

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR PERSONNEL AND
INSTRUCTIONAL SERVICES

JOB DESCRIPTION:

This individual is responsible for assisting the Superintendent of Schools with all of the district's personnel functions. He/she shall also assist the Supervisor of Curriculum and Instruction with all of the district's functions in these areas.

Duties of this position include but are not limited to:

Personnel

- Records and maintains all district personnel attendance.
- Maintains employee personnel files.
- Develops and maintains district Staff Directory and emergency information.
- Handles new information, maintains proper records and assists new hires in dealing with state requirements for certification.
- Maintains current record of staff progress towards 100 hour requirements.
- Coordinates with other office staff a new employee orientation package. Presents and explains this information to staff at orientation sessions.
- Maintains a database of completed observations. Files observations as they are completed.
- Processes requests for professional development activities.
- Completes the annual Certificated Staff Report.
- Prepares Board of Education agenda items related to personnel matters.
- Prepares the annual staffing assignment list.
- Coordinates and develops advertisements for new positions. This includes both internal and external postings for positions.
- Prepares for and attends job fairs.
- Schedules interview appointments for the Superintendent.
- Processes all paperwork and correspondence related to the hiring process. This includes screening interview folders, obtaining confirmation of job acceptance and mailing rejection letters.

Substitute Teachers

- Processes all required paperwork for substitute staff members.
- Coordinates and assists in the delivery of a substitute teacher/aide orientation session.
- Updates, coordinates and maintains the district's use of technology related to substitute teaching.

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR PERSONNEL AND
INSTRUCTIONAL SERVICES

Curriculum and Instruction

- Coordinates the annual completion of the School Report Card.
- Coordinates the annual completion of the Quality Assurance Report.
- Coordinates the annual completion of the LEP report.
- Types, corrects, and assists in the organization of district curriculum.

Support to the Superintendent

- Prepares letters, reports and memorandums for distribution.
- Opens, sorts and classifies incoming mail for the Superintendent.
- Receives and screens all incoming calls, including parental concerns and complaints.
- Assists in preparing updates to the Board of Education.
- Coordinates appointments and the schedule for the Superintendent of Schools.
- Prepares and arranges for all meetings facilitated by the Superintendent.
- Handles all Superintendent's purchase orders and vouchers.
- Web administrator for all state reports.
- Assists with and coordinates the completion of all grant reports.
- Provides follow-up on Board agenda items requiring action by the Superintendent's office.
- Arranges for the installation and maintenance of all office equipment.
- Prepares the budget for the central office.

Collaboration

- Demonstrates a positive attitude toward staff, students, parents and members of the community.
- Demonstrates the ability to work collaboratively with other members of the secretarial staff.

Professionalism:

- Conducts himself/herself in a professional and ethical manner.
- Respects the value of confidentiality.
- Has the ability to work independently, organize and use time effectively.
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems of the school and district.
- Attends professional development activities to improve weaker skill areas.
- Continues to improve expertise and job-related skills.

*** Performs other duties as assigned by the Superintendent of Schools.**

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NJ 08867
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR PERSONNEL AND
INSTRUCTIONAL SERVICES



REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

- Have earned a high school diploma or equivalent.
- Strong organizational and communication skills.
- Knowledge of district, state and federal requirements as they relate to matters of personnel.
- 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.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: June 26, 2008

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR FINANCIAL OPERATIONS

JOB DESCRIPTION:

This individual is responsible for assisting the School Business Administrator with all of the district's financial operations.

Duties of this position include but are not limited to:

Payroll Administration

- Completes semi-monthly input sheets for submission to payroll service.
- Reviews processed payroll for accuracy.
- Prepares appropriate checks for remittance to state and federal agencies, tax sheltered annuities, credit unions, TPAF, PERS, net payroll, etc. after each pay period.
- Prepares monthly and quarterly reports for filing.
- Posts payroll to various accounts within the accounting program.
- Prepares year-end payroll filings.
- Prepares annual 1099 forms.

Benefits Administration

- Manages enrollment and inquiries related to the employee benefit program.
- Monitors tuition reimbursement and creates annual summary.

Record Keeping

- Maintains confidential employment records for all staff.
- Creates and distributes new employee package complete with employment contract and appropriate forms.
- Monitors tuition reimbursement and creates annual summary.

Budget

- Coordinates the development of the annual budget worksheet.
- Reconciles various bank accounts.
- Prepares monthly financial reports for analysis by the administration.
- Prepares end of the year financial reports for analysis by the administration.

Student Activity Accounts

- Supervises student activity fund accounting and reporting.
- Ensures compliance of student activity funds with state statutes.

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NJ 08867
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR FINANCIAL OPERATIONS

Collaboration

- Demonstrates a positive attitude toward staff, students, parents and members of the community.
- Demonstrates the ability to work collaboratively with other members of the secretarial staff.

