. Encourages student understanding of skills, concepts and appreciations associated with the subject area, along with student involvement in the learning process.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Evaluates student behavior and records and reports same to all concerned parties.
9. Corrects and/or evaluates student work as instructed.
10. Supervises pupils in out-of-classroom activities as assigned.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Models non-discriminatory practices in all areas.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Daily salary to be determined by the board.

ANNUAL EVALUATION Performance of this job will be evaluated in accordance with New Jersey State law and the provisions of the board’s policy on evaluation of substitute teachers.

APPROVED BY: ______________________ DATE: ______________________
REVISED: ________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for

JOB DESCRIPTION
Roselle Park Public Schools
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disqualification from employment; exception

N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-10.1 Preschool through grade three certification requirements
N.J.A.C. 6A:9B-10.11 Elementary school with subject matter specialization
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32 School district operations
See particularly:
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

JOB DESCRIPTION

JOE TITLE: Academy Director
REPORTS TO: Superintendent and Director of Special Services
SUPERVISES: Teachers

NATURE AND SCOPE OF JOB: The Academy Director is directly responsible to the district’s Director of Special Services. He/she will keep the Director informed of progress within the Academy Program. The Director’s major role is the implementation and coordination of the secondary alternative/at-risk program.

QUALIFICATIONS:
1. Valid New Jersey Principal Certificate or eligibility Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11
2. Hold a Master’s degree from an accredited institution (College or University)
3. Have a minimum five years teaching/administrative experience.
4. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
5. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
6. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
The Academy Director:
Main responsibilities:
1. Assists the School Psychologist who is the case manager for the students with disabilities at the Academy Program.
3. Assists the School Psychologist with conducting psychological assessments of the Academy students as deemed necessary.
4. Works to ensure student improved behavior, attendance, and parental involvement.
5. Assists personnel by suggesting teaching techniques, supplementary texts, supplementary sensory aids, behavioral strategies or other strategies for improvement of instruction.
6. Assists in the solution of problems raised by students, parents and teachers.
7. Conducts orientation of students/parents/district personnel from other districts considering placement at the Academy.
8. Provides daily orientation/supervision of teaching and support staff at the Academy.
9. Assist the School Psychologist in providing clinical counseling on a daily basis to those students that require theses services.
10. Works cooperatively and collectively with Principals, staff, directors and other supervisors to ensure that instructional programs and social/emotional services are coordinated in the schools and are administered uniformly and equitably.
11. Plans, organizes, implements, supervises, coordinates and monitors programs in the Core Curriculum Content Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, instructional goals of the district meeting all laws, codes and Board policies and regulations.
12. Uses of data to identify student and instructional needs.
13. Ensures that the library media services are effectively used and support the instructional program.
14. Provides leadership and coordination in the implementation of instructional programs and services for the at-risk student on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
15. Ensures that the instructional programs at the Academy engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student’s needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.

Interaction with school staff
1. Supervises teachers and departments as assigned by the Director of Special Services.
2. Assists in the coordination and supervision of special programs funded by the state or federal government.
3. Makes recommendations to the Director of Special Services for Academy changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Supervision and evaluation of school staff
1. Conducts periodic formal and informal observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
2. Assists the Director of Special Services with the selection of school personnel.
3. Monitors the activities under the direction of the Director of Special Services of the non-professional staff members in the performance of their duties.
4. Conducts staff meetings as necessary for the proper functioning of the school.

Scheduling
1. Assists in developing and maintaining a master schedule with the Director of Special Services.

Coordination of learning activities
1. Coordinates and assists the efforts of certified staff to develop lesson plans and instructional materials in a specific academic discipline or department and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
2. Coordinates and assists the efforts of certified staff in a specific academic discipline or department to set specific objectives wherever possible in lesson preparation and weekly lesson plans and to carry through presentation to effectively achieve these objectives.
3. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to assess pupil academic progress and personal growth toward stated objectives of instruction.
4. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to maintain records of pupil's educational progress in class record books and/or board approved forms and to summarize these marks for reporting purposes.
5. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to identify pupil needs and to cooperate with other professional staff members in assessing and resolving learning problems.
6. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to establish and maintain standards of pupil behavior needed to achieve a classroom climate conducive to learning.
7. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to communicate with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
8. Coordinates and assists certified staff in their efforts to maintain professional competence and continuous improvement through in-service education and other professional growth activities, and as an intermediary to supervisory staff establishes and verifies the professional development needs of
teaching staff and conveys those needs to the central office.

9. Coordinates and assists certified staff in a specific academic discipline or department in their participation in school-level planning, faculty meetings/committees and other school system groups.

10. Coordinates and assists certified staff in a specific academic discipline or department in their efforts to make effective use of community resources to enhance the instructional program.

Technology

1. Works with the principal, director or technology, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.

2. Studies, evaluates, and, as appropriate, recommends to the principal and director of technology the adoption of new technology instruction materials, methods and programs and the purchase of computer hardware, software and other instructional technology tools.

3. Works cooperatively with the principal, directors of instruction and technology and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.

Other

1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

2. Works cooperatively with the teachers, school staff and parents to ensure the successful implementation of the school's goals and mission.

3. Performs such other duties as may be assigned by the principal or superintendent.

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ______________________ DATE: ______________________

REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 13:1f-19 School integrated pest management act
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment: exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:25-4 School register; keeping
N.J.S.A. 18A:25-5 Annual report; filing and penalty for failure to file
N.J.S.A. 18A:25-6 Suspension of assistant superintendent, principals and teachers
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.5 Principal
N.J.A.C. 6A:9B-13 Acting administrators
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:27-11.2 Evacuation drills and safety education
N.J.A.C. 6A:30 Evaluation of the school district
N.J.A.C. 6A:32 School district operations
See particularly:
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

JOB TITLE:  
Director K-12 Guidance Counseling

REPORTS TO: Superintendent of Schools


NATURE AND SCOPE OF JOB: Utilizing the skills of leadership, supervision and administrative support and the available resources of the District and elsewhere to achieve and maintain standards of excellence established by the Board of Education. The Director of K-12 Guidance Counseling shall direct, implement, supervise and evaluate Comprehensive Elementary and Secondary School Guidance and Counseling Programs, Elementary Career Education Programs and Services.

To provide supervisory leadership for the development and implementation of a comprehensive, developmental guidance program at the High School (RPHS), and to liaison, in an advisory capacity, to facilitate communications with Middle School guidance personnel and the substance awareness staff.

QUALIFICATIONS: The Director K-12 Guidance Counseling shall:
1. Hold a New Jersey Certificate as Director of Counseling Services
2. Hold a Master’s degree in Guidance and Counseling or in one of the related Pupil Services from an accredited college or university.
3. Have a minimum of three (3) years experience as a Guidance Counselor or Guidance Director.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Hold a valid driver’s license with no serious violations.
6. Have excellent service in the field of guidance and/or classroom teaching experience.
7. Demonstrate knowledge and understanding of the components of a comprehensive developmental guidance program, counseling theory and practice, personality development, strategies for effective career, educational and college planning, child growth and development, learning assessment and remediation, research related to learning, and school and community resources available to assist students and parents.
8. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person’s offense in accordance with 18A:6-7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4. 12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
14. Strong leadership and communication skills.
15. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

EMPLOYMENT TERMS: The Director K-12 Guidance Counseling shall be employed under the following terms:
1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES FOR DIRECTOR OF COUNSELING:

Work Performance/Work Traits
1. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
2. Coordinates guidance tasks and activities within the total RPHS program. Develops and revises RPHS Guidance materials, and coordinates the planning and delivery of small group, in-class guidance sessions, and assemblies.
3. Coordinates the Special Assessment Review (SRA) process and attends training sessions as necessary.
4. Develops and supervises a parent advisement program.
5. Participates in curriculum issues as a member of the Curriculum Council.
6. Assists RPHS principal with the development and implementation of a master schedule for students and staff.
7. Oversees the maintenance of pupil record information, including registration of new students, transcripts, ranking, GPA calculation, teacher recommendations, and college application processing.
8. Chairs the RPHS Scholarship and Awards Committee.
9. Liaisons with academic area supervisors for departmental scheduling recommendations for students and special services personnel for classified students.
10. Identifies students in need of remedial instruction and prepares basic skills lists for student scheduling.
11. Assists with the preparation of RPHS Honor Rolls.
12. Oversees the dissemination of financial aid and scholarship information.
13. Chairs RPHS 504 Committee.
14. Directs and administers the State-mandated and district assessments at all schools. Attends training sessions as needed. Other testing responsibilities are:

Curriculum and Instruction
a. Works with principals, department heads, subject matter specialists and teachers to use test data to improve the content and delivery of the school curriculum.
b. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs in order to correct deficiencies in curriculum that have been identified by analysis of testing data.
c. Assists in the implementation of the district’s in-service education program for the instructional staff, specifically concerning the use of test data to identify student learning deficiencies and to improve academic outcomes.
d. Recommends to the superintendent the addition of new programs, activities and software to upgrade the district’s ability to use test data to improve curriculum and learning.
e. Assists individual teachers and groups of teachers in the implementation of “Response-to-Intervention” [RTI] in order to improve instruction and learning.

Reports
f. Produces bulletins or guides on testing and test data to be distributed to the staff as required.
g. Prepares reports on test results of individuals, classes, grade levels, schools and the district, including use of graphs and charts to make results understandable; reports will often include conclusions and recommendations for action.
h. Contributes sections to reports such as annual reports required by the NJDOE and US Dept. of Education, assembling and accurately analyzing test data in a timely fashion in order to meet reporting requirements and deadlines.

**Meetings and committees**

i. Schedules and organizes meetings in order to improve horizontal and vertical continuity and articulation by use of test data to guide the instructional program of the schools. Answers questions and instructs other District personnel regarding procedural requirements in the use and application of specific sections of the student data base.

j. Plans and presents a series of meetings each year for the purpose of explaining the use of test data to the board of education and to the parents and public at large.

k. Provides coherent and compelling explanations of how “Response-to-Intervention” [RTI] is used in the schools to improve instruction and learning.

**Constructive Interaction with staff**

l. Cooperates with the school counseling services director, principals and staff in the use of test data to plan the instructional program and support services for special education pupils and other students with special needs. Participates as assigned in IEP meetings to contribute information and analysis of individual test results.

m. Meets on a regular basis with all department chairpersons and subject area, special area and guidance personnel for the purpose of using test data to guide the implementation of the district curriculum.

n. Makes determinations such as reasonable accommodations under a student’s IEP during test-taking, in order to assist teachers in administering tests and to ensure the integrity of test results.

**Information and resources**

o. Maintains a reference library on testing and test data analysis for the use of the staff and collaborates with principals and teachers. Stays current with information and NJDOE guidelines.

p. Secures and makes available to the staff samples of various testing series and software.

q. Recommends acquisition of testing software to the superintendent for adoption by the board of education.

r. Keeps abreast of and interprets to the staff the current research in the area of testing and analysis of test data to improve teaching and learning.

**Director K-12 Guidance Counseling and Support Services JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Observe and/or evaluate programs in designated school(s) and assist the Principal in developing Professional Development Plans (PDP) with members of the Guidance staff.

2. Establish and promote high standards and expectations for all students and programmatic staff for academic performance and responsibility for behavior.

3. Organize, manage, supervise, and evaluate effective and clear programmatic procedures for the operation and functioning of Counseling Services in all elementary, middle and high schools, consistent with the philosophy, mission, values and goals of the school and District. This role includes counseling services for educational, college and career planning, social and emotional development (N.J.A.C. 6:8-4.7(a) 3), and coordination of specialized services for students. Also, to ensure compliance with all laws, administrative codes, Board policies and regulations.

4. Oversee the school counseling program of the district for all students.

5. Plan and carry out an effective program of system-wide school counseling in which counselors provide service to all students; including but not limited to general education students, the gifted and talented, disaffected and disruptive students considered to be at risk, those identified as English Language Learners (ELL) and those classified as students with disabilities.

6. In concert with Principals implement a Comprehensive Career Education Program in all schools.

7. Oversee the continuing study and record keeping of information on drop-outs and follow up of graduates.

8. In collaboration with Principals plan and supervise an orientation program for new school counselors.

9. Assume responsibility for his/her own professional development; for keeping current with the literature, new research findings and improved techniques in school counseling; and for attending appropriate professional conferences.

10. Establish effective liaison with the various offices and agencies within the community that may provide specialized or professional help to students and their parents.
11. Define and interpret the professional functions of school counselors to administrators, teachers, students, parents and the public.
12. Serve as a resource person in the assessment and diagnosis of learning styles, and social and emotional needs of students, using a variety of techniques.
13. When appropriate, counsel individual students, including those requiring crisis intervention, to resolve educational, personal, emotional, and social needs and other areas of concern identified by the counselor, student, parents, teachers, administrators or Child Study Team members.
14. Assist other school personnel in preventing students from dropping out of school; and assist in securing alternative programs or employment when warranted.
15. Implement a program to assist students with finding after school employment that comports with possible career objectives.
16. Participate in conferences with students, parents, teachers, and/or administrators to assist students in achieving success in school and in developing mature behavior.
17. Collaborate with Principals, Child Study Team members and community resources to coordinate and provide counseling and career education services for students who might be experiencing difficulty, including, though not limited to, academic achievement, health related concerns, and physical, emotional, and learning disabilities.
18. Conduct exit surveys of students who graduate or leave school to gather data about their experiences in school. Analyze and share the data with the appropriate professional staff.
19. Supervise procedures for the secure and confidential storage of student records. Protect confidentiality of information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Establish professional rapport with Professional staff that gains respect of students and staff members.
21. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
22. Notify immediately, appropriate personnel and agencies, and follow established procedures when there is evidence or suspicion of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
23. Supervise the District’s responsibility to develop and implement effective Student 504 Plans. Serve as a Case Manager for all services with 504 Plans and maintains contact with their parent/guardian.
24. Prepare and discuss the renewal, dismissal, withholding of increment, promotion or other actions for assigned guidance personnel, with the Principals and Superintendent, in accordance with established procedures and timelines.
25. Provide opportunities for effective staff development that addresses the needs for counseling, 504 Plans, guidance, college and career education programs including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff learns of research based successful practices and strategies.
26. Conduct meetings as necessary for the proper functioning of the Guidance Program and Career Education Initiative, distributing minutes of each meeting as appropriate to the Administrator, Supervisor or Principal.
27. Prepare grant and other applications applicable to guidance and Career Education Achievement. Understand the legal requirements governing the implementation of guidance and counseling services, information and referral services committees, Section 504 Accommodation Plans and Special Education placement and related services for students with disabilities.
28. Review, approve and oversee related Individual Accommodation Plans for Section 504 students to ensure that they are being implemented in an effective and timely fashion and updated when appropriate; but at least annually.
29. Represent the school and district at community, State, and professional meetings, when requested.
30. In concert with the Principals, supervise elementary, middle and high school guidance counselors, and determine the appropriate opportunities, programs and services to be offered students.
31. Recruit, screen, train and evaluate elementary, middle and high school counselors in collaboration with principals and assume responsibility for their professional guidance.
32. Under the direction of the Principals, facilitate the effectiveness of the Information and Referral Services Teams (I & RS) in implementing appropriate services and activities within the schools.
33. Keeping the Principals informed, coordinate the career education initiative in the elementary schools.
34. Assume responsibility for compiling, maintaining, and filing reports, records, and other documents legally required or administratively needed in designated school(s).
35. Develop budget recommendations and furnish these to the Superintendent and School Business Administrator for expenditure control.
36. Provide the Superintendent and the School Business Administrator with all fiscal and financial information required to ensure fiscal accountability.
37. Perform such other tasks and assume additional responsibility as may be assigned by the Superintendent.
38. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
39. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

OTHER:
1. Supervises and coordinates home instruction for homebound or hospitalized pupils.
2. Assumes responsibility for district compliance with regulations regarding school health programs. Plans, develops and coordinates the district's system of health services.
3. Works in consultation with the student assistance coordinator, the anti-bullying specialist, and the affirmative action officer toward the remediation of individual issues and the general improvement of the school climate and culture.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations

Approved by:
Date:

TERMS OF EMPLOYMENT: Salary to be established by the Board.

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; disqualification from employment; exception
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:

N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-10.3 Special education
N.J.A.C. 6A:9B-11.5 Principal
N.J.A.C. 6A:9B-11.6 Supervisor

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-5.1 et seq. Components of principal evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records

8 U.S.C.A. 1100 et seq. - Immigration Reform and Control Act of 1986,
20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

JOB DESCRIPTION SOURCES/REFERENCES: Paterson Board of Education and NJSBA
JOB TITLE:
Guidance Counselor (All Grades)
REPORTS TO: Director of Guidance or Principal

NATURE AND SCOPE OF JOB:
To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.
To assume professional responsibility for providing comprehensive developmental guidance and counseling services in the areas of educational and career planning, and social and emotional development so that each student develops the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards.
To work collaboratively with other members of the school staff and with parents, and acts as an advocate for the student, arranging for appropriate resources when necessary, and assisting students in understanding the school and its environment, understanding themselves and their relationships with others, understanding their strengths and needs, and planning for future educational and career opportunities.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Minimum experience as determined by the board
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Non-supervisory.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Direct assistance to students
1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
2. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
3. Maintains a close relationship with the child study team following directives and recommendations as
needed.
4. Maintains a close relationship with the student assistance coordinator and the anti-bullying specialist
   following directives and recommendations as needed.
5. Registers students new to the school, provides orientation and information relative to school
   procedures, curriculum and extracurricular opportunities.
6. Arranges for summer work and/or enrollment in summer school programs to make up noted
   deficiencies.
7. Provides for a smooth transition from elementary school to high school/middle school, which may
   include orientation programs for students and parents.
8. Participates when requested on the Pupil Assistance Committee.
9. Assists in the assessment and diagnosis of the learning, social, and emotional needs and styles of
   students, using a variety of techniques.
10. Monitors student absences and lateness.
11. Contacts parents to ensure regular attendance.
12. Makes arrangements for assignments to be sent home for students who are to be absent for long
    periods of time.
13. Provides counseling services, including crisis intervention, to students experiencing difficulty with
    student growth and performance, referring students to other resources and agencies as needed.
14. Works closely with, and involves parents in planning students’ career plans, and assist in the
    resolution of school-related problems.
15. Assists students with finding employment after school that supports their educational performance.
16. Provides, if assigned substance abuse responsibilities, a program consistent with code and local
    policies and regulations.
17. Assists with providing gender and racial equity programs and with other services designed to reduce
    and eliminate stereotypes and biases.
18. Notifies immediately appropriate personnel of evidence of substance abuse, child abuse, child
    neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the
    influence of alcohol, controlled substances, or anabolic steroids.
19. Provides individual and group orientation sessions for students new to the school, monitoring
    students to ensure a smooth transition and adjustment into the life of the school.
20. Assists students in the selection of annual courses.
21. Coordinates the district applications process for 8th grade students applying to district academies or
    the county technical school. Ensure that students have the appropriate applications and information
    about each program.
22. Counsels students regarding the academies and career choices. Assist and coordinate
    dissemination of information regarding the Academy Fairs and other academy activities.
23. Coordinates the identification and referral of average 7th and 8th graders to the Alternative School
    Program. Collaborates with program staff to ensure the smooth transition of students to the
    alternative program.

Transition to College and Career
1. Works closely with and involves parents in planning students' career plans,
2. Assists in the resolution of school-related problems.
3. Assists in the organization and administration of standardized test programs. Provides timely notice
   and information to students and parents of opportunities to take SAT, ACT and AP exams.
4. Works to prevent students from dropping out of school, and assists those that do in finding alternative
   educational programs and/or employment.
5. Develops with the student post-high school plans. Assists students with developing a student
   portfolio, including a resume, employment and college applications, transcript, attendance records,
   extra-curricular records, accomplishments, recommendations from school personnel, letters of
   reference, and other information that the student can use to demonstrate competency when applying
   for employment and/or future educational endeavors.
6. Organizes and disseminates career, employment, and college opportunities, scholarship, financial
   aid, and other information about resources available to students and parents.
7. Develops with the student and then monitors a sequential educational plan of high school studies and
   experiences leading to a high school diploma and demonstrated proficiency in the Core Curriculum
   Content Standards, consistent with post-high school plans and the needs, interests, and skill levels of
   the student.
Office Management
1. Maintains a professional office environment.
2. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents with urgent needs.
3. Maintains student records and ensures their confidentiality.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.
6. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
7. Notifies students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.

Program Evaluation
1. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
2. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
3. Uses the internet to gather current information about colleges and career programs. Compares online and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the actual situation, rather than relying on outdated impressions.
4. Retains essential information for parents and students such as college graduation rates.
5. Shares research and findings with colleagues and students in order to improve counseling services.
6. Establishes high standards and expectations for all students for academic performance and responsibility for behavior.
7. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
8. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.

Work Traits
1. Establishes and communicates objectives; maintains plan to meet objectives.
2. Employs counseling methods and a variety of available materials that are appropriate for individual counselee needs.
3. Encourages and improves counselee self-understanding.
4. Encourages the active involvement of counselees in the decision-making process.
5. Provides the opportunity for individual counseling and guidance and group counseling and guidance when appropriate.
6. Assesses, analyzes, and interprets data relative to personal growth and career planning.
7. Guides the counselee in the development of educational plans relevant to the counselee's personal growth and career planning.
8. Participates with other members of the pupil personnel services team in relationship to meeting the needs of counselee.
9. Acts as consultant to staff, parents, learning institutions, community agencies, business and industry in reference to the counselee's growth and development. In the capacity as consultant, the counselor shares in curriculum revision and assists in determining the appropriateness of course offerings for counselee.
10. Coordinates the educational program for students, level to level.
11. Provides testing opportunities beyond those mandated by school district.
12. Maintains information - catalogues, pamphlets, books, etc. relative to study habits, careers, schools, community agencies.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

Other
1. Maintains professional competence through in-service education and participation in other
2. Demonstrates ability to communicate and work effectively with students, parents, staff and community groups and organizations.
3. Assists with extra-curricular activities, supporting the total program of the school. Attends student events to demonstrate genuine interest in the life of the students.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Performs other related duties as assigned by the superintendent of schools or the director of guidance.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees in general
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:40A Substance abuse
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-12.8 School counselor
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting
N.J.A.C. 6A:32-12 Student behavior


JOB DESCRIPTIONS

Student Services Administration S – 4

JOB TITLE:
Student Awareness Coordinator/Student Assistance Counselor

REPORTS TO: Superintendent of Schools, Director of Curriculum and Funded Programs, High School Principal, Middle School Principal and Director of Guidance

SUPERVISES: The district’s student services, as assigned, including substance abuse awareness and prevention program.

NATURE AND SCOPE OF JOB: Consistent with existing laws and statutes, the primary function of this position is to provide and implement a Comprehensive K-12 Prevention and Intervention program for ATOD and other student risk factors in the Roselle Park Public Schools, and also the adult education programs in the Community of Roselle Park. The SAC will serve as the district’s Title IV Coordinator.

The SAC will also provide leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve state core curriculum content standards and district educational goals and objectives.

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate and Substance Awareness Coordinator Endorsement
2. Minimum experience as determined by the board
3. Demonstrated knowledge of substance abuse curriculum development, Title IV – Safe and Drug Free Schools Policies and Regulations, counseling and staff development
4. Ability to work effectively with students, staff, parents, outside agencies and community groups
5. Ability to develop a district wide school plan for Prevention and Intervention of student risk factors such as but not limited to, Anti-Bullying, Anti-Smoking, Planning and Implementation of Evidence Based Programs, Understanding of the Evaluation of Comprehensive Alcohol, Tobacco, and Other Drug (ATOD) Abuse Programs
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Direct Assistance to Students and Parents
1. Assesses students’ drug/alcohol involvement and makes appropriate referral to treatment facilities when necessary.
2. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the students’ aftercare plan.
3. Facilitates conferences with parents or child’s guardian to review, discuss and/or implement appropriate steps and stages of intervention and options.
4. Provides short-term counseling or group counseling for students with substance abuse problems or

Page 15 of 60
concerns.
5. Implements and coordinates parent education programs related to substance awareness.

Administrative Duties
1. Assists in the coordination of supplemental programs and guest speakers.
2. Assists in the research and review of instructional materials for possible purchase and use.
3. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for substance abuse or demonstrating symptoms of substance use and abuse, coordinates a referral system with local, state and other services, providers or agencies.
4. Assesses the district's prevention/intervention program on an annual basis and makes recommendations.
5. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
6. Maintains a continuing review of statutes and codes related to drug and alcohol programming.
7. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.

Interaction with Other Staff and with Community Groups
1. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.).
2. Assists in the design, implementation and coordination of staff development related to substance awareness.
3. Provides in-service education for all teachers and staff responsible for the delivery of chemical health education.
4. Serves as a resource to district personnel on substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
5. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
6. Provides coordination of school-based prevention programs with community-based prevention programs.
7. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
8. Attends monthly Community Alliance meetings and act as the district liaison.
9. Involves members of the community in Educational Plan development and in program evaluation.

Program Development
1. Works with the Director of Curriculum, Instruction and Funded Programs to ensure that the district remain compliant in all state and Federal regulations in the development and implementation of comprehensive programs in the areas noted below.
   A. Prevention: Provides both students and adults with appropriate information and developmental experiences necessary to make responsible decisions regarding chemical use and nonuse.
   B. Intervention: Provides assistance to students and adults who demonstrate behaviors of concern.
   C. After-care: Provides assistance to students/adults returning to the community after completing therapy for substance use problems.
   D. Staff Training and Development: In-service experiences for teachers/community members who have a responsibility for the implementation of the sub-stance-abuse program.
   E. Staff Assistance Programs: Referral and counseling services for employees of both the board of education and the governing body.

Prevention:
1. Assists in the integration of appropriate prevention curriculum concepts into a varied, flexible, and sequential K-12 chemical-health curriculum.
   A. Periodically assists in the review of instructional materials and strategies designed to implement the chemical-health curriculum.
   B. Disseminates literature containing information related to chemical health issues.
C. Assists in the promotion of a consistent emphasis on substance-abuse topics among all the schools of the district.
D. Assists in the development of a comprehensive, articulated, K-12 chemical-health course of study.
E. Teaches about substance use and abuse.

Early Identification and Intervention:
1. Focuses on students whose behavior may indicate a chemical-use problem as well as those students experiencing family or relationship problems due to chemical-health issues.
   A. Assists in the development and implementation of procedures to identify and instruct students whose behavior may indicate possible substance use problems of self or others.
   B. Assists in the selection and training of “core teams” of school employees.
   C. Assists in the development of inter-agency teams which meet the high-risk students and plan prevention and intervention procedures.
   D. Assists in the development of procedures to provide assistance to employees experiencing problems which stem from chemical abuse.

2. Focuses on students whose behavior may indicate a chemical-use problem as well as those students experiencing family or relationship problems due to chemical-health issues.
   A. Focuses on students whose chemical use precipitates a medical, legal or safety concern while going to or returning from school or while on school property or at a school event.
      1) Assists in the development of emergency response procedures which include but are not limited to the following:
         a) Notification of building administrator
         b) Notification of law enforcement agency
         c) Notification of parents
         d) Care in school health office
         e) Transfer to home/office/detoxification center
      2) Assists in the development and maintenance of systems to facilitate student self-referral related to chemical use problems.
      3) Establishes liaison with treatment centers as well as individuals and agencies qualified to perform chemical assessments.
      4) Assists in the development of procedures for the integration of students back into the school organization following an emergency.
      5) Assists in the development of programs which supplement or provide an alternative out-of-school placement.
      6) Develops and maintains systems that will facilitate the continuation of a student’s education while he/she is in treatment.
      7) Maintains appropriate confidential records of substance-use incidents.

Re-entry Support and After-Care:
1. Focuses on students who have received or are in the process of receiving treatment for chemical use dependency.
   1) Assists with follow-up procedures on an individual basis in cooperation with outside treatment facilities, staff, and parents.
   2) Maintains liaison with support systems for individuals returning to the school community during or after the completion of therapy for substance abuse or dependency to include:
      a) Preparation of building staff to provide an emotionally-healthy classroom atmosphere
      b) Arrangement of alternative programming when necessary
      c) Establishment of peer-support groups whose activities include development and fostering of coping skills, interpersonal communication, decision making and interpersonal relationships.

Staff Training and Development:
1. Training.
   A. Presents in-service programs and workshops to develop staff awareness of chemical use, abuse, and dependency patterns as well as the unpredictable nuances of prevention, intervention, therapy, and after-care.
B. Presents in-service programs and workshops which develop observation and identification skills among the staff.
C. Plans and maintains procedures which clarify the responsibilities of school personnel in responding to chemical-use problems.
D. Assists in the presentation of training programs which accent teaching strategies to be utilized in the development of an emotionally healthy classroom.
E. Presents demonstration lessons and serves as a resource person for teaching staff at all grade levels.
F. Communicates to staff, students, and parents the role and responsibilities of the SAC in the Roselle Park Schools and community.

Other
1. Attends to all Title IV – Safe and Drug Free issues, regulations, etc.
2. Attends all training sessions as necessary, and as recommended by The Director of Curriculum, Instruction and Funded Programs that relate to the Title IV program.
3. Participates in crisis intervention program development and implementation.
4. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________________ DATE: ___________________________

REVISED: _____________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:40A Substance abuse
See particularly: N.J.S.A. 18A:40A-18 Student Assistance Coordinator (formerly Substance Awareness Coordinator, retitled by PL 2009 c. 54, sometimes “Student Assistance Counselor”)
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:7 Student conduct
N.J.A.C. 6A:9 Professional licensure and standards
See particularly: N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly: N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9.1 Authorizations-general
N.J.A.C. 6A:9B-9.2 Endorsements and authorizations
N.J.A.C. 6A:9B-12.2 Student assistance coordinator
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly: N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
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<th>Programs to support student development</th>
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<td>Procedures for alcohol, tobacco and other drug abuse intervention</td>
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<td>School safety and security</td>
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<td>Law enforcement operations for alcohol, other drugs weapons, and safety</td>
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<td>N.J.A.C. 6A:16-8</td>
<td>Intervention and referral services</td>
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<td>N.J.A.C. 6A:16-11</td>
<td>Reporting of allegations of child abuse</td>
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ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Student Services Administration  S – 5

JOB TITLE:  Director of Special Services

REPORTS TO:  Superintendent of Schools

SUPERVISES:  Child study team members, substance abuse coordinator, certified and noncertified special education and health services personnel

NATURE AND SCOPE OF JOB:  To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.  The Director Special Services also provides leadership to coordinate and supervise the effective oversight for services regulated under the McKinney-Vento Homeless Act and Section 504 of the Rehabilitation Act.  To accomplish these task the Director of Special Services must work closely with the community, staff, and administration of the district.

QUALIFICATIONS:
1.  Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) for school principal.
2.  Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff.  Preferred:  Three or more years of successful experience in teaching and site-level administrative experience.
3.  Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements.
4.  Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies.
5.  Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
6.  Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
7.  Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
8.  Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

EMPLOYMENT TERMS:
1.  Work year of twelve months.
2.  Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
3.  Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership
1.  Provides leadership in the development of the district's special education program; coordinates and supervises related activities.  Evaluates existing programs and makes recommendations for improvements.
2.  Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEPs.

4. Recommends policies and programs essential to the needs of special education children.

5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.

6. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.

7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.

8. Oversees the development and effective delivery of the district's special education program, including the development and maintenance of the cumulative records of students receiving special services.

9. Coordinates child study team and speech services with instructional programs.

10. Disseminates information, current special education trends, and developments about programs in all areas of responsibility to administrators, faculty/staff and parents.

11. Recruits, interviews, and recommends personnel for the special education department in conjunction with the building principal.

**District Meetings**

1. Prepares board of education agenda items relating to the Director’s areas of responsibilities, submitting items in a timely and appropriate manner for final review.

2. Attends board of education meetings.

3. Attends principal meetings.

4. Attends other staff meetings, as assigned.

**Attendance Officer**

1. Directs the planning, organization, and coordination of the district’s pupil attendance programs, including truancies.

2. Chairs, conducts, and supervises various discipline and attendance hearings; coordinates all hearing panels, ensures due process in all cases.

3. Processes documentation to establish student’s residence with someone other than the parent.

4. Guides, directs, advises, and participates in serious discipline processes and problems including student suspension and expulsion cases.

5. Interprets, prepares, and disseminates information regarding education codes and legal mandated changes in regard to attendance, student discipline, and due process.

**Staff Supervision and Coordination**

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.

2. Coordinates and supervises activities of the consulting psychiatrist, neurologists, and occupational/physical therapists.

3. Coordinates and supervises all programs and staff as specified in the Department of Special Services.

4. Coordinates and monitors the efforts of Child Study Team(s) in the evaluation of other public and private school special education facilities for possible placement of students whose needs cannot be met within existing district programs.

5. Observes, monitors and evaluates Special Services personnel. For personnel who are building based, this would be completed in conjunction with the building principal.

6. Serves as the Principal of the district’s Extended School Year (ESY) program.

7. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

**Contact with Parents and Community**

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.

2. Interprets the objectives of the district's special education program to parents, students, staff and the
community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.

**Program Planning, Administration, Evaluation and Reporting**

1. Cooperates with building principals to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of in-service and training programs.
3. Prepares and administers the departmental budget.
4. Coordinate and maintain student records known to Child Study Team as required by NJ Administrative Code.
5. Submits such recommendations as to budget, staff needs, facilities, and equipment, as may be required to maintain effective operation of the Department of Special Services.
6. Plans and develops staff development and in-service activities for all Department of Special Services personnel in conjunction with the Director of Curriculum and Instruction.
7. Seeks, investigates, and applies for grants and sources of funds on the state and federal level.

**Other**

1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Disseminates information on new education research and new state department rules and regulations in the area of special education.
3. Works cooperatively with administrators to keep staff members aware of the needs of special education children in both the regular and special education settings.
4. Works with the school business administrator to coordinate transportation of special education students.
5. Performs other related duties as may be assigned by the Superintendent of Schools and/or requested by the Board.

**EMPLOYMENT**: Salary and work year to be determined by the board.

**EVALUATION**: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

**APPROVED BY: ______________________________ DATE: ______________________________**

**REVISED: ______________________________**

**SOURCE(S): NJSBA**

**LEGAL REFERENCES:**

- N.J.S.A. 10:5-1 et seq. Law Against Discrimination
- N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:26-1.1 Residence requirement prohibited
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:28-3 No tenure for noncitizens
- N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-10.3 Special education
N.J.A.C. 6A:9B-10.4 Bilingual education
N.J.A.C. 6A:9B-10.5 English as a second language
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records


Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)


Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

JOB DESCRIPTION

Child Study Team Secretary

REPORTS TO: Director of Special Education or designated supervisor
SUPERVISES: Pupils, and when assigned, a classroom aide

NATURE AND SCOPE OF JOB:
To perform challenging secretarial and clerical duties pertaining to special education services entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the child study team.

QUALIFICATIONS:
1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills, including a working knowledge of specialized vocabulary used by the child study team.
4. Knowledge of automated office equipment and efficient office procedures. Proficiency in technology used by the district and ability to learn new software applications, as needed.
5. Knowledge of district rules and procedures such as attendance rules.
6. Strong interpersonal skills, including good telephone skills and ability to communicate effectively.
7. Ability to maintain confidentiality in all situations and interactions.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:
1. Communications – receives and routes incoming calls and correspondence. Personally handles calls involving confidential or sensitive topics. Screens calls and inquiries that involve sensitive topics. Accommodates the caller’s concerns without referring callers unnecessarily to the administrator. Assists with daily calls concerning parental and/or student concerns. Maintains phone answering services and intercom communications.
2. Files, Database, Scheduling And Operations Data – provides receptionist duties as needed and maintains sign in/sign out sheets and the daily appointment schedule for the child study team. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants. Maintains confidentiality of records and information. Maintains a well-organized up-to-date filing system. Maintains highly confidential records, files and sensitive correspondence, ensuring that the material is properly marked, secured and accessible for immediate use by administrators. Uses the IEP tracker software, budget software, purchase order software, and other software purchased by the district. Maintains and accesses daily enrollment information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data for students.
3. Meetings – arranges meetings, prepares agendas, takes clear notes and handles follow up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned. Coordinates travel arrangements as assigned.
4. Reports – assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
5. Office Functions – performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files. Types correspondence, notices and reports, and verifies the accuracy of the work done. Operates all business machines necessary to complete reports and clerical work required in the operation of the
office. Types IEPs. Prepares letters, memos, charts, schedules, forms, agendas, ASSA Report, NJSMART data entries, End-of-year Report, IDEA Application and various instructions and maintenance records on computer or disks.