Professionalism:

- Conducts himself/herself in a professional and ethical manner.
- Respects the value of confidentiality.
- Has the ability to work independently, organize and use time effectively
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems of the school and district.
- Attends professional development activities to improve weaker skill areas.
- Continues to improve expertise and job-related skills.

*** Performs other duties within the scope of his/her employment as assigned.**

REPORTS TO: School Business Administrator

REQUIRED QUALIFICATIONS:

- Have earned a high school diploma or equivalent.
- Strong organizational and communication skills.
- Knowledge of district, state and federal regulations as they pertain to payroll and benefits.
- 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.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board Approved: June 26, 2008

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NJ 08867
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR DISTRICT OPERATIONS

--

JOB DESCRIPTION:

This individual is responsible for assisting the School Business Administrator with all of the district's non-instructional, non-financial operations.

Duties of this position include but are not limited to:

District Purchasing

- Issues purchase orders on GAAP accounting system; processes and mails to vendors.
- Matches incoming invoices and receiving copies to purchase orders and collects all required signatures before setting the purchase order up for payment.
- Issues payments for orders and prepares monthly bill list for Board approval.
- Initiates and handles all necessary correspondence with vendors.
- Maintains vendor information required by statute.

Transportation

- Maintains a calendar of scheduled athletic/field trips and arranges transportation for said trips.
- Prepares the district Report of Transported Resident Students.

Facilities

- Develops and maintains a calendar for facility usage.
- Handles all inquiries and requests related to the use of school facilities.

Board of Education

- Assists in the development, distribution and maintaining of the minutes and agendas for Board of Education Meetings.
- Assists in the collection and distribution of all correspondence addressed to the Board of Education.
- Assists the Board Secretary in providing Board of Education members with appropriately requested information.
- Assists the Board Secretary in ensuring that all meetings are advertised in a legally compliant manner.
- Assists the Board Secretary with maintaining the official copy of the Board Policy Manual.

Student Registration

- Prepares and provides the monthly Student Enrollment Form.
- Registers new students and completes documentation for student transfers.

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR DISTRICT OPERATIONS

--

Confidential Typing

- Confidential typing for Principals

Food Services

- Works with food services staff to ensure the effective, legally compliant operation of the school food program.
- Completes, provides and maintains all food service reports and records required by the Board of Education, the Superintendent of Schools and governmental agencies.
- Notifies parents of eligibility status for free or reduced meals.

Grants

- Serves as the liaison to parent organizations, providing secretarial support as required (i.e. Education Foundation, PTA, and Booster Clubs).

Mail

- Coordinates the distribution of all district mail including school calendars, district newsletters and parent handbooks.

Collaboration

- Demonstrates a positive attitude toward staff, students, parents and members of the community.
- Demonstrates the ability to work collaboratively with other members of the secretarial staff.

Professionalism:

- Conducts himself/herself in a professional and ethical manner.
- Respects the value of confidentiality.
- Has the ability to work independently, organize and use time effectively.
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems of the school and district.
- Attends professional development activities to improve weaker skill areas.
- Continues to improve expertise and job-related skills.

- **Performs other duties within the scope of his/her employment as assigned.**

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NJ 08867
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR DISTRICT OPERATIONS

--

REPORTS TO: School Business Administrator.

QUALIFICATIONS:

- High school diploma and secretarial training.
- Strong communication and organizational skills.
- Knowledge of district, state and federal purchasing regulations.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: June 26, 2008

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NJ 08867
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES AND
COMMUNICATIONS



JOB DESCRIPTION:

This individual is responsible for assisting the Superintendent of Schools/Supervisor of Student Services with the efficient and effective operation of the school district. He/she will also assist the district Instructional Technology/Communications Specialist with meeting district communications goals.

Duties of this position include but are not limited to:

Student Services

- Maintains an efficient and well organized electronic and paper data collection and filing system, including confidential student files.
- Arranges appointments and maintains a schedule for the Supervisor of Student Services.
- Assists the Supervisor of Student Services 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.
- Creates forms, compiles and organizes data and information necessary for the efficient operation of the Child Study Team office, the completion of required district and state data collections, as well as the completion of the Supervisor of Student Services' responsibilities.
- Maintains financial records for the accounts and budgets assigned to the Child Study Team office, prepares and monitors purchase orders, checks in purchased materials, maintains balances and performs other bookkeeping tasks.
- Orders and maintains office supplies and provides for the maintenance and repair of office equipment.
- Works cooperatively with staff in other offices with regards to the completion of large or time sensitive projects or emergencies.
- Keeps informed about school and district activities, requirements of the law and code, board policies and regulations, as well as other information necessary for the functioning of the Child Study Team office.
- Protects the confidentiality of records and information related to students and staff, using discretion when sharing any such information within legal confines.

Communications

- Compiles the school calendar.
- Compiles the parent handbook.
- Receives and provides to the Superintendent all flyers for approval.
- Compiles the district newsletter.

ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NJ 08867
JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT FOR STUDENT SERVICES AND
COMMUNICATIONS

- Updates the Board of Education and Superintendent section of the district website.
- Monitors and coordinates the updating of each building's marquee.