6. Functions Efficiently As Part Of A Team – prepares and edits letters, memos and reports from learning consultants, speech/language therapists, occupational therapists, physical therapists, social workers and psychologists. Distributes mail to members of the child study team (CST). Prepares duplicates and copies of materials for the efficient functioning of the CST. Relates congenially with child study team co-workers, other district staff, parents and students, some of whom may be under stress. Relates effectively with county office staff. On a daily basis, handles all paperwork from the county office of Special Education such as exceptions, approvals for placements, etc.

7. District Goals – supports the boards of Education and the administration's philosophy, goals and objectives for the district, its schools, and its departments. Reports any concerns about deviations from district philosophy, such as may impair delivery of services, to immediate supervisor in a timely manner.

Roselle Park Goals
1. Types correspondence, notices and reports, specifically for Director of Special Services, Child Study Team, Nurses, Talented & Gifted Program, and Speech and Language Program.
2. Maintains a well-organized up-to-date filing system for “Confidential” files for classified students and general office filing.
3. Maintains confidentiality as required and appropriate.
4. Types, processes, and files Child Study Team referrals (from receipt of request to IEP meeting), evaluations, minutes, correspondence, and maintain Evaluation Status Chart.
5. Processes Special Services purchase orders (District Computer Program) and follow-up on orders when necessary.
6. Provides Special Services budget forms to CST, Special Education Teacher, Speech & Language Specialists, Talented and Gifted Teacher, and Substance Abuse Coordinator.
7. Organizes, distributes, and processes District Budget Book orders for Special Services Office and Special Education Teachers.
8. Types Special Services yearly Budget.
9. Maintains student lists and form letters for Talented & Gifted Program, orders and processes completed IQ and Torrance Tests for use in the selection of students for the T&G Program, and types letters to parents of new students selected to participate in the program.
10. Maintains and processes student lists, IEP’s, forms, letters, and files for the Speech and Language Specialists.
11. Processes Special Services workshop registrations, professional growth forms, and purchase orders.
12. Processes district Home Instruction requests—collects Medical Reports, obtains school doctor approvals, board approvals, assigns instructors, coordinates assignments through student’s home school, distributes weekly reports and timesheets to instructors, tabulates monthly timesheets, and maintains Home Instruction Register.
13. Types and sends out invitations for Senior Teacher/Helper Luncheon.
14. Arranges yearly Audiometer equipment calibration for each school through nurses.
15. Sends out “old file” letters to former special education students giving them the opportunity to have their records before they are destroyed.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Models non-discriminatory practices in all areas.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.
APPROVED BY: ______________________ DATE: ______________________
REVISED: ______________________

Page 25 of 60

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1  Officers and employees in general
N.J.A.C. 6A:32-6  School employee physical examinations

JOB DESCRIPTIONS

Student Services S – 7

JOB TITLE:
Behaviorist Specialist

REPORTS TO: Director of Special Services

NATURE AND SCOPE OF JOB:
To develop and implement behavioral interventions with staff assistance to facilitate students’ attainment of social and emotional growth consistent with the goals set forth by Individual Education Plans (IEP’s).
To develop and evaluate the Roselle Park program for Student Behavior Modification, Crisis Prevention, and Crisis Intervention.
To serve as a resource person to staff and parents concerning the use of Applied Behavior Analysis in school and home settings.
To serve as a resource person to staff and parents regarding appropriate and functional educational programs.

QUALIFICATIONS:
1. Board Certified Behavioral Analysis (BCBA) certification or evidence of coursework towards appropriate certificate preferred.
2. Valid NJ Teacher of the students with disabilities, school psychologist, school counselor or social worker certification.
3. Knowledge and experience of the diverse needs of children with disabilities and appropriate special education classroom practices.
4. Ability to communicate effectively with students, parents, and school personnel.
5. Minimum experience as determined by the board
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

ESSENTIAL FUNCTIONS:
Responsible for generating and implementing programs to remediate behavioral and social problems for students, as well as be available for consultation to school staff and parents.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
1. Designs programs for students that are consistent with the total educational philosophy and goals of the School board.
2. Consults, collaborates, and completes reports as appropriate with/for the Child Study Teams on an ongoing basis.
3. Plans and confers, regularly scheduled consultations with classroom teachers, regarding behavioral, social, or personal problems affecting the student.
4. Works in coordination with teachers, related services personnel, and administration in identifying social/behavioral issues, as well as planning and developing program.
5. Assists in the design and implementation of professional development related to special education, providing professional development to targeted staff, on all aspects of school programming with special educational programs:
   a. Delivery of instruction;
   b. Behavior Management of Students (including techniques for remediating behavioral, social,
or personal problems of students);  
   c. Data Collection (Applied Behavioral Analysis);  
6. Assists, upon request of the Director of Special Services, in the development of Functional Behavioral Assessments (FBA) and Behavior Intervention Plans (BIP).  
7. Develops IEP goals and objectives and uses paraprofessionals to assist with implementing goals, as appropriate.  
8. Provides training for paraprofessionals with the programs in the areas of behavior management skills and affective education.  
9. Designs, implements, and follows up on behavioral management programs for students to remediate behavioral and social problems.  
10. Consults with parents regarding students’ behavioral goals.  
11. Interprets behavioral assessments for school staff and parents.  
12. Develops home programs and related behavioral goals.  
13. Assists parents in acquiring services from the Division of Developmental Disabilities (DDD).  
14. Reports to, consults, and completes reports as requested, with/for the Director of Special Services on an ongoing basis.  
15. Continue professional growth through educational meetings, visits to related facilities, attendance at conferences, reading of professional literature, and dialogue/exchanging ideas among staff.  

School and Community Relations  
1. Develops, implement, and evaluates Roselle Park School District’s Behavior Modification Program Plans: obtaining baseline, recording, collecting, charting and evaluating data.  
2. Conferences daily with staff and/or parents concerning individual student’s Behavior Modification Plans.  
3. Serves as a resource person to staff and parents through knowledge of Applied Behavior Analysis and its use with autistic and autistic-like children:  
   a. Acquired by attendance at professional meetings and the study of current professional and research literature.  
   b. Maintaining a current and active file of such literature sharing it with staff and parents.  
4. Develops Roselle Park Teaching Resource Library, through the recommendation for purchase of books and professional resource materials relevant to student behavior modification, crisis prevention, and intervention.  
5. Provides a series of workshops to staff concerning appropriate use of ABA discretional and behavioral strategies of crisis prevention and intervention techniques.  
6. Designs and oversees implementation of situational appropriate crisis prevention and intervention plans as well as constructive classroom management techniques.  
7. Provides ongoing parent and student consultation regarding skill acquisition and behavior management, as needed.  
8. Be available to the classroom whenever a crisis situation occurs in order to provide emergency intervention.  
   a. Provides staff with guidance concerning an appropriate response to the particular unfolding situation.  
   b. When necessary, provides the child in crisis with restraint.  
   c. When necessary, removes the child in crisis from the classroom, takes him/her to exclusionary time out.  
   d. When necessary, supervises exclusionary time out and determines when the child in crisis is ready to be re-integrated into the classroom.  
   e. When necessary, and in concert with the Director of Special Services and classroom teacher, conferences with parents concerning specific crisis situations involving their child.  
9. Be available on a routine basis during morning and afternoon bus duty and lunch time in order to provide intervention should a crisis occur.  
10. Works directly with students modeling skill acquisition programs and behavior management programs.  
11. Researches, consults with, and provides a list of community resources (agencies, services) for support of parents.  
12. Ensures that each parent has a list of such agencies (including names of resource people, title) in the areas that are in proximity to the parents.  
14. Consults with a sending district Director of Special Services and/or Case Manager.
15. Reviews biannual progress reports written by teachers and therapists detailing with student progress towards behavioral goals and objectives.
17. Provides pre-inclusion support to special education teacher. Maintains consistent (daily, weekly, and biweekly) support of special education teacher throughout the inclusion period.
18. Develops, implements, and evaluates educational programs in concert with teachers and therapists.
20. Facilitates IEP meetings when necessary.
21. Plans and implements home visits on an as needed basis.
22. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

Other
1. Maintains professional competence through in-service education and participation in other professional development activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _____________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 10:5 Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
See particularly:
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and operated programs
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-9 Requirements for educational services certificate
N.J.A.C. 6A:9B-10.3 Special education
N.J.A.C. 6A:9B-12.5 School social worker
N.J.A.C. 6A:9B-12.8 School counselor
N.J.A.C. 6A:9B-12.9 School psychologist
N.J.A.C. 6A:9B-12.10 Learning disabilities teacher-consultant
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)
JOB TITLE: Learning Disabilities Teacher Consultant
REPORTS TO: Director of Special Services
SUPERVISES: Pupils

NATURE AND SCOPE OF JOB: To effectively assess pupils’ learning characteristics and design appropriate instructional plans in order to enable each pupil to maximize his/her learning potential.

To also provide a full range of services as a member of the Child Study Team in the identification and diagnosis of perceptual and learning disabilities and in the prescription and delivery of appropriate and effective educational services and programs.

The Learning Disabilities Teacher-Consultant (LDTC) is primarily a teacher and a consultant, assisting the instructional staff in an understanding of the needs of students with disabilities and recommending and demonstrating techniques, strategies, and materials so that virtually every student meets or exceeds the New Jersey Core Curriculum Content Standards.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess children's learning characteristics, design appropriate instructional strategies and plan educational programs
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
LDTC
1. Provides comprehensive educational evaluation services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of special services, in accordance with all applicable federal, State and local codes and regulations.
2. Prepares with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student. Monitors the Plan’s implementation, and participate in the annual review.
3. Ensures that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations. Also, ensures that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency.
4. Monitors and evaluates the educational program of students with special learning needs both in and out of the district, through observations, review of school records, staff conferences, and written observation reports to determine whether the present educational program is the one best suited for the students’ development. Makes recommendations for change where indicated.
5. Serves as a consultant to the Principal and instructional staff in matters concerning identification of
learning needs and curriculum development so that effective programs and experiences are provided for all students. Recommends policies and procedures that promote student responsibility and a rigorous, supportive academic school environment.

6. Participates in the evaluation, classification and placement of all pupils with special needs.
7. Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
8. Assists in the development and coordination of an appropriate individualized education program for each pupil requiring special education and/or related services. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
9. Consults with classroom teachers, administrators and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.
10. Serves as a case manager as assigned and maintains appropriate case records.
11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.

Contact with parents and community
1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the special education program.
3. Attends weekly Child Study Team meetings.
4. Attends monthly parent meetings.
5. Works to keep the community informed of the special education program and the role of the learning disability teacher-consultant.
6. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.

Professional contacts and activities
1. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
4. Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
5. Consults with administrators and staff regarding academic learning achievement and instructional strategies.
6. Participates in the development and delivery of in-service programs and parent seminars related to learning disabilities and effective teaching methods.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: __________________________ DATE: _____________________
REVISED: ____________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 10:5 Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
See particularly:
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-9 Requirements for educational services certificate
N.J.A.C. 6A:9B-12.10 Learning disabilities teacher-consultant
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)
JOB DESCRIPTIONS

Student Services S – 9

JOB TITLE:
Occupational Therapist

REPORTS TO: Director of Special Services

NATURE AND SCOPE OF JOB:
To assist students who have difficulty in achieving a healthy and balanced lifestyle, to enable them to participate to their potential in daily occupations of life, and to enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

To work towards the educational outcome goals adopted by the BOE by achieving the objectives for his/her area of service, acting as a proper model for pupils in school and to work harmoniously with the staff of the school district.

QUALIFICATIONS:
1. Valid New Jersey Occupational Therapist Credentials
2. Broad knowledge of child growth and development, psychology of exceptional children and the principles of counseling individuals
3. Demonstrated ability to effectively work with students, parents and community groups and agencies
4. Ability to communicate effectively with students, parents, and school personnel.
5. Minimum experience as determined by the board
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Non-supervisory. Works with child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Delivery of Educational Services

1. Provides pupil services and special education; coordinates occupational therapy with other educational services. Evaluates existing programs and makes recommendations for improvements.
2. Provides customized intervention programs to improve students’ ability to perform daily activities:
   a. Comprehensive home and job site evaluations with adaptation recommendations.
   c. Adaptive equipment recommendations and usage training.
   d. Guidance to family members and caregivers.
3. Keeps informed of all legal requirements governing special education and ensures that all requirements under administrative code, state/federal law and board policy are met.
4. Recommends policies and programs essential to the needs of students needing occupational
5. Follows established procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Assists with home instruction for homebound or hospitalized students.
7. Assumes responsibility for district compliance with regulations regarding occupational therapy.
8. Schedules physical examinations to be carried out by the school physician and nurse(s).

Contact with Parents and Community
1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's pupil services program to parents, students, staff and the community.

Program Planning, Evaluation and Reporting
1. Cooperates with building principal to plan, coordinate and evaluate the pupil services program.
2. Participates in the development and implementation of in-service programs.
3. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others.

Case Management
1. Plans and develops therapeutic intervention foals that are educationally relevant and will be used in students’ educational programs.
2. Is discreet and professional in handling confidential information and difficult situations.
3. Communicates the needs of the OT program to the appropriate supervising school administrator.

Occupational Therapist Procedures
1. Establishes and system of documentation that is professional, efficient, and accountable and that conforms to state of individual agency policy. Demonstrates professional therapeutic ability and knowledge in providing services to students.
2. Maintains and is accountable for the OT budget, inventory and equipment.
3. Monitors the OT program goals by teaching and supervising other professionals and paraprofessionals who are involved with the implementation of the intervention procedures.
4. Provides consultation to the educational system regarding student needs, professional needs and system needs in order for the system to achieve its goals and objectives.
5. Provides reassessments of students focusing on areas of need at intervals determined to be educationally relevant.

Personal and Professional Qualities
1. Uses appropriate oral and written communication.
2. Exercises good judgment and sensitivity for the values and culture of the students and staff.
3. Maintains regular attendance.
4. Cooperates with administration and colleagues.
5. Demonstrates growth in scholarship and in professional expertise related to position, keeps abreast of new ideas and integrates that knowledge in their therapy.
6. Plays an instrumental and leadership role by sharing expertise and ideas which will enhance programs for students, teacher, and parents.
7. Facilitates in-service education and professional development for related service/OT staff.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

Other
1. Maintains professional competence through in-service education and participation in other professional development activities.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other related duties as assigned by the superintendent of schools or the director of special services.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

**APPROVED BY:** ______________________ DATE: _____________________

**REVISED:** _________________________

**SOURCE(S): NJSBA**

**LEGAL REFERENCES:**

- N.J.S.A. 10:5-1 et seq. Law Against Discrimination
- N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
- N.J.S.A. 18A:26-1.1 Residence requirement prohibited
- N.J.S.A. 18A:26-2 Certificates required; exception
- N.J.S.A. 18A:28-3 No tenure for noncitizens

- N.J.A.C. 6A:7 Managing for equality and equity in education
- N.J.A.C. 6A:8 Standards and assessment
- N.J.A.C. 6A:9 Professional licensure and standards
  - See particularly:
    - N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
    - N.J.A.C. 6A:9B State board of examiners and certification
      - See particularly:
        - N.J.A.C. 6A:9B-5 General certification policies
        - N.J.A.C. 6A:9B-8 Requirements for instructional certificate
        - N.J.A.C. 6A:9B-9 Instructional certificates
        - N.J.A.C. 6A:9B-10.3 Special education
        - N.J.A.C. 6A:9-10.4 Bilingual education
        - N.J.A.C. 6A:9-10.5 English as a second language
        - N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
        - N.J.A.C. 6A:10 Educator effectiveness
          - See particularly:
            - N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
            - N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
            - N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
        - N.J.A.C. 6A:14 Special education
    - N.J.A.C. 6A:16 Programs to support student development
    - N.J.A.C. 6A:17 Students at risk of not receiving a public education
    - N.J.A.C. 6A:30 Evaluation of the performance of school districts
    - N.J.A.C. 6A:32-6 School employee physical examinations
    - N.J.A.C. 6A:32-7 Student records

**Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.**

**Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.**, reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)


**Honig v. Doe, 484 U.S. 305 (1988)**

**Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)**

**JOB DESCRIPTION**

Roselle Park Public Schools

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ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Student Services S – 10

JOB TITLE:
School Psychologist

REPORTS TO: Director of Special Services

SUPERVISES: Pupils

NATURE AND SCOPE OF JOB:
To provide a full range of psychological services for students. To determine the learning needs of students, providing leadership in promoting an understanding of positive mental health and the needs of the children, consulting with the instructional staff in adjusting programs and experiences to enhance learning of the CCCS, counseling individuals and groups, and working with all whose responsibilities focus on the educational, social, and emotional well-being of children.

To enable pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and School Psychologist Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services
4. Effective problem-solving, human relations and communication skills
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Observation, Evaluation and Assessment of Students (1-7)
1. Provides psychological services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of special services, in accordance with all applicable federal, State and local codes and regulations.
2. Prepares with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student. Monitors the Plan’s implementation, and participate in the annual review.
3. Ensures that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations. Also, ensures that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency.
4. Uses observation and various assessment techniques as a certified psychological examiner to make psychological diagnostic evaluations of individual students in terms of social, emotional, and intellectual development in order to identify and diagnose learning strengths, difficulties and adjustments problems which manifest themselves in the school setting. Shares findings in writing and orally with appropriate staff and family so that effective interventions and programs are provided.
5. Assists with group testing programs for measuring aptitudes, achievements, interests, and social-personal development of students, and assist the instructional staff in interpretation of the findings so that programs are developed or modified to meet the needs of students.

6. Provides counseling in individual and group settings for students, parents, and personnel who work with the student(s). Assists students with learning to take responsibility for behavior and attitudes, developing problem-solving and decision-making skills to resolve conflict and crisis situations, and improving interpersonal relationships.

7. Participates in the planning, development and execution of a psychological services program, including and comprehensive plan for suicide prevention and for school-wide early intervention of disabilities as they relate to school performance.

8. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.

9. Participates in the evaluation, classification and placement of all pupils with special needs.

10. Administers, scores and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social and behavioral characteristics of those students referred.

11. Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.

12. Serves as a case manager as assigned and maintains appropriate case records.

13. Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.


15. Keeps the staff and community informed of the schools' psychological services.

16. Maintains professional competence through continuing education and other professional growth activities.

17. Observes pupils in classrooms and other school settings.

18. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.

19. Cooperates with personnel of community health and social welfare agencies.

20. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.

21. Performs other related duties as may be assigned by the superintendent or special services director.

Interaction with Students, Parents, School and Community (1 & 11)

1. Conducts or provides staff development sessions and education programs for parents to promote and understanding of mental health concepts and to increase competency in dealing with problems in learning, behavior and adjustment.

2. Provides opportunities and resources for students to increase academic success, improve interpersonal relationships, learn problem-solving and decision-making, and resolve conflicts and crisis situations.

3. Serves as liaison to all community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated psychological services to students and families.

4. Assists in upholding and enforcing department rules, administrative regulations and board policy.

5. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.

6. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.

7. Keeps the staff and community informed of the school’s psychological services.

8. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

9. Attends weekly Child Study Team meetings.

10. Attends monthly parent meetings.

11. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

Professional contacts and activities (1)

1. Understands and communicates current developments in the school psychology field through reading
of professional journals, participation in professional development and involvement in professional organizations.

2. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.

3. Participates in school-level planning, faculty meetings/committees and other school system groups.

4. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

5. Keeps up-to-date in the field of school psychology and with current regulations governing the education of pupils with disabilities.

6. Consults with administrators and staff regarding academic learning achievement and instructional strategies.

7. Participates in the development and delivery of in-service programs and parent seminars related to social services.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.

2. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.

3. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _____________________ DATE: _____________________

REVISED: _________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:26-1.1 Residence requirements prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:40A Substance abuse

See particularly:
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6A:7 Managing equality and equity in education
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
See particularly:

N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-9 Requirements for educational services certificate
N.J.A.C. 6A:9B-12.9 School psychologist
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)
JOB DESCRIPTIONS

Student Services

S – 11

JOB TITLE:
School Social Worker

REPORTS TO: Director of Special Services

SUPERVISES: Pupils

NATURE AND SCOPE OF JOB: To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

To address the psychological and social well-being of students, ranging from elementary school to university students. To provide information and counseling and help students, parents and school staff work together to solve problems by communicating and providing referrals to other resources.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. Minimum experience working with families and community health and social services agencies as determined by the board
3. Demonstrated knowledge of laws and regulations governing special education
4. Effective problem-solving, human relations and communication skills
5. Ability to maintain a positive learning environment
6. Strong interpersonal and communication skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Observation, Evaluation and Assessment of Students

1. Provides comprehensive educational evaluation services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of special services, in accordance with all applicable federal, State and local codes and regulations.
2. Prepares with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student. Monitors the Plan’s implementation, and participate in the annual review.
3. Ensures that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations. Also, ensures that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency.
4. Participates in the evaluation, classification and placement of all pupils with special needs.
5. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
6. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
7. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
8. Observes pupils in classroom and/or playground.
9. Interviews pupils as indicated.
10. Observes children in special education classes on an ongoing basis.
11. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.

Interaction with Students, Parents, School and Community
1. Maintains an on-going relationship with families for the purposes of sharing information regarding the student’s educational program, assisting the family in cooperatively improving the student’s home and school adjustment, using mediation techniques to resolve disputes, providing home management counseling and assisting the family in utilizing appropriate community and school resources.
2. Assumes leadership and cooperative roles in identifying and working with the students with social problems and conditions that may interfere with effective learning.
3. Works with and counsels’ students to enhance their personal and social growth and increase their responsibility for behavior and attitudes.
4. Provides opportunities and resources for students to increase academic success, improve interpersonal relationships, learn problem-solving and decision-making, and resolve conflicts and crisis situations.
5. Serves as liaison to all community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated social services to students and families.
6. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
7. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
8. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
9. Counsels groups of students and/or parents regarding social adjustment problems.
10. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
11. Assists in upholding and enforcing department rules, administrative regulations and board policy.
12. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
13. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
14. Keeps the staff and community informed of the school’s social worker services.
15. Consults with administration and staff regarding social adjustment factors of students in school, home and in the community.
16. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
17. Makes effective use of community resources to enhance the instructional program.
18. Attends weekly Child Study Team meetings.
19. Attends monthly parent meetings.
20. Works to keep the community informed of the special education program and the role of the social worker.
21. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
22. Assumes other related duties/assignments assigned by the superintendent or student personnel services director.

Professional contacts and activities
1. Understands and communicates current developments in the social work field through reading of professional journals, participation in professional development and involvement in professional organizations.
2. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.
4. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
5. Keeps up-to-date in the field of social work and with current regulations governing the education of pupils with disabilities.
6. Consults with administrators and staff regarding academic learning achievement and instructional strategies.
7. Participates in the development and delivery of in-service programs and parent seminars related to social services.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________________ DATE: __________________________
REVISED: _____________________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:
N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A.18A:26-1.1 Residence requirements prohibited
N.J.S.A.18A:26-2 Certificates required; exception
N.J.S.A.18A:28-3 No tenure for noncitizens
N.J.S.A.18A:28-5 Tenure of teaching staff members
N.J.S.A.18A:28-8 Notice of intention to resign required
See particularly:
N.J.S.A.18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-12.5 School social worker
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records

Individuals With Disabilities Education Act, (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
34 CFR 76.1 et seq. - General Administrative Regulation EDGAR
34 CFR 77.1 et seq. - General Administrative Regulation EDGAR
34 CFR 300 - Assistance to States for the Education of Children with Disabilities
Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton,
473 U.S. 402 (1985)
Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)
JOB DESCRIPTIONS

Student Services        S – 12

JOB TITLE: Speech Language Specialist
REPORTS TO: Director of Special Services
SUPERVISES: Pupils

NATURE AND SCOPE OF JOB: To provide a full range of services in the identification and diagnosis of speech, language, communication, and hearing disorders and in the prescription and delivery of appropriate educational services and programs to eliminate, reduce, or accommodate disabilities that interfere with the student's meeting and exceeding the Core Curriculum Content Standards.

To help reduce or eliminate speech and hearing impediments that may interfere with the students' ability to derive full benefit from the district's educational program.

QUALIFICATIONS:
1. Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement
2. Demonstrated comprehensive knowledge in the field of speech-language pathology
3. Ability to effectively apply the principles of assessment, treatment and prevention of speech, language and hearing disorders
4. Minimum experience as determined by the board
5. Effective problem-solving, human relations and communication skills
6. Strong interpersonal and communication skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Observation, Evaluation and Assessment of Students
1. Provides comprehensive services for students with speech and/or language disorders, following State and District rules, regulations, and procedures.
2. Develops and implements screening procedures to identify students who are in need of corrective speech, language, and/or hearing instruction.
3. Participates on the Child Study Team when students with communications disorders are referred to the Team.
4. Uses observation, conferences with the instructional staff, and various assessment techniques to make diagnostic evaluations.
5. Participates in Team conferences and communications with parents and students, and recommend intervention strategies for the Individual Education Plan (IEP). Monitors the Plan's implementation, and participates in the annual review.
6. Provides regular evaluation of students receiving speech, language, and hearing specialized instruction to determine the effectiveness of services.
7. Completes in a timely fashion all records and reports as required by law and regulation or requested by the Principal or Director of Special Services.
8. Makes assessments, analyses and classifications of students' communication competencies and characteristics.
10. Provides diagnostic evaluations of pupils referred to the child study team for communication disorders and participates in team conferences related to those pupils.
11. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for speech correction and identifies pupils in need of related services.

12. Provides individual and small group intervention sessions with students who have been classified.

13. Conducts classes in language stimulation.

14. Maintains close liaison with the child study team and serves as a case manager as assigned.

15. Keeps those records necessary for each child and completes all required local, state and federal reports.

16. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.

17. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.

18. Assists in proper referrals of individuals to agencies and specialists in the community.

19. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.

20. Attends weekly Child Study Team meetings.


22. Protects confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

Professional contacts and activities

1. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group in-service experiences for staff and parents.

2. Maintains professional competence through in-service education and other professional growth activities.

3. Serves as a consultant to parents, school personnel and community groups on speech and language development services and topics.

4. Understands and communicates current developments in the speech-language field through reading of professional journals, participation in professional development and involvement in professional organizations.

5. Participates in school-level planning, faculty meetings/committees and other school system groups.

6. Keeps up-to-date in the field of speech-language and with current regulations governing the education of pupils with disabilities.

7. Participates in the development and delivery of in-service programs and parent seminars related to speech-language.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.

2. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.

3. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ______________________ DATE: ______________________

REVISED: ______________________

SOURCE(S): NJSBA and Paterson BOE

LEGAL REFERENCES:

N.J.S.A. 10:5  Law Against Discrimination

N.J.S.A. 18A:6-7.1  Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception


JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:46-19.4 Nonpublic school pupil requiring services of certified speech-language specialist; provision of
N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-12.6 Speech-language specialist
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A-14 Special education
See particularly:
N.J.A.C. 6A:14-3 Services
N.J.A.C. 6A:14-4 Program criteria; speech language services
N.J.A.C. 6A:14-6 Requirements for services in nonpublic schools
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.
20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973
34 CFR 76.1 et seq. and 34 CFR 77.1 et seq - General Administrative Regulation EDGAR
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)
ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Student Services Administration \n
JOB TITLE:
Physical Therapist (PT)

REPORTS TO: Superintendent of Schools and Director of Special Services

SUPERVISES: Non-supervisory. Works with child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel.

NATURE AND SCOPE OF JOB:

The physical therapist provides and full range of PT services, following established protocols and the student’s Individual Education Plan (IEP). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles. Provides a treatment plan to promote wellness, physical and mental development, with an emphasis on fine and gross motor development, visual and perceptual skills, reasoning and cognitive skills, and functional self-care.

The school physical therapist, as a member of the educational team, supports the education of students suspected of and/or diagnosed with disability in their least restrictive environment. The school physical therapist develops, implements, and coordinates a physical therapy program within the district, providing screening, evaluation and intervention services.

Working with students with disabilities and serious health impairments, the physical therapist is expected to analyze risk, problem solve effectively, and demonstrate a high level of professional judgment when recommending and providing services, making environmental modifications and training staff members to manage physical needs at an appropriate level of supervision. Consultation with educational and community personnel is also an essential component of the physical therapist’s roles/responsibilities.

The physical therapist, though working as a team member serving students, is autonomous in applying principles of physical therapy and responsible for working within the Family Educational Rights and Privacy Act (FERPA) and other legal mandates.

QUALIFICATIONS:

2. Certification to practice in New Jersey as evidenced by current licensure as a physical therapist by the New Jersey State Board of Physical Therapy.
3. Graduation from an accredited program of physical therapy.
4. Minimum experience as determined by the board in the areas of physical therapy. Preferred: Two or more years of successful experience in PT experience/practice.
5. Broad knowledge of child growth and development, psychology of exceptional children and the principles of counseling individuals
6. Demonstrated ability to effectively administer PT programs and to work with parents, community groups and agencies.
7. Participation in recent continuing education programs related to pediatrics or school based physical therapy.
8. Strong communication, teamwork and interpersonal skills; ability to speak clearly in all settings.
9. Excellent writing and computer skills (Microsoft Office Word, Access, PowerPoint and Excel), and database management skills.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
Delivery of Educational Services
1. Provides pupil services and special education; coordinates physical therapy with other educational services. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing PT and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Recommends policies and programs essential to the needs of students needing physical therapy.
4. Follows established procedures for evaluation, placement and reappraisal of students in need of PT and/or related services.
5. Assists with home instruction for homebound or hospitalized students.
6. Assumes responsibility for district compliance with regulations regarding physical therapy.
7. Schedules physical examinations to be carried out by the school physician and nurse(s).
8. Plans and implements habilitative/rehabilitative programs of therapy following established physical therapy protocols in accordance with the student’s IEP that will develop, improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
9. Conducts individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
10. Recommends and trains students in the use of assistive technology or orthotic devices, including the use of prosthetics devices.

Illustrative Examples of Work
1. Develops, implements, and coordinates the physical therapy program within the district, including philosophy, vision, departmental procedures and goals.
2. Evaluates students using appropriate tests, skilled professional observation and supplementary information from other agencies and records.
3. Interprets assessment findings and appropriately convey information to parents and school teams.
4. Participates with the school team to develop Individualized Education Programs and Section 504 Plans.
5. Develops and implements intervention strategies.
6. Develops physical management plan for daily classroom routines and train staff in its implementation.
7. Plans for transition from school to community, preparing student to function independent from therapy service when targeted outcomes are achieved.
8. Evaluates and reports on student progress.
9. Communicates and consults with school staff, parents, administrators, physicians, community and other professionals.
10. Serves as a resource to parent, school team, staff and administration on disabling conditions and their effects on education.
11. Collaborates with community based therapists and other healthcare providers for effective coordination of service.
12. Assesses need and recommends assistive technology necessary for function at school.
13. Contributes to planning safe transportation of students with disability.
14. Provides consultation regarding emergency evacuation of students with disability.
15. Participates with improving school accessibility and planning environmental modification.
16. Maintains student service, administrative and other departmental records in accordance with school district, State and Federal policies.
17. Participates in budget planning and policy development.
18. Documents need and advocate for personnel and equipment.
19. Procures, maintains and inventories equipment, materials, and supplies.
20. Seeks regular opportunities for professional growth.
21. Provides clinical educational opportunities for students of physical therapy.

Knowledge, Skills Abilities
1. Possesses knowledge of physical therapy principles, theory, methods and evidence based practice.
2. Possesses knowledge of effective practice, clinical decision making, outcomes based intervention and their proper application in the educational environment.
3. Possesses knowledge of areas of practice specific to pediatrics, including child development and specific diagnoses.
4. Possesses knowledge of administrative management practices, including Special Education Medicaid Initiative.
5. Possesses the ability to plan, implement, administer and coordinate a physical therapy program, from eligibility determination to exit, within the district.
6. Possesses the ability to select and administer appropriate assessment tools and interpret results of assessment.
7. Possesses skills in selecting and providing a wide range of intervention strategies and monitoring their effectiveness.
8. Possesses the ability to plan, coordinate and provide training and continuing education both formally and informally to parents, school administration, school staff, community agencies, staff and other medical professionals.
9. Possesses knowledge of current legal mandates, including: federal and state law, compliance issues, confidentiality requirements, funding procedures and requirements.
10. Possesses the physical ability to execute job responsibilities that may include: transferring and/or lifting students or equipment, and managing equipment.

Contact with Parents and Community
1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils’ special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district’s special education program to parents, students, staff and the community.
3. Visits student homes to assess family needs related to a child’s functioning independently, or upon request of the Principal or Supervisor. Consults with the CST, Attendance Officer, and other school personnel regarding the health of a child and the home situation recognizing that the total family health and home status is important to the welfare of the child.

Program Planning, Administration, Evaluation and Reporting
1. Cooperates with building principals to plan, coordinate and evaluate the special services.
2. Participates in the development and implementation of in-service programs.
3. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others.

Other
1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Disseminates information on new education research and new state department rules and regulations in the area of physical therapy.
3. Performs other related duties as may be assigned by the Superintendent of Schools and/or requested by the Board.

EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.
APPROVED BY: ________________________ DATE: ________________________
REVISED: ________________________

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination
N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse

N.J.A.C. 6A:7 Managing for equality and equity in education
N.J.A.C. 6A:8 Standards and assessment
N.J.A.C. 6A:9 Professional licensure and standards
  See particularly:
  N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders
N.J.A.C. 6A:9B State board of examiners and certification
  See particularly:
  N.J.A.C. 6A:9B-5 General certification policies
  N.J.A.C. 6A:9B-8 Requirements for instructional certificate
  N.J.A.C. 6A:9B-9 Instructional certificates
  N.J.A.C. 6A:9B-10.3 Special education
  N.J.A.C. 6A:9-10.4 Bilingual education
  N.J.A.C. 6A:9-10.5 English as a second language
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
  See particularly:
  N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
  N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
  N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A:14 Special education
N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:30 Evaluation of the performance of school districts
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)
JOB DESCRIPTIONS

Student Services S – 14

JOB TITLE: Attendance Truancy Officer

REPORTS TO: Superintendent or Director of Special Services or designated supervisor
SUPERVISES: Pupils, and when assigned, a classroom aide

NATURE AND SCOPE OF JOB: To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and board policies.

QUALIFICATIONS:
1. High school diploma; college-level coursework in human behavior, child development; or related field preferred
2. Valid New Jersey driver's license
3. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the board.
4. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity.
5. Knowledge of district rules and procedures such as attendance rules.
6. Ability to maintain confidentiality in all situations and interactions.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

PERFORMANCE RESPONSIBILITIES:

Basic Duties
1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary.
2. Supervises the keeping of daily attendance registers and tardiness records.
3. Collates monthly attendance reports from all schools and compiles monthly district wide attendance reports and prepares an annual report on attendance and related matters.
4. Counsels students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a social worker, psychologist or other professional staff member.
5. Advises parents of their legal responsibility to ensure school attendance; issues five-day notices as required under law.
6. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.
7. Handles all court matters pertaining to attendance problems; prepares necessary reports; and attends pre-trial conferences and/or court sessions as required.
8. Investigates challenges to students' legal residence in accordance with law and board policy.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:38-1 Attendance at school free of charge
N.J.S.A. 18A:38-25 Attendance required of children between six and 16; exceptions
N.J.S.A. 18A:38-26 Days when attendance required; exceptions
N.J.S.A. 18A:38-30 Assistance of sheriff, police officers, etc.
N.J.S.A. 18A:38-31 Violations of article by parents or guardians; penalties
N.J.S.A. 18A:38-34, -35 Attendance officers in counties other than counties of first class; duties; terms; salaries
N.J.A.C. 6A:16-10 Reporting of allegations of child abuse and neglect
N.J.A.C. 6A:17 Students at risk of not receiving a public education
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-8 Attendance and pupil accounting
N.J.A.C. 6A:32-13.1 Student attendance

JOB DESCRIPTIONS

ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

Student Services  S – 15

JOB TITLE:
School Nurse (All Grades)

REPORTS TO: Director of Special Services and/or Principal

SUPERVISES: Health Aide and/or Nurse’s Aide

NATURE AND SCOPE OF JOB:
To promote health and safety in the school environment and provide health services to students, families, faculty and staff; to assist with the teaching of sound health practices.
To work in a collaborative relationship as a team member using good judgment according to health services policies and procedures.