Crisis Management

- Solicits, records and compiles violence and vandalism reporting.
- Serves as a member of the district Crisis Response Team.
- Updates and maintains district and school Crisis Plans as directed by the Supervisor of Student Services.

Collaboration

- Demonstrates a positive attitude toward staff, students, parents and members of the community.
- Demonstrates the ability to work collaboratively with other members of the secretarial staff.

Professionalism:

- Conducts himself/herself in a professional and ethical manner.
- Respects the value of confidentiality.
- Has the ability to work independently, organize and use time effectively.
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems of the school and district.
- Attends professional development activities to improve weaker skill areas.
- Continues to improve expertise and job-related skills.

*** Performs other duties within the scope of his/her employment as assigned.**

REPORTS TO: Superintendent of Schools/Supervisor of Student Services

REQUIRED QUALIFICATIONS:

- Have earned a high school diploma or equivalent.
- Strong organizational and communication skills.
- Knowledge of district, state and federal regulations related to special education programs.
- 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.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Negotiated Agreement

Board approved: June 26, 2008

**ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTS TOWN, NEW JERSEY 08867
JOB DESCRIPTION**

AFFIRMATIVE ACTION/CHIEF EQUITY OFFICER

- QUALIFICATIONS:**
1. Valid New Jersey Instructional 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. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

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

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

PERFORMANCE RESPONSIBILITIES:

1. Develops and coordinates an affirmative action/equity program that promotes nondiscriminatory employment and school/classroom practices.
2. Monitors the implementation of the district's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct past discriminatory patterns and practices.
3. Reviews all personnel policies to determine if they are administered without discrimination. Recommends corrective measures when necessary.
4. Reviews all applications, promotions and transfers and maintains records required by law to fully implement nondiscriminatory policies.
5. Reviews all job classifications and specifications to purge language and other barriers that tend to discriminate on the basis of sex or minority status and recommends revisions accordingly.

**ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSVILLE, NEW JERSEY 08867
JOB DESCRIPTION**

AFFIRMATIVE ACTION/CHIEF EQUITY OFFICER

6. Acts as liaison between school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
7. Monitors inservice training for all employees.
8. Assists in development and implements inservice programs for school personnel on a continuing basis to identify and resolve problems arising from prejudice on the basis of race, national origin, gender, religion, English proficiency, socioeconomic status or disability.
9. Determines compliance with statute and code regarding equal access for all students to participate in all programs or course offerings. Makes recommendations for corrective measures where necessary.
10. Reviews curriculum guides, guidance services, standardized tests, extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.
11. Develops guidelines for professional staff on what constitutes discriminatory school and classroom practices.
12. 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.
13. Monitors equal access to facilities and a harassment-free school environment for all employees and students.
14. 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.
15. Performs other related duties as may be assigned by the Superintendent and/or required by law, code or Board policy.

**ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTS TOWN, NEW JERSEY 08867
JOB DESCRIPTION**

AFFIRMATIVE ACTION/CHIEF EQUITY OFFICER

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board

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

APPROVED BY: Alexandria Township Board of Education

DATE: November 23, 2004

Revised: _____

Legal References:

<u>N.J.S.A.</u> 10:5	Law Against Discrimination
<u>N.J.S.A.</u> 18A:4A-1 <u>et seq.</u>	Legislative finding and declaration
<u>N.J.S.A.</u> 18A:6-5	Inquiry as to religion and religious tests prohibited
<u>N.J.S.A.</u> 18A:6-6	No sex discrimination
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:18A-17	Facilities for handicapped persons
<u>N.J.S.A.</u> 18A:26-1, -1.1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:29-2	Equality of compensation for male and female teachers
<u>N.J.S.A.</u> 18A:35-1	Course in history of the United States in high school
<u>N.J.S.A.</u> 18A:35-28	Required holocaust and genocide instruction
<u>N.J.S.A.</u> 18A:36-20	Discrimination; prohibition
<u>N.J.A.C.</u> 5:23-7	Barrier free subcode of the uniform construction code
<u>N.J.A.C.</u> 6:4.1	Equality in educational programs
<u>N.J.A.C.</u> 6:8-4.10(a)1	State and federally mandated programs
<u>N.J.A.C.</u> 6:11-13.2	Amount, duration and content of required continuing professional development
<u>N.J.A.C.</u> 6:29-7.4	Requirements of physical examinations
<u>N.J.A.C.</u> 6A:15	Bilingual education

Executive Order 11246 as amended

**ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NEW JERSEY 08867
JOB DESCRIPTION**

AFFIRMATIVE ACTION/CHIEF EQUITY OFFICER

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

Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972, 42 U.S.C.A. Section 2000 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 794 et seq.

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)

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)

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)

Manual for the Evaluation of Local School Districts (P.T.M. No. 1180.00, Revised June 1993)

Multi-Year Equity Plan, MISM260040699, October 1995

Americans with Disabilities Act, 42 U.S.C.A. Section 12101 et seq