QUALIFICATIONS:
1. Valid New Jersey School Nurse Certificate
2. Demonstrated expertise in school health nursing practice and emergency procedures
3. Knowledge of child growth and development, community and family dynamics, current health issues and wellness education
4. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
5. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
6. Minimum experience as determined by the board
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Overall
1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, noncertified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal.

Surveys, Screening and Record-Keeping
1. Conducts health services and screening programs as required by law and/or board policies.
2. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
3. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality. Is responsible for maintaining confidential health records for students and staff.

Direct medical services provided to students
1. Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures.
2. Is responsible for the availability and maintenance of required medical supplies and equipment.
3. Oversees the secure storage of medications, monitors expiration dates and appropriately disposes of medications as necessary.
4. Administers prescribed medication to students in accordance with doctor’s orders and with law and board policy.
5. Designates school staff and provides training and supervision to the designated staff for the emergency administration of epinephrine for students known to be at risk and response to first time allergic reactions at school or school activities.
6. Oversees staff training and the development and implementation of individual protocols and accommodations to prevent life threatening allergic reactions.
7. Oversees the development and implementation of individualized health care plans and individualized emergency health care plans for students with diabetes.
8. Oversees the development and implementation of accommodations required for other medical conditions.
9. Provides appropriate response to Do Not Resuscitate (DNR) orders.
10. Manages the regular testing and maintenance of AED equipment. Designates staff and provides training in the emergency use of the AED equipment and response to sudden cardiac arrest.
11. Writes and updates annually accommodation plans for staff and students under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
12. Helps prevent and control communicable disease through inspections, lectures, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
13. Provides notifications regarding contagious conditions including but not limited to disease and infestations to staff and parents/guardians and oversees development and implementation of classroom and school wide protocols to prevent the spread of contagion and infestation.
14. Oversees the development and implementation of the district exposure plan (bloodborne pathogens and hazardous substances).
15. Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
16. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district’s emergency and crisis management plan.
17. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
18. Provides special health care and related services to meet the needs of students with disabilities.
19. Administers the district random drug testing program (if applicable).
20. Develops and enforces the school eye protection program as required by statute and administrative code.

Health Education
1. Participates in the development of a comprehensive health education curriculum including CPR training for students in grades 9-12.
2. Upon request, assists teachers with instruction of certain health units. Provides information and training on health matters at staff meetings and in-service training. Serves as a resource to teachers and administrators on health matters.
3. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
4. Provides information to parents and children in a format that allows them to make better choices that improve their health.

Administrative activities
1. Assists the principal with the preparation of the school’s health budget.
2. Assists in the development of policies and procedures for comprehensive health education and services.
3. Develops and maintains the annual school nursing plan in conjunction with the chief school administrator and the school physician. The annual school nursing plan will include a description of basic nursing services provided; a summary of specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.
4. Prepares health and safety reports as required by law and/or requested by the principal.
5. Reports any suspicion of child abuse to the Division of Child Protection and Permanence and building
principal or his/her designee.

6. Serves on committees as assigned in order to incorporate essential health care information into the deliberations and reports of these committees.

7. Serves as advisor to the school wellness committee.

**Work Performance/Work Traits**

1. Provides health appraisal including all diagnoses and observations concerning the health status of the school-age child.

2. Follows-up regarding medical problems/concerns with pupils, their families and school personnel.

3. Participates in establishing or revising school district health and safety rules.

4. Knows and complies with school and district policies.

5. Knows and complies with state and local school law, regulations and recommendations as related to health and safety.

6. Alerts school administrators to health trends and problems.

7. Has current and accurate knowledge of the total school program.

8. Attends and participates in faculty, staff and community meetings.

9. Counsels staff members regarding health problems.

10. Participates in case conferences and periodically reviews emotional health status of pupils.

11. Participates in referral, follow-up, and supervision of adaptation of educational programs for pupils.

12. Provides teachers with guidelines in recognizing students with problems that are drug-related.

13. Conducts orthopedic screening and reports to parents. Reports findings to teacher and other appropriate personnel and supervises recommended education adaptation.

14. Supervises the administration of medication per Board policy and regulations. Provides parent education regarding school policies and procedures for giving medication.

15. Observes pupils on medication and consults with parents, physician or health agency, as appropriate.

16. Administers special screening programs (Tuberculin Skin Testing Program), obtaining all appropriate administrative approval and ensuring adherence to legal and ethical standards. Provides report to parents, follow-up referrals and provides written reports of screening results on each pupil.

17. Helps prevent and control communicable disease in the school for the protection of all pupils and school personnel, in compliance with the rules and regulations established by the local and state health departments.

18. Serves to supplement the efforts of parents in furthering and maintaining functional health education that assures students of health knowledge, attitudes, and practices that will prepare each child to be able to cope with the health problems of life.

19. Arranges for school health services (hearing, vision screening, etc.) and supports and advances these services through follow-up, explaining the test and examination results to parents and assisting them in obtaining corrections, if necessary; thus promoting the best health interest of each child.

20. Provides leadership in the promotion of safety practices and sanitation in the school and healthful school living.

21. Furnishes the staff with all necessary information regarding the total health program and assists in interpreting policies and procedures to be followed in the event of pupil injury and illness.

22. Serves as health counselor for students.

**School and Community Relations**

1. Works cooperatively with the teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.

2. Serves as a line of communication between the school, the home, the health department and other sources in the community that contribute to child health.

3. Works with community agencies for effective use of their resources and facilities.

4. Makes available to appropriate persons current information regarding resources and referral procedures of community facilities.

5. Plans and assists at health fairs involving school and community.

6. Works with State and Local Boards of Health in the control and reporting of diseases.

7. Cooperates and shares information professionally with other members of the staff.

8. Keeps the Principal informed about his/her activities and accomplishments.

**Professional Improvement**

1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

**Other**
1. Maintains professional competence through in-service education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
2. Upholds and enforces school rules, administrative regulations and board policy.
3. Performs other related duties as assigned by the superintendent of schools or the director of special services.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

**APPROVED BY:** ___________________ DATE: ___________________

**REVISED:** _________________________

**SOURCE(S): NJSBA**

**LEGAL REFERENCES:**

- N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment
- N.J.S.A. 18A:16-1 Officers and employees
- N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
- N.J.S.A. 18A:28-5 Tenure of teaching staff member
- N.J.S.A. 18A:29-4.2 Payment of school nurse according to teachers salary guide

See particularly:

- N.J.S.A. 18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral
- N.J.S.A. 18A:40A-13 Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act

- N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

- N.J.A.C. 6A:9-3.3 Professional standards for teachers

- N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

- N.J.A.C. 6A:9B-5 General certification policies
- N.J.A.C. 6A:9B-8 Requirements for instructional certificate
- N.J.A.C. 6A:9B-12.3 School nurse
- N.J.A.C. 6A:9C-3 Required professional development for teachers

- N.J.A.C. 6A:10 Educator effectiveness

See particularly:

- N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
- N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
- N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

- N.J.A.C. 6A:14-3.4 Evaluation

- N.J.A.C. 6A:16 Programs to support student development

See particularly:

- N.J.A.C. 6A:16-1.4 District policies and procedures
- N.J.A.C. 6A:16-2 General provisions for school health services
- N.J.A.C. 6A:16-3 Comprehensive alcohol, tobacco and other drug abuse program
- N.J.A.C. 6A:16-4 Procedures for alcohol, tobacco and other drug abuse intervention
- N.J.A.C. 6A:16-5.1 School safety and security plans

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**JOB DESCRIPTION**

Roselle Park Public Schools

Copyright 2017
N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
N.J.A.C. 6A:16-8 Intervention and referral services
N.J.A.C. 6A:16-11 Reporting potentially missing or abused children
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 8:6.1-1.1(j) Universal precautions
N.J.A.C. 8:57-4.1-4.16 Immunization monitoring
N.J.A.C. 12:100-4.2 Adoption by reference

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17
(formerly the Education for All Handicapped Act)
Bloodborne Pathogen Standard, 29 CFR 1910.1030
Title X Part F Section 1061 Health Services and Section 9526 Sex Education
Occupational exposure to hazardous chemicals in laboratories standard, 29 CFR 1910.1450
JOB DESCRIPTION

Student Services

S – 16

JOB TITLE:

School Physician/Medical Inspector

REPORTS TO: Director of Special Services and Superintendent

SUPERVISES: School nurses and other health services staff

NATURE AND SCOPE OF JOB:

To ensure the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health/safety standards and oversight of the school health services.

QUALIFICATIONS:

1. Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey
2. Broad knowledge of child health and development and understanding of laws and code governing school health programs
3. Experience in the delivery of medical services as determined by the board
4. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
5. Minimum experience as determined by the board
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

EMPLOYMENT TERMS:

1. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Directs and supervises the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services.
2. Consults with parents of children with identified illness, physical defects or other health-related conditions and makes recommendations for follow-up medical evaluation and/or treatment.
3. Provides advice and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures.
4. Assists in the development of the district’s annual School Nursing Plan.
5. Prescribes standing orders for medical emergencies and medications including each school’s supply of epinephrine.
6. Reviews and approves Do Not Resuscitate (DNR) orders and provides instruction to school staff.
7. Plans and administers a communicable disease control program and reports incidents of disease as required by law.
8. Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
9. Consults with the school nurse regarding the administration of medication.
10. Participates in case conferences with the child study team, as requested.
11. Examines students to determine medical eligibility to participate in interscholastic sports; reviews reports from other licensed physicians regarding student eligibility and provides parents with written notification of approval or disapproval for athletic participation.
12. Reviews and approves doctor’s reports and/or examines students to determine eligibility for home instruction.
13. Serves as a school district liaison to the state and local departments of health and community health agencies.
14. Responds to emergency medical calls related to injuries, illness or suspected substance abuse.
15. Participates in the development of a comprehensive school health program and services and the
planning and implementation of related in-service education activities.

16. Informs the community of the school health program and interprets school health policies and practices.

17. Performs other duties within the scope of certification and contractual agreement.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of staff.

**APPROVED BY:** ____________________  **DATE:** ____________________

**REVISED:** _________________________

**SOURCE(S): NJSBA**

**LEGAL REFERENCES:**


N.J.S.A. 18A:40 Promotion of health and prevention of disease

See particularly:

N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists, nurses; salaries; terms; rules

N.J.S.A. 18A:40-3 Lectures to teachers

N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils; records

N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils

N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent

N.J.A.C. 6A:16 Programs to support student development

See particularly:

N.J.A.C. 6A:16-1.4 District policies and procedures

N.J.A.C. 6A:16-2 General provisions for school health services

N.J.A.C. 6A:16-3 Comprehensive alcohol, tobacco and other drug abuse programs

N.J.A.C. 6A:16-4 Procedures for alcohol, tobacco and other drug abuse intervention

N.J.A.C. 6A:16-5.1 School safety and security plans

N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and alcohol and other drug abuse

N.J.A.C. 6A:16-8 Intervention and referral services

N.J.A.C. 6A:16-11 Reporting of allegations of child abuse and neglect

N.J.A.C. 12:100-4.2 Safety and health standards for public employees’ occupational exposure to bloodborne pathogens

Bloodborne Pathogens Standard, 29 CFR 1910.1030


Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450
JOB DESCRIPTIONS

Extra-Curricular Activities

JOB TITLE:
Athletic Director (See also AP of Athletics)

REPORTS TO: Principal

NATURE AND SCOPE OF JOB:
To provide leadership in the development, implementation and coordination of the district's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play.

QUALIFICATIONS:
1. Valid New Jersey Supervisor Certificate
2. A minimum of five years of experience as a varsity coach at the high school or collegiate level preferred
3. Demonstrated leadership in the organization and administration of a district-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Ability to assist the administrative team with school discipline
6. Minimum experience as determined by the board
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Coaches, Athletic Trainers

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Administrative
1. Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
3. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
4. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
5. Arranges for the physical examinations of all athletes prior to each season.
6. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.

Operations
1. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
2. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.

Page 1 of 22
3. Oversees the implementation of heat acclimation procedures.
4. Oversees the implementation of concussion and head injuries including return to play.
5. Arranges for the transportation for athletic competitions.
6. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.
7. Arranges field and gym practice schedules.
8. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
9. Enforces school rules of conduct for athletes and good sportsmanship.
10. Promotes good school-community relations and support through effective communication regarding the district's athletic program.

Personnel
1. Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
2. Supervises all physical education teachers, as well as middle and high school athletics.

Work Performance/Work Traits
1. Arranges transportation for all athletic, band and cheerleading events.
2. Arranges for the payment of all officials and police coverage.
3. Maintains complete athletic records for all sports.
4. Resolves conflicts between coaches, players, parents, or staff.
5. Makes recommendations to the administration for changes to the program.
6. Assists the principal in the interviewing of prospective coaches.
7. Is responsible for all matters involving interscholastic activities.

School and Community Relations
1. Serves as district liaison to the Dads’ Club.
2. Serves as Booster Club liaison for individual athletic programs.
3. Attends monthly conference meetings (Mountain Valley Conference).
4. Is responsible for publicity and press releases concerning athletics.
5. Works cooperatively with representatives of the town’s feeder programs (ex. Pop Warner, Little League, recreation soccer, etc.)

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
2. Maintains professional competence through in-service education and participation in other professional development activities.

Other
1. Maintains open communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.
2. Develops and implements a system of ongoing review of the effectiveness of the athletic program in preventing injury or illness.
3. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.)
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ____________________
REVISED: _______________________

SOURCE(S): NJSBA
LEGAL REFERENCES:

N.J.S.A. 5:17-1   Athletic code of conduct, permitted, youth sports events
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:26-2.1 Supervisory certificate required for appointment as director of athletics
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.A.C. 6A:7 Managing equality and equity in education
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3 Professional standards for teachers and school leaders

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-9 Instructional certificates
N.J.A.C. 6A:9B-11.3 Authorization
N.J.A.C. 6A:9B-11.6 Supervisor
N.J.A.C. 6A:9-13 Acting administrators

N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

N.J.A.C. 6A:16 Programs to support student development
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-9 Athletic Procedures

JOB DESCRIPTIONS

Extracurricular Activities

JOB TITLE:
Coach (Including Head Coach)

REPORTS TO: Athletic Director/Principal

JOB GOAL: To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

SUPERVISES: All team members and assistant coaches

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate or eligibility* or County Substitute Certificate**
2. Minimum experience as determined by the board
3. A basic understanding of interscholastic competitions from previous playing experience in the field of athletics.
4. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
5. Ability to maintain a positive learning environment and high standards of conduct for athletes
6. Hold and maintain a valid driver's license with no serious violations (optional).
7. Required criminal history check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

*Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.
** Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.

PERFORMANCE RESPONSIBILITIES:

Coaching/Athletic Events
1. Coach individual participants in the skills necessary for success in the sport involved.
2. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations.
3. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
4. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport;
5. Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
6. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
7. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.

Head Coach and Athletic Coach District Duties
1. Understands all the rules of the sport that is coached.
2. Understands the provisions listed and explained within the Roselle Park Board of Education Athletic Manual, Conference and NJSIAA rules, regulations and policies.
3. Maintains and enforces security and supervision rules of buildings, fields, locker rooms before, during and after games and practices. Student use of keys is strictly prohibited.
4. Fosters good public relations with the community and the press.
5. Encourages good character traits and sportsmanship in all team members.
6. Distributes and collects completed permission cards as requested by the athletic director.
7. Submits a daily result sheet the morning after each game or competition to the school explaining the outcome and interesting facts.
8. Secures when necessary and supervises managers, scorekeepers, statisticians, etc.
9. Supervisors and evaluates the performance and coaching duties of all assistant coaches and volunteers.
10. Recommends the hiring and non-renewal of all assistant coaches and volunteer coaches to the athletic director.
11. Insures the proper care and conditioning of all equipment and supplies associated with the program.
12. Attends clinics to update and promote the program.
13. Makes recommendations for hiring and securing officials to the athletic director.
14. Assists athletes in pursuing further goals (i.e. college ball, education, etc.)
15. Completes and submits final report on results at the conclusion of the season to the athletic director.
16. Reports all injuries immediately to the trainer or the nurse.
17. Supervises, organizes, and coaches students during practice sessions.
18. Attends all meetings required by the athletic department.
19. Maintains and takes all required CPR certification trainings.
20. Attends appropriate Booster Club or Dads’ Club meetings.
22. Works cooperatively with personnel from township feeder programs.
23. Contacts local media concerning scores and updates.

Administrative
1. Assists the athletic director in making arrangements for athletic competitions and related transportation.
2. Recommends the purchase of equipment, supplies and uniforms as appropriate.
3. Obtains written parent permission for students to participate and files team member records with the athletic director.
4. Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport.

Other
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.
2. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
3. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA and conference rules and regulations governing sports.
4. Maintains confidentiality as required and appropriate.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: _________________ DATE: _________________
REVISED: _________________
SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 2A:62A-6 Athletic officials; immunity
N.J.S.A. 5:17 Athletic code of conduct, permitted, youth sports events defined
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:26-2   Certificates required; exception
N.J.S.A. 18A:27-1   Appointment of teaching staff members; vote required
N.J.A.C. 6A:7   Managing equality and equity in education
N.J.A.C. 6A:9B   State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5.18   Athletics personnel
N.J.A.C. 6A-16   Programs to support student development
N.J.A.C. 6A:32-6   School employee physical examinations
N.J.A.C. 6A:32-9   Athletic Procedures

McLouglin v. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d (EDU) 466, aff'd St. Bd. 97 N.J.A.R. 2d (EDU) 250
ROSELLE PARK SCHOOL DISTRICT
ROSELLE PARK, NJ

JOB DESCRIPTIONS

Extra-Curricular Activities

E – 3

JOB TITLE: Athletic Trainer
REPORTS TO: Athletic Director and/or Principal

NATURE AND SCOPE OF JOB:

To help maintain the physical well-being of interscholastic athletes through the development and implementation of a comprehensive athletic health care program that focuses on injury prevention and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

QUALIFICATIONS:

1. Valid New Jersey Athletic Trainer Endorsement on Educational Services Certificate
2. Appropriate National Athletic Trainer Associate Certification
3. Appropriate State Board of Medical Examiners Certification
4. First aid and CPR certification as determined by the board
5. Knowledge of human anatomy, physiology, and biomechanics
6. Ability to provide injury prevention education, physical conditioning, emergency care, and reconditioning therapies for athletes
7. Minimum experience as determined by the board
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

SUPERVISES:
Pupils

EMPLOYMENT TERMS:

1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Administrative

1. Maintains accurate medical records for injuries, treatment, rehabilitation, and physician referrals.
2. Coordinates the report of athletic injuries with the school nurse.
3. Assumes responsibility for the budgeting, purchasing, and inventorying of athletic training supplies.

Injury Prevention and Healing

1. Develops and maintains an effective training program for student athletes. Provides in-season and post-season conditioning programs and athletic trainer services at interscholastic athletic events and practice sessions as assigned.
2. Advises the athletic director and coaches of flexibility, strengthening and conditioning programs to help prevent injuries and optimizes performance.
3. Provides for the prevention of injuries through the application of protective taping, wraps, and braces, and assists in the design of practices to help to reduce the incidence of injury.
4. Provides immediate care of athletic injuries and refers the athletes to a medical personnel or facility when necessary in accordance with district policies.
5. Designs and supervises rehabilitation programs for injured athletes under the direction of a licensed referring physician.
a) Setup and maintenance of team medical kits
b) The establishment of appropriate rules for the use of the athletic training facilities
c) Maintaining athletic training equipment
d) Monitoring the use of supplies to insure their proper use and availability
e) Assisting in the development of the training budget.

2. Provides general assistance to student athletes and their parents in the areas of medical referral, insurance and rehabilitation, to include, but not limited to:
   a) General referral information (should not recommend specific physicians or rehabilitation services)
   b) An understanding of the relationship of school and private family medical insurance coverages.

3. Works in cooperation with the school physician, nurse and coaches to prevent injuries, to include, but not limited to:
   a) Assisting staff in the selection of equipment
   b) Assisting the Athletic Director in the routine inspection of practice and game facilities and reporting or correcting physical hazards
   c) Encouraging positive health habits with athletes in area of diet, hygiene, personal fitness and relate matters
   d) Making routine visits to practice facilities and be available in practice areas during contact and scrimmage components of the practice.

4. Provides first aid for new injuries, to include, but not limited to:
   a) Following district protocol
   b) Arranging for emergency transportation if needed
   c) Administration of current first aid techniques when the team doctor is not present
   d) Providing emergency first aid for visiting teams with their consent
   e) Rendering immediate recommendations on playing status of an injured player to the coaching staff. When a physician is not present, the athletic trainer will determine whether the athlete may continue to participate in a practice or athletic contest.

5. Maintains records and completes required paperwork, to include, but not limited to:
   a) Log of first aid care rendered
   b) Log of all training room visits
   c) Log of the progress of all rehabilitation activities
   d) An annual report of injuries, first aid treatments, rehabilitation activities and other services rendered.

6. Provides treatment and rehabilitation activities under the direction of the school physician and/or student’s private physician, to include:
   a) Those prescribed in writing by a physician
   b) The application of rehabilitation techniques and physical modalities available in the training facility
   c) Maintaining contact with referring physicians.

7. Keeps abreast of the latest techniques in the management and treatment of injuries, to include, but not limited to:
   a) Attendance at clinics and symposiums
   b) Membership in professional organizations
   c) Reading current professional publications.

8. Provides athletic training coverage at games and practices including:
   a) Attendance at all home and away Varsity football games
   b) Availability at all other home competitions until their conclusion
   c) Availability for daily practice sessions
   d) Availability for summer practice sessions during sanctioned NJSIAA period
   e) Availability to athletes in training room on no-practice/non-games days until 3:15PM.

Professional Improvement
1. Participates in staff development opportunities to enhance job-related skills and knowledge in accordance with district procedures, guidelines and budget allocations.

2. Maintains professional competence through in-service education and participation in other professional development activities.

Other
1. Maintains open communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.

2. Develops and implements a system of ongoing review of the effectiveness of the athletic program in preventing injury or illness.

3. Handles information in a confidential manner in accordance with established policies and legal requirements (FERPA, HIPPA, etc.)

4. Upholds and enforces school rules, administrative regulations and board policy.

5. Performs other related duties as assigned by the director of athletics or principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: _____________________ DATE: _____________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with through −7.5 pupils; grounds for disqualification from employment
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:26-2.4 Eligibility for appointment
N.J.S.A. 18A:28-3 No tenure for noncitizens
N.J.S.A. 18A:28-4(b) Teaching staff members not certified, not to obtain tenure; exception
N.J.S.A. 18A:28-5 Tenure of teaching staff members
N.J.S.A. 18A:28-8 Notice of intention to resign required
N.J.S.A. 41:1-3 Oath of allegiance
N.J.S.A. 45:9-37.42 Qualifications for licensure as athletic trainer
N.J.A.C. 6A:7 Managing equality and equity in education
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:
N.J.A.C. 6A:9-3.3 Professional standards for teachers
N.J.A.C. 6A:9B State board of examiners and certification

See particularly:
N.J.A.C. 6A:9B-5.18 Athletics personnel
N.J.A.C. 6A:9B-12 Requirements for educational services certification
N.J.A.C. 6A:9B-12.17 School athletic trainer
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness

See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A-16 Programs to support student development
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-9 Athletic Procedures
N.J.A.C. 13:35-10 Athletic trainers

Assistant Coach

REPORTS TO: Athletic Director/Head Coach/Principal

JOB GOAL: To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills; sportsmanship, and motivation to excel.

To teach a group of interested athletes the skills necessary to understand the fundamentals of the sport so as to provide them with the opportunity to prepare for an eventual role on the varsity team.

SUPERVISES: All team members

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate or eligibility* or County Substitute Certificate**
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Hold and maintain a valid driver’s license with no serious violations (optional).
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

*Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.
** Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.

PERFORMANCE RESPONSIBILITIES:

Administrative
1. Assists the athletic director and head coach in making arrangements for athletic competitions and related transportation, if so assigned.

Practices and Sporting Events
1. Assists the Head Coach in the preparation and supervision of individual participants in the skills necessary for success in the sport involved.
2. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
3. Attends all practices and contests of the assigned sport. Assists at contests in observing play and devising strategies to improve the performance of the team and the players.
4. Oversees any assigned area of focus such as offense, defense, goalie or transition game giving due consideration to the safety conditions of the facility or area in which the assigned activity is conducted at all times that students are present.
5. Assists in the distribution and collection of athletic gear.
6. Assists in upholding and enforcing school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
7. Is prepared to take over full coaching duties in the event the head coach is absent or becomes ill.
8. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport;
9. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.

**Assistant Coach District Duties**
1. Understands all the rules of the sport that is coached.
2. Understands the provisions listed and explained within the Roselle Park Board of Education Athletic Manual, Conference and NJSIAA rules, regulations and policies.
3. Maintains and enforces security and supervision rules of buildings, fields, locker rooms before, during and after games and practices. Student use of keys is strictly prohibited.
4. Fosters good public relations with the community and the press.
5. Encourages good character traits and sportsmanship in all team members.
6. Distributes and collects completed permission cards as requested by the athletic director.
7. Secures when necessary and supervises managers, scorekeepers, statisticians, etc.
8. Insures the proper care and conditioning of all equipment and supplies associated with the program.
9. Completes and submits final report on results at the conclusion of the season to the athletic director.
10. Reports all injuries immediately to the trainer or the nurse.
11. Attends all meetings required by the athletic department, head coach or athletic director.
12. Maintains and takes all required CPR certification trainings.
13. Performs all scouting duties as assigned by the head coaches.

**Other**
1. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
2. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
3. Maintains confidentiality as required and appropriate.

**TERMS OF EMPLOYMENT:** Salary and work year to be determined by the board.

**ANNUAL EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

**APPROVED BY:** ___________________________ DATE: __________________________

**REVISED:** ____________________________

**SOURCE(S): NJSBA**

**LEGAL REFERENCES:**

- **N.J.S.A. 2A:62A-6** Athletic officials; immunity
- **N.J.S.A. 5:17** Athletic code of conduct, permitted, youth sports events defined
- **N.J.S.A. 18A:6-7.1** Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
- **N.J.S.A. 18A:16-2** Physical examinations; requirement
- **N.J.S.A. 18A:25-2** Authority over pupils
- **N.J.S.A. 18A:26-2** Certificates required; exception
- **N.J.S.A. 18A:27-1** Appointment of teaching staff members; vote required
- **N.J.S.A. 18A:27-4** Power of boards of education to make rules governing employment of teacher, etc.; employment there under
- **N.J.A.C. 6A:7** Managing equality and equity in education
- **N.J.A.C. 6A:9B** State board of examiners and certification

See particularly:
- **N.J.A.C. 6A:9B-5.19** Athletics personnel
- **N.J.A.C. 6A:9-10.8** Health and physical education
- **N.J.A.C. 6A:10** Educator effectiveness

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**JOB DESCRIPTION**
Roselle Park Public Schools
Copyright 2017
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C. 6A-16 Programs to support student development
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-6.3 Requirements of physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 6A:32-9 Athletics procedures

McLoughlin V. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d. (EDU) 466, aff'd St. Bd. 97 NJAR 2d (EDU) 250
JOB DESCRIPTIONS

Extracurricular Activities

E – 5

JOB TITLE: Volunteer Coach

REPORTS TO: Head Coach/Assistant Coach

JOB GOAL: Unpaid job or position. To assist with the sport programs and helps develop the athletes' knowledge, skill, sportsmanship, and motivation to excel.

SUPERVISES: Works under coaches’ supervision with team members

QUALIFICATIONS:
1. Review of background by the superintendent and approval by the school board. Volunteers fill out a volunteer sheet to facilitate screening and a background check. Must be person of character, responsibility and integrity, with patience, empathy, maturity and a sincere desire to help others.
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. The board may require a criminal history background check, medical checks to ensure good health such as a Mantoux TB test, and proof of U.S. citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES:
1. Attends an orientation program that sets forth the duties and responsibilities of a volunteer coach. The orientation program will emphasize that volunteers serve only in a support capacity under the direction and supervision of the Team Coach, to supplement and assist in the preparation of individual participants in the skills necessary for success in the sport involved. Orientation will also cover team rules, emergency procedures, Roselle Park Athletic Handbook and NJSIAA sportsmanship rules and regulations.
   a. In conjunction with the orientation, volunteers will understand their obligation to respect the individuality, dignity, and worth of each child.
   b. Each volunteer will sign an agreement to comply with the terms of the orientation, including:
      (1) Volunteers agree not to use alcohol or illegal drugs or be under the influence of alcohol or any drug while volunteering in any school-related program;
      (2) Volunteers shall not abuse any child by physical or emotional means or commit any criminal act involving a student;
      (3) Volunteers are not permitted access to pupil records;
      (4) Volunteers shall maintain confidentiality and not discuss student matters outside of with appropriate school staff in an appropriate school setting which benefits the student;
      (5) Volunteers will exercise discretion in discussing their school activities with others in the community.
2. Assists the head coach in maintaining good order, informing the team coach of any situations of misbehavior that may require the coach to intervene.
3. Promotes good sportsmanship and encourages players to abide by all rules and regulations. Complies with board-adopted emergency medical procedures for practice sessions and competitive levels.
4. Assists at practices and contests in observing play and devising strategies to improve the performance of the team and the players. Level of attendance will be agreed upon with the coach. Informs the team coach of any situations or opportunities for the coach to direct players and improve team performance. Reinforces messages and techniques used by the coach and avoids contradicting the coach’s directives.
5. Assists the coach in watching over any assigned area of focus such as offense, defense, goalie or transition game giving due consideration to the safety conditions of the facility or area in which the assigned activity is conducted at all times that students are present.
6. Assists in the distribution and collection of athletic gear, and assists in protecting school property.
7. Assists in upholding and enforcing school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
8. Is prepared to deal with emergency situations, under the direction of the coach.
9. Volunteers may not work with, teach or coach students without a certified staff member present in the immediate area. The volunteer serves at the pleasure of the Board; the Board reserves the right to accept, deny, retain or terminate the services of any volunteer. This may be done through the Superintendent or the Board’s authorized representative.
10. Volunteers are not authorized to speak formally or informally for any program; this must be done only by the head coach or other authorized district employee.
11. While carrying out prescribed functions under the supervision of the designated staff members, volunteers shall be covered by the Board liability insurance policy.

Volunteer Coach District Duties
1. Understands all the rules of the sport that is coached.
2. Understands the provisions listed and explained within the Roselle Park Board of Education Athletic Manual, Conference and NJSIAA rules, regulations and policies.
3. Assists and helps with scouting duties as assigned by the coaches.

Other
1. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.

TERMS OF EMPLOYMENT:
1. Volunteer, not a paid position.
2. The board in some cases may pay expenses (e.g. food, travel and clothing/ uniform) as reimbursement with receipts or from a stipend that will not change regardless of win/loss record, post-season play, level of student participation, or the number of hours actually invested by the volunteer. If a stipend is provided it will not exceed 20% of the compensation of a full-time coach for the same services.
3. The level of participation of the volunteer will be agreed upon with the head coach.
4. Activities of a volunteer are also subject to board policy on volunteers.
5. Volunteers will understand that this activity does not affect any future decision the school may make with regard to employment, and specifically does not give priority for possible vacancies.
6. Volunteer coaches may be required to wear a uniform or school team jersey, provided by the school, for safety and as a condition of the job.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations

APPROVED BY: __________________ DATE: ___________________
REVISED: _____________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 2A:62A-6 Athletic officials; immunity
N.J.S.A. 5:17 Athletic code of conduct, permitted, youth sports events defined
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:26-2 Certificates required; exception

JOB DESCRIPTION
Roselle Park Public Schools
Copyright 2017
See particularly:

N.J.A.C. 6A:9B-5.19 Athletics personnel

N.J.A.C. 6A-9B State board of examiners and certification


McLoughlin V. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d (EDU) 466, aff'd St. Bd. 97 NJAR 2d (EDU) 250
JOB DESCRIPTIONS

Extra-Curricular

JOB TITLE: Extra-Curricular Activities Advisor

REPORTS TO: Principal/Student Activities Director

JOB GOAL: To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

SUPERVISES: Students and advisors

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate or eligibility
2. Demonstrated knowledge of the particular activity and related experience as determined by the board
3. Ability to foster and sustain students’ interest in the activity and promote skill development
4. Strong interpersonal and communication skills
5. Minimum experience in curriculum review and staff development activities as determined by the board
6. Hold and maintain a valid driver’s license with no serious violations (optional).
7. Required criminal history check and proof of U.S. citizenship or legal resident alien status
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
8. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary.
10. Maintains professional competence and continuous improvement through continuing education and professional development activities.
11. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
12. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
13. Maintains confidentiality as required and appropriate.
14. Upholds and enforces school rules, administrative regulations and board policy.
TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:27-1 Appointment of teaching staff members; vote required
N.J.A.C. 6A:7 Managing equality and equity in education
N.J.A.C. 6A:9B State board of examiners and certification

See Particularly:
N.J.A.C. 6A:9B-6.2 Provisional certificate
N.J.A.C. 6A:9B-8.2 Requirements for the provisional certificate
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Extra-Curricular

JOB TITLE: Band Director

REPORTS TO: Principal/Student Activities Director

JOB GOAL:
To administer the band/instrumental program for the high school. To provide guidance and encouragement to help students profit from their participation. To promote close working relationships with parents, staff and the community and to keep the principal informed of emerging issues.

SUPERVISES: Band staff and students

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate or eligibility
2. Demonstrates expertise in knowledge and teaching of instrumental music
3. Any equivalent combination of experience and training that provides the required knowledge, skills, and abilities to perform the essential functions of the position
4. Strong interpersonal and communication skills
5. Hold and maintain a valid driver's license with no serious violations (optional).
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
1. Administers the Band Program under the supervision of the High School Principal and within the philosophy of the school.
2. Understands and is responsible for the overall operation, supervision, development, and instruction of the High School Band program which includes the marching band, color guard, winter guard, and parent organizations.
3. Provides leadership for the high school instrumental music program.
4. Coordinates assigned activities with the school calendar.
5. Supervises all assigned activities and performances.
6. Develops routines for half-time shows, school events, and public service appearances. Coordinates activities with the color guard majorettes, and other special groups.
7. Develops and coordinates off-season activities (e.g. summer training clinics, etc.).
8. Establishes performance requirements, enforces academic requirements, and verifies each student’s eligibility to participate in band.
9. Provides for band participation at extracurricular events including concerts, football games, basketball games, pep rallies, parades, and community events.
10. Assists with the implementation of band trips in accordance with district policy and regulations as well as student interest and ability. Arranges transportation, lodging, and meals for out-of-town events.
11. Complies with federal and state laws, State Board of Education rules and policies.
12. Supports band booster club activities.
13. Conducts tryouts for the band; informs administration and participants of final selections.
14. Assists with the planning, rehearsing, and directing of musical experiences for the school and community with a minimum of three (3) evening performances per school year.
15. Cooperates with the school administration in providing music programs for school productions, graduation ceremonies, and, as appropriate, civic functions that enhance the students’ performing

17. Maintains an equipment inventory as directed. Assists with the cleaning and repair of instruments as directed. Ensures that equipment is safe to use and available when needed.

18. Assists the principals in ordering supplies and materials necessary for band-related activities in accordance with established district procedures and budget allocations.

19. Prepares lessons that reflect accommodations for individual student differences.

20. Plans and uses appropriate instructional and learning strategies, activities, materials, and equipment that reflect understanding of the learning styles and needs of students assigned.

21. Creates an environment conducive to learning and appropriate for the physical, social, and emotional development of students.

22. Maintains and upholds the security and supervision of buildings and grounds used before, during, and after practice or performance sessions.

23. Understands all responsibilities as it relates to supervising, organizing, and instructing at rehearsals and performances.

24. Develops practice and performance schedules.

25. Provides good public relations with school, community, and the media.

26. Encourages development of good character traits in each member of the program.

27. Makes recommendations to the Principal for hiring individuals to fill assistant band of color guard positions.

28. Supervises and provides direction to all band assistants and staff.

29. Insures for proper care and maintenance of equipment and uniforms as needed.

30. Attends band clinics or judges workshops/competitions to update and promote the programs.

31. Assists all members (students and staff) in pursuing further goals in the field.

32. Reports all injuries to the trainer and school nurse.

33. Supervises members on bus trips to and from all performances.

34. Continues to be knowledgeable of modern marching and color guard techniques and styles.

35. Evaluates assistant staff members annually and makes recommendations to the principal on hiring and non-renewal of band staff.

36. Evaluates the program annually and makes recommendations for improvements as necessary.

37. Performs other duties related to the student activity as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board’s policy on evaluations.

APPROVED BY: ________________________ DATE: ________________________

REVISED: ____________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; disqualification from employment
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:27-1 Appointment of teaching staff members; vote required
| N.J.A.C. 6A:7      | Managing equality and equity in education          |
| N.J.A.C. 6A:9B    | State board of examiners and certification         |
| **See Particularly:** |                                                                   |
| N.J.A.C. 6A:9B-6.2 | Provisional certificate                             |
| N.J.A.C. 6A:9B-8.2 | Requirements for the provisional certificate       |
| N.J.A.C. 6A:32-6  | School employee physical examinations               |

JOB DESCRIPTIONS

Extra-Curricular

JOB TITLE:
Treasurer of High School General Association

REPORTS TO: Principal/Student Activities Director

JOB GOAL: To ensure an accurate accounting of all financial matters associated with both activity and general fund expenditures at the High School.

SUPERVISES: Internal Accounts for the High School Extra-Curricular Program

QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate or eligibility
2. Demonstrated knowledge of the internal fiscal controls and accounting and/or related experience as determined by the board
3. Strong interpersonal and communication skills
4. Hold and maintain a valid driver’s license with no serious violations (optional).
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

PERFORMANCE RESPONSIBILITIES:
1. Counts, deposits money and issues receipts to each organization by necessity.
2. Enters requisitions into computerized accounting system.
3. Checks bills for all organizations excluding the Athletic Department.
4. Maintains a monthly statement of fund balances for all faculty sponsors of each activity program.
5. Assists advisors of school activity funds in keeping accurate records for each group.
6. Maintains files and convenience copies of all purchase orders, requisitions, delivery receipts, and other related records until such time as they can be disposed.
7. Issues checks to all organizations for withdrawal of funds (lunch and afterschool).
8. Deposits all money several times per month (in accordance with policy and administrative law) in the district’s approved bank/depository.
9. Issues monthly balance sheets accompanied by a schedule showing the activity of each organization for the monthly period and reviews those transactions for that month’s fiscal period with the principal or his/her designee.
10. Issues separate monthly activity sheet and billing for reimbursement to the Board of Education showing the name of every official, entry fees, miscellaneous expenses, etc.
11. Assists the Home Economics program by advancing money, collecting receipts, and billing the Board for reimbursement.
12. Bills the Board monthly when appropriate for any other miscellaneous reimbursement due to an organization.
13. Handles Petty Cash account including monthly billing to the Board.
14. Assists in the preparation of the activity budget for the high school, helps order necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
15. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
16. Helps oversee the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
17. Evaluates fiscally the high school extra-curricular program annually and makes recommendations for improvements as necessary.
18. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.
19. Maintains confidentiality as required and appropriate.
20. Upholds and enforces school rules, administrative regulations and board policy.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

APPROVED BY: ___________________________ DATE: ___________________________
REVISED: ____________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:26-1.1 Residence requirement prohibited
N.J.S.A. 18A:26-2 Certificates required; exception
N.J.S.A. 18A:27-1 Appointment of teaching staff members; vote required
N.J.A.C. 6A:7 Managing equality and equity in education
N.J.A.C. 6A:9B State board of examiners and certification

See Particularly:
N.J.A.C. 6A:9B-6.2 Provisional certificate
N.J.A.C. 6A:9B-8.2 Requirements for the provisional certificate
N.J.A.C. 6A:32-6 School employee physical examinations

JOB DESCRIPTIONS

Paraprofessional

JOB TITLE: Bus Aide

REPORTS TO: Transportation Supervisor/Business Administrator

SUPERVISES: Students on the bus.

JOB GOAL: To assist the bus driver in providing safe transportation of students.

QUALIFICATIONS:
1. Ability to read, write and to perform assigned duties Minimum experience as determined by the board
2. Knowledge of bus passenger safety and effective discipline procedures
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
1. Assists the bus driver in maintaining student conduct on the bus.
2. Assists young or disabled students in getting on and off the bus. Assists the driver in observing the movements of passengers to be sure that none wander into the path of the vehicle.
3. Provides written records of violations of student conduct code to the building principal.
4. Collects personal items left on the bus and delivers them to the school secretary.
5. Provides instruction to students regarding passenger safety and ensures that students wear their seat belts when the bus is so equipped.
6. Participates in scheduled emergency bus exit drills.
7. Checks to be sure that all student-passengers are dropped off at their correct location and that no passengers remain on the bus at the end of the bus route.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ________________________ DATE: ________________________

REVISED: ________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.A.C. 6A:14-3.9(a) 7 Related services
N.J.A.C. 6A:27 Student Transportation
See particularly:
N.J.A.C. 6A:27-11 Safety
N.J.A.C. 6A:27-12.1 Drivers and aides
N.J.A.C. 6A:32-6 School employee physical examinations
Paraprofessional

JOB TITLE: Cafeteria Aide
REPORTS TO: Principal/Cafeteria Manager/Teacher
SUPERVISES: The lunchroom activities under the direction of the building principal and assigned teaching staff.
JOB GOAL: To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

QUALIFICATIONS:
1. High school diploma
2. Minimum experience as determined by the board
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
1. Supervises students in the cafeteria during meals.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.
7. Organizes groups for orderly dismissal from the cafeteria.

Other:
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: ________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:32-6 School employee physical examinations
JOB DESCRIPTIONS

Paraprofessional P – 3

JOB TITLE:
Classroom Paraprofessional

REPORTS TO: Principal/Classroom Teacher

SUPERVISES: Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

JOB GOAL:
To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

QUALIFICATIONS:
1. Associate Degree/60 credits or pass the Parapro Praxis; college-level coursework in education or related field*
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate’s degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Educational Duties
1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction. Checks notebooks, corrects papers, monitors testing and make-up work, as assigned by the teacher.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.
11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.

13. Participates in in-service training as assigned.

14. Performs other appropriate duties as assigned by the teacher or building principal directly related to a good learning experience for pupils.

Specific Tasks
1. Provides direct aid to classroom teacher and the student.

2. Provides assistance to the individual student, small group, or class under the direction of the classroom teacher.

3. Sets up, maintains, arranges, readies laboratory, classroom, learning center, audiovisual, computerized materials, areas, and equipment for the teacher and student(s).

4. Upholds standard classroom procedures.

5. Maintains consistently rules and regulations, behavior modification strategies, class and school code of conduct.

6. Collects, checks for completeness of, collates homework, reports, collections, forms, notes from student(s) under the direction of the classroom teacher.

7. Assists with monitoring the progress of students engaged in seatwork, hands-on activities, experiments, projects, tests, etc.

Level of Expertise
1. Demonstrates creative talents through decorating classroom, constructing bulletin boards, and developing learning/teaching aids.

2. Demonstrates expertise in the use of higher-order technological, electronic, manual recording and informational systems, equipment related to duties.

3. Maintains accurate data collection.

4. Incorporates basic knowledgeable learned of cognitive, emotional, social, and physical disabilities of the student(s), group, or class to which he or she is assigned.

5. Upholds, carries out, implements, reinforces classroom, school, district, and behavior modification strategies.

6. Demonstrates familiarity with, knowledge of curriculum and uses this knowledge to assist students with classroom work.

Preparation and Organization
1. Assumes responsibility for maintenance of students’ work area.

2. Sets up, prepares, and maintains audiovisual equipment.

3. Prepares student supplies and equipment.

4. Reports promptly to assigned duty area.

5. Maintains an excellent record of attendance and punctuality.

6. Assists in the selection and gathering supplementary reading materials for classroom use.

7. Participates in school and district training courses in order to upgrade, enhance, and acquire appropriate skills.

8. Maintains an appropriate, professional appearance, demeanor and manner.

9. Accepts constructive suggestions, criticism and direction with grace, maturity, and professionalism.

Related duties
1. Assists in maintaining classroom, corridor bulletin boards.

2. Accompanies students to lunchroom, special subject areas, lavatories, playground, assemblies, buses, etc.

3. Assists in toileting needs/training, and lifting when appropriate.


5. Demonstrates flexibility in response to requests, changes, assigned duties, stressful situations, etc.

6. Arranges, monitors, and participates in indoor, classroom, playground, outdoor games and/or activities.

7. Assists students who are absent, ill, transferred in or out with remedial, catch-up, missed, and current classroom work.

8. Monitors students during field trips, intra-class activities, assemblies, etc.

9. Volunteers for, participates in special school activities including fund-raising, PTA, Back-to-School Night, etc. events.

10. Utilizes non-violent crisis prevention techniques.

Interpersonal Domain
1. Works well with, collaborates with teacher, colleagues, staff, administration, etc. in the performance of duties.
2. Assists in maintaining a neat and orderly classroom, assigned area, or physical plant.
3. Refers suggestions, inquiries, and comments related to students to the classroom teacher.
4. Performs classroom, school delegated duties with exceptional, sound, acceptable level of expertise.
5. Forges, enjoys a personal relationship of responsibility, compassion, caring, fondness, etc. with students assigned to his or her care.
6. Explores opportunities to participate, enroll, engage in continuing education, college courses, training sessions, etc.
7. Assists in maintaining safety, behavior, decorum, and order in common areas, including cafeteria, playground, corridors, study halls, and gymnasium, auditorium, locker rooms, and detention rooms.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________________ DATE: ___________________________
REVISED: _____________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff
N.J.A.C. 6A:32-6 School employee physical examinations

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002
JOB DESCRIPTIONS

Paraprofessional

JOB TITLE:  
Computer and/or Media Aide

REPORTS TO: Media Specialist, Principal and/or Teacher

SUPERVISES: Students in the computer room, classroom, and/or media center/library.

JOB GOAL: Demonstrate and provide direction in the usage of the media center, computer hardware and software to teachers and students; does related work as required.

QUALIFICATIONS:
1. High school diploma; college-level coursework in education or related field
2. Graduation from high school or possession of a high school equivalency diploma or two years of work experience including computer operations, data processing or micro-computers.
3. Substitutions: College education may be substituted for experience at the rate of 30 credits per year.
4. Working knowledge of the capabilities of the computer equipment and software packages utilized by the school district;
5. Ability to instruct others in the use of the computers and software packages;
6. Ability to understand diverse software manuals and their applicability to current curriculum;
7. Clerical aptitude, good typing skills, and knowledge of information technology
8. Minimum experience as determined by the board
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Media Aide
1. Assists students in making proper use of media center equipment and materials.
2. Shelves library materials.
3. Handles library mail and type’s correspondence and reports.
5. Distributes schedule of the use of the media center and its materials and equipment.
6. Assists in preparing and maintaining special educational displays.
7. Reads to small groups of students and listens to individual students read.
8. Operates the circulation desk, maintains circulation files and handles overdue library loans.
9. Repairs library materials as necessary.
10. Duplicates learning materials as requested.

Computer Aide
1. Under the general supervision of a high level administrator within the school district, an incumbent in this position is responsible for aiding both teachers and students in the use of computers and computer software packages for both remedial and enrichment purposes.
2. Incumbent is responsible for checking equipment and setting up software programs, previewing software programs in conjunction with teaching personnel and maintaining schedule logs and records of all equipment/software contained in the computer center laboratory.

Page 6 of 20
3. Responsibilities may include the installation and maintenance of hardware, as well as the installation and configuration of network software.

EXAMPLES OF WORK: (Illustrative Only)
Teacher - Related Functions (Computer Aide)
1. Works closely with teachers to identify areas where computer assisted instruction (CAI) can be incorporated within their curriculum;
2. Aids teachers in the use of computers and computer software packages;
3. Provides technical and software support for teachers conducting classes in the Lab;
4. Schedules Lab time, as per teacher’s instructions, for individual and groups of students for remedial and enrichment activities;
5. Advises teachers regularly regarding new software acquisitions and possible applications to curriculum;
6. May edit new and existing software packages to adapt them to teachers’ individual curriculum needs;
7. May report student’s progress in Lab activities to appropriate teachers.

Student - Related Functions (Computer Aide)
1. Demonstrates to students individually and in groups the use of computer and software packages;
2. Confers with teachers in the selection of software appropriate to student’s learning tasks and level of ability;
3. Maintains records of student activities relating to the level of usage of software;
4. Works with students in the production of computer generated reports and graphics projects;

General (Computer Aide)
1. Reads current professional publications to keep informed of rapid developments in field of computer assisted instruction;
2. Orders and maintains supplies;
3. Installs and configures desktop software;
4. Operates printer to provide students/teachers with hard copy;
5. Troubleshoots equipment problems not requiring a trained technician;
6. Maintains class logs and schedules classes in conjunction with teacher requests;
7. Creates and maintains catalog system for software library;
8. Where applicable, may install and maintain the equipment utilized in the computer network.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.
APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________
SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1   Officers and employees
N.J.A.C. 6A:32-4.2   Approval of paraprofessional staff
N.J.A.C. 6A:32-6   School employee physical examinations


Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002
JOB DESCRIPTIONS

Student Services P – 5

JOB TITLE:
School Nurse's Aide (All Grades)

REPORTS TO: School Nurse, Director of Special Services and/or Principal

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

To assist the school nurse in the role of a health service specialist and to provide school health services to students, staff, families and school visitors.

To work in a collaborative relationship as a team member using good judgment according to health services policies and procedures.

QUALIFICATIONS:

1. Registered Nurse (RN) or Licensed Practical Nurse (LPN) preferred
2. High school graduate or equivalent and current certification in cardio-pulmonary resuscitation (CPR), first aid and certification as a nursing assistant (CNA) preferred.
3. Demonstrated expertise in school health nursing practice and emergency procedures
4. Knowledge of child growth and development, community and family dynamics, current health issues and wellness education
5. Demonstrates effective problem solving, communications, organization, record keeping and interpersonal skills.
6. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
7. Minimum experience as determined by the board
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

EMPLOYMENT TERMS:

1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Overall
1. Works in cooperation with the school health professionals (e.g. school nurse, dentist, noncertified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the school nurse or principal.
3. Provides basic first aid. (The Aide must be either a Licensed Practical Nurse or a Registered Nurse to administer first aid.)
4. Assists with the physical maintenance of the health office.
5. Assists with all non-confidential clerical responsibilities.
6. Assists with all health screening programs.
7. Assists with making attendance calls and advises the office of any student problems.

Direct medical services provided to students
1. Assists with emergency care in case of sudden illness and administers first-aid in case of injury to
students or staff according to established policies and procedures.
2. Assists with the secure storage of medications, monitors expiration dates and appropriately disposes of medications as necessary.
3. Assists with the regular testing and maintenance of AED equipment.
4. Provides training in the emergency use of the AED equipment and response to sudden cardiac arrest.
5. Helps prevent and control communicable disease through inspections, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
6. Assists with the notifications regarding contagious conditions including but not limited to disease and infestations to staff and parents/guardians and helps oversee development and implementation of classroom and school wide protocols to prevent the spread of contagion and infestation.
7. Assists with the development and implementation of the district exposure plan (bloodborne pathogens and hazardous substances).
8. Notifies school nurse and/or principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
9. Follows-up regarding medical problems/concerns with pupils, their families and school personnel.
10. Maintains a high level of confidentiality.
11. Provides assistance with special health care and related services to meet the needs of students with disabilities.

Administrative activities
1. Helps prepare health and safety reports as required by law and/or requested by the school nurse or principal.
2. Reports any suspicion of child abuse to the Division of Child Protection and Permanence, school nurse and building principal or his/her designee.

School and Community Relations
1. Works cooperatively with the school nurse, teachers, principal, school staff and parents to ensure the successful implementation of the school's goals and mission.
2. Works with State and Local Boards of Health in the control and reporting of diseases.
3. Cooperates and shares information professionally with other members of the staff.
4. Keeps the School Nurse and Principal informed about his/her activities and accomplishments.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment
N.J.S.A. 18A:16-1 Officers and employees
N.J.S.A. 18A:29-4.2 Payment of school nurse according to teachers salary guide
N.J.S.A. 18A:40 Promotion of health and prevention of disease
N.J.S.A. 18A:40A Substance abuse
See particularly:
N.J.S.A. 18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral
N.J.S.A. 18A:40A-13 Immunity for educational and medical personnel, officers or agents because of...
actions taken by virtue of act
N.J.S.A. 18A:40A-14 Civil immunity for educational personnel reporting pupils
N.J.A.C. 6A:9 Professional licensure and standards
See particularly:
N.J.A.C. 6A:9B State board of examiners and certification
See particularly:
N.J.A.C. 6A:9B-5 General certification policies
N.J.A.C. 6A:9B-8 Requirements for instructional certificate
N.J.A.C. 6A:9B-12.3 School nurse
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:14-3.4 Evaluation
N.J.A.C. 6A:16 Programs to support student development
See particularly:
N.J.A.C. 6A:16-1.4 District policies and procedures
N.J.A.C. 6A:16-2 General provisions for school health services
N.J.A.C. 6A:16-3 Comprehensive alcohol, tobacco and other drug abuse program
N.J.A.C. 6A:16-4 Procedures for alcohol, tobacco and other drug abuse intervention
N.J.A.C. 6A:16-5.1 School safety and security plans
N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and substance abuse
N.J.A.C. 6A:16-8 Intervention and referral services
N.J.A.C. 6A:16-11 Reporting potentially missing or abused children
N.J.A.C. 6A:32-4 Employment of teaching staff
N.J.A.C. 6A:32-5.1 Standards for determining seniority
N.J.A.C. 6A:32-6 School employee physical examinations
N.J.A.C. 6A:32-7 Student records
N.J.A.C. 8:57-4.1-1.1(j) Universal precautions
N.J.A.C. 8:57-4.1-4.16 Immunization monitoring
N.J.A.C. 12:100-4.2 Adoption by reference

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Bloodborne Pathogen Standard, 29 CFR 1910.1030


Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational exposure to hazardous chemicals in laboratories standard, 29 CFR 1910.1450
JOB DESCRIPTION

Student Services

P – 6

JOB TITLE:
Special Education Pre-School Paraprofessional

REPORTS TO: Director of Special Services

SUPERVISES: Assists in the supervision of pre-school activities under the direction and supervision of the certified preschool classroom teacher, principal or other designated certified personnel.

NATURE AND SCOPE OF JOB:
To promote the achievement of preschool students’ educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

QUALIFICATIONS:
1. High School Diploma; college-level coursework in education or related field*
2. Associate Degree/60 credits or pass the Parapro Praxis; college-level coursework in education or related field*
3. Minimum experience as determined by the board
4. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
5. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
6. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
7. Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.
8. Complies with drug-free workplace rules and board policies.
9. Ability to respectfully manage students, including students with developmental disabilities.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
11. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate’s degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Educational Duties
1. Assists the classroom teacher in the delivery of an effective instructional program. Checks with teachers for instructions. Seeks advice when expectations are unclear.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher. Effectively uses verbal, non-verbal, writing and listening skills.
3. Teaches and models school/classroom rules of behavior. Upholds the student conduct code.
4. Operates and cares for equipment used in the classroom for instructional purposes. Promotes the proper use and care of school property. Helps keep track of school equipment as well as school materials sent home with students.
5. Helps students to master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Prepares and distributes teaching materials as directed.
10. Helps the teacher to plan, prepare and maintain bulletin boards and other classroom learning displays.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Checks student work, as assigned by the teacher. Encourages student creativity using music, art and play activities. Helps develop activities that address the learning styles of each student. Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
13. Supports a respectful and inclusive educational environment. Helps students with having a wide range of maturity and developmental levels, or with disabilities, participate in appropriate peer group activities as directed. Reinforces concepts introduced by the teacher. Maintains a positive and courteous learning environment.
14. Helps students with a wide range of developmental levels learn social skills. Models appropriate, respectful behavior.
15. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

Hygiene and safety
1. Helps very young students with their clothing, snack time routine, and toileting activities.
2. Helps students with hand-washing routines.
4. Complies with personal hygiene rules and standard sanitation procedures.
5. Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
6. Follows prescribed medical plans and/or assists students with personal hygiene care.
7. Takes precautions for student and staff safety. Does not leave students unsupervised.
8. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
9. Reports evidence of suspected child abuse as required by law.
10. Works with the teacher to address persistent behavior problems. Carries out behavior improvement plans. Charts student behavior as directed.
11. Oversees rest periods when applicable.

Student privacy and record-keeping
1. Completes paperwork accurately. Verifies and correctly enters data.
2. Performs clerical work related to classroom activities. These duties may include attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
3. Respects personal privacy. Maintains the confidentiality of privileged information.

Professional appearance and behavior
1. Wears appropriate, clean work attire and maintains a neat appearance.
2. Accepts personal responsibility for decisions and conduct.
3. Strives to develop rapport and serves as a positive role model for others.
4. Performs prescribed activities efficiently with limited supervision.
5. Reacts productively to interruptions and changing conditions.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students.
8. Maintains an acceptable attendance record and is punctual.

Other
1. Participates in staff meetings, in-service training and professional growth opportunities as assigned.
2. Participation in conferences, open houses, and other school events may be required.
3. Upholds board policies and follows administrative procedures.
4. Promotes a favorable image of the school district.
5. Performs other related duties as assigned.

DUTIES RELATED IN SPECIFIC DISABILITIES OF CHILDREN IN AN EDUCATIONAL PROGRAM

Hearing Impairment
1. If working with hearing impaired children, develop good listening and attending skills. Performs other related duties as assigned.
2. Be able to change hearing aid batteries and put an ear insert in child's ear - make sure aid is turned...
to appropriate setting.

3. Test batteries.

Motor Problems
1. Render any special assistance needed by the child such as:
   a. pick-up dropped pencil;
   b. push children who cannot manipulate wheelchair; helps to the bathroom;
   c. sharpen pencils;
   d. cut out pictures;
   e. turn pages in the child’s book;
   f. write child’s name on his/her paper; and
   g. assist child in drinking from cup.
2. Assist with locking and unlocking braces.
3. Observe child in physical therapy and occupational therapy to learn expectations for child in these areas in class.

Vision Impairment
1. Get the child with vision problems to become involved in the learning environment.
2. Determine to what extent expectations in hand skills must be modified if child is visually impaired.
3. Determine size of print and type of pictures and other visual aids the child may use successfully.

A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

WORKING CONDITIONS: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.
1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and removing work-related supplies/equipment.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require operating power-driven equipment.
6. Duties may require prolonged use of a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.
11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with disruptive and/or unruly individuals.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board’s policy on evaluation of certified staff.

APPROVED BY: ______________________ DATE: ______________________

REVISED: _________________________

SOURCE(S): NJSBA

LEGAL REFERENCES:
N.J.S.A. 18A:16-1   Officers and employees
N.J.A.C. 6A:32-4.2   Approval of paraprofessional staff
N.J.A.C. 6A:32-6   School employee physical examinations

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002
JOB DESCRIPTION

Student Services

JOB TITLE: Special Education Paraprofessional

REPORTS TO: Director of Special Services

SUPERVISES: Assists in the supervision of special education class activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

NATURE AND SCOPE OF JOB:

To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

QUALIFICATIONS:

1. High School Diploma; college-level coursework in education or related field*
2. Associate Degree/60 credits or pass the Parapro Praxis; college-level coursework in education or related field*
3. Minimum experience as determined by the board
4. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
5. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

EMPLOYMENT TERMS:

1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

Special Education Aide
1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room, pupil hygiene, and using the lavatory. Assists with wash-up and toilet routines including diapering when necessary.
2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the pupils’ goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about one of the students to whom assigned. Assists regular education teachers and special education teachers in devising special learning strategies and/or behavioral modifications based on understanding of individual students, their needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to a pupil’s program only in consultation with the classroom teacher, child study team, related services staff or administration.
3. Alerts the teacher to special needs of individual children.
4. Assists, where appropriate, in escorting children to arrival/departure areas, loading and unloading the special education pupil from transportation buses or vans.
5. Completes clerical duties as assigned by the special education classroom teacher, including collecting behavioral data. Helps maintain individual records for each child. Refers parent requests for information to the classroom teacher.
6. Assists teacher in the planning of the weekly schedule of activities and provides input in terms of student progress.
7. Assists pupils with various projects, crafts, simple tasks such as sharpening pencils or carrying lunch trays, and curriculum tasks. Guides independent study, enrichment work and remedial work set up and assigned by the teacher. Helps students to master equipment or instructional materials assigned by the teacher.
8. Assists the teacher in maintaining neat work and study areas.
10. Engages children in conversation to encourage language development.
11. Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement.
12. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
13. Maintains confidentiality in accordance with district policy, and handbook. Handles sensitive and confidential information, documents, communications, incidents, etc., with discretion and in a conscientious manner.
14. Participates in staff meetings, professional development and training sessions as assigned.
15. Participates in restraining disruptive or dangerous physical behavior as requested or assigned.
16. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

Specific Tasks
1. Provides direct aid to classroom teacher and the student with disability.
2. Provides assistance to the individual student, small group, or class under the direction of the classroom teacher.
3. Sets up, maintains, arranges, readies laboratory, classroom, learning center, audiovisual, computerized materials, areas, and equipment for the teacher and student(s).
4. Upholds standard classroom procedures.
5. Maintains consistently rules and regulations, behavior modification strategies, class and school code of conduct.
6. Collects, checks for completeness of, collates homework, reports, collections, forms, notes from student(s) under the direction of the classroom teacher.
7. Assists with monitoring the progress of students engaged in seatwork, hands-on activities, experiments, projects, tests, etc.

Level of Expertise
1. Demonstrates creative talents through decorating classroom, constructing bulletin boards, and developing learning/teaching aids.
2. Demonstrates expertise in the use of higher-order technological, electronic, manual recording and informational systems, equipment related to duties.
3. Maintains accurate data collection.
4. Incorporates basic knowledgeable learned of cognitive, emotional, social, and physical disabilities of the student(s), group, or class to which he or she is assigned.
5. Upholds, carries out, implements, reinforces classroom, school, district, IEP behavior modification strategies.
6. Demonstrates familiarity with, knowledge of curriculum and uses this knowledge to assist students with classroom work.

Preparation and Organization
1. Assumes responsibility for maintenance of students’ work area.
2. Sets up, prepares, and maintains audiovisual equipment.
3. Prepares student supplies and equipment.
4. Reports promptly to assigned duty area.
5. Maintains an excellent record of attendance and punctuality.
6. Assists in the selection and gathering supplementary reading materials for classroom use.
7. Participates in school and district training courses in order to upgrade, enhance, and acquire appropriate skills.
8. Maintains an appropriate, professional appearance, demeanor and manner.
9. Accepts constructive suggestions, criticism and direction with grace, maturity, and professionalism.

Related duties
1. Assists in maintaining classroom, corridor bulletin boards.
2. Accompanies students to lunchroom, special subject areas, lavatories, playground, assemblies, buses, etc.
3. Assists in toileting needs/training, and lifting when appropriate.
5. Demonstrates flexibility in response to requests, changes, assigned duties, stressful situations, etc.
6. Arranges, monitors, and participates in indoor, classroom, playground, outdoor games and/or activities.
7. Assists students who are absent, ill, transferred in or out with remedial, catch-up, missed, and current classroom work.
8. Monitors students during field trips, intra-class activities, assemblies, etc.
9. Prepares, operates, and maintains ambulatory, orthopedic, learning aids, and devices required for students with disabilities.
10. Volunteers for, participates in special school activities including fund-raising, PTA, Back-to-School Night, etc. events.
11. Utilizes non-violent crisis prevention techniques.

Interpersonal Domain
1. Works well with, collaborates with teacher, colleagues, staff, administration, etc. in the performance of duties.
2. Assists in maintaining a neat and orderly classroom, assigned area, or physical plant.
3. Refers suggestions, inquiries, and comments related to students to the classroom teacher.
4. Performs classroom, school delegated duties with exceptional, sound, acceptable level of expertise.
5. Forges, enjoys a personal relationship of responsibility, compassion, caring, fondness, etc. with disabled students assigned to his or her care.
6. Explores opportunities to participate, enroll, engage in continuing education, college courses, training sessions, etc.
7. Assists in maintaining safety, behavior, decorum, and order in common areas, including cafeteria, playground, corridors, study halls, and gymnasium, auditorium, locker rooms, and detention rooms.

Other
1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.
EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: __________________ DATE: __________________
REVISED: _______________________

SOURCE(S): NJSBA
LEGAL REFERENCES:
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:14-4.1(e) General requirements
N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff
N.J.A.C. 6A:32-6 School employee physical examinations
No Child Left Behind Act of 2001, P.L. 107-110, Title I Part a, Section 1119;
Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002
JOB TITLE:
Special Education One to One Paraprofessional
REPORTS TO: Director of Special Services
SUPERVISES: Certified classroom teacher, principal and pupils with disabilities

NATURE AND SCOPE OF JOB:
To assist the classroom teacher by working with an individual disabled student to provide them with physical help and emotional support as needed to gain optimum benefit from the district’s special education program.

QUALIFICATIONS:
1. Associate Degree/60 credits or pass the Parapro Praxis; college-level coursework in education or related field*
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate’s degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

EMPLOYMENT TERMS:
1. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.
2. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education.

PERFORMANCE RESPONSIBILITIES:
One to One
1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory/toileting. Assists students with physical handicapping conditions, such as assistive devices and/or prosthetics. Assistance may include lifting a student in and out of a wheelchair.
2. Assists with individualized instruction under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the pupil’s goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about the student to whom assigned. Assists regular education teachers and special education teachers in devising special learning strategies and/or behavioral modifications based on understanding of the individual student’s needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to the pupil’s program only in consultation with the classroom teacher, child study team, related services staff or administration.
3. Assists, where appropriate, in escorting children to arrival/departure areas and in loading and unloading the special education pupil from transportation buses or vans.
4. Assists pupil with various projects, crafts, and curriculum tasks. Assists with individualized instruction of a student under the supervision of the special education teacher to reinforce material initially
introduced by the teacher.

5. Alerts the teacher/consultant to any problem or special information about an individual student.

6. Helps with the supervision of the assigned child on field trips planned by the teacher. Assists with the supervision of the child during emergency drills, assemblies, field trips and play periods. Assists in escorting the child from one area to another. Assists in playground supervision. Guides the child in working and playing harmoniously with other children. Assists during eating periods. Fosters good eating habits and table manners.

7. Assists the teacher in maintaining neat work and study areas.

8. Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement.

9. Engages child in conversation to encourage language development.

10. Shadows and when appropriate aids physically disabled child, particularly for a child who relies upon appliances and prosthetics.

11. Assists, under a teacher/consultant direction, in the collection and administration of behavior management systems and procedures.

12. Completes clerical duties as assigned by the special education classroom teacher. Assists in maintaining accurate and complete records including collecting behavioral data to document a student’s daily progress towards IEP goals and objectives. Refers parent requests for information to the classroom teacher.

13. Maintains confidentiality of student records.

14. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

Specific Tasks

1. Provides direct aid to classroom teacher and the student with disability.

2. Provides assistance to the individual student, small group, or class under the direction of the classroom teacher.

3. Sets up, maintains, arranges, readies laboratory, classroom, learning center, audiovisual, computerized materials, areas, and equipment for the teacher and student(s).

4. Upholds standard classroom procedures.

5. Maintains consistently rules and regulations, behavior modification strategies, class and school code of conduct.

6. Collects, checks for completeness of, collates homework, reports, collections, forms, notes from student(s) under the direction of the classroom teacher.

7. Assists with monitoring the progress of students engaged in seatwork, hands-on activities, experiments, projects, tests, etc.

Level of Expertise

1. Demonstrates creative talents through decorating classroom, constructing bulletin boards, and developing learning/teaching aids.

2. Demonstrates expertise in the use of higher-order technological, electronic, manual recording and informational systems, equipment related to duties.

3. Maintains accurate data collection.

4. Incorporates basic knowledge learned of cognitive, emotional, social, and physical disabilities of the student(s), group, or class to which he or she is assigned.

5. Upholds, carries out, implements, reinforces classroom, school, district, IEP behavior modification strategies.

6. Demonstrates familiarity with, knowledge of curriculum and uses this knowledge to assist students with classroom work.

Preparation and Organization

1. Assumes responsibility for maintenance of students’ work area.

2. Sets up, prepares, and maintains audiovisual equipment.

3. Prepares student supplies and equipment.

4. Reports promptly to assigned duty area.

5. Maintains an excellent record of attendance and punctuality.

6. Assists in the selection and gathering supplementary reading materials for classroom use.

7. Participates in school and district training courses in order to upgrade, enhance, and acquire appropriate skills.

8. Maintains an appropriate, professional appearance, demeanor and manner.
9. Accepts constructive suggestions, criticism and direction with grace, maturity, and professionalism.

Related duties

1. Assists in maintaining classroom, corridor bulletin boards.
2. Accompanies students to lunchroom, special subject areas, lavatories, playground, assemblies, buses, etc.
3. Assists in toileting needs/ training, and lifting when appropriate.
5. Demonstrates flexibility in response to requests, changes, assigned duties, stressful situations, etc.
6. Arranges, monitors, and participates in indoor, classroom, playground, outdoor games and/or activities.
7. Assists students who are absent, ill, transferred in or out with remedial, catch-up, missed, and current classroom work.
8. Monitors students during field trips, intra-class activities, assemblies, etc.
9. Prepares, operates, and maintains ambulatory, orthopedic, learning aids, and devices required for students with disabilities.
10. Volunteers for, participates in special school activities including fund-raising, PTA, Back-to-School Night, etc. events.
11. Utilizes non-violent crisis prevention techniques.

Interpersonal Domain

1. Works well with, collaborates with teacher, colleagues, staff, administration, etc. in the performance of duties.
2. Assists in maintaining a neat and orderly classroom, assigned area, or physical plant.
3. Refers suggestions, inquiries, and comments related to students to the classroom teacher.
4. Performs classroom, school delegated duties with exceptional, sound, acceptable level of expertise.
5. Explores opportunities to participate, enroll, engage in continuing education, college courses, training sessions, etc.
6. Assists in maintaining safety, behavior, decorum, and order in common areas, including cafeteria, playground, corridors, study halls, and gymnasium, auditorium, locker rooms, and detention rooms.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other related duties as assigned by the superintendent of schools or the director of special services.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and the Board's policy on evaluation of certified staff.

APPROVED BY: ___________________ DATE: ___________________
REVISED: _______________________

SOURCE(S): NJSBA

LEGAL REFERENCES:

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment
N.J.S.A. 18A:16-1 Officers and employees
N.J.A.C. 6A:14-4.1(e) General requirements
N.J.A.C. 6A:32-4.2 Approval of paraprofessional staff
N.J.A.C. 6A:32-6 School employee physical examinations

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002
In Cedar Rapids Community School District v. Garrett F., 526 U.S. 66 (1999), the U. S. Supreme Court ruled 7-2 that a small school district could not refuse to provide a one-to-one nurse to a quadriplegic child because of cost. The majority, relying heavily on our decision in Irving Independent School Dist. v. Tatro, 468 U. S. 883 (1984), concluded that the Individuals with Disabilities Education Act (IDEA), 20 U. S. C. §1400 et seq., requires a public school district to fund continuous, one-on-one nursing care for disabled children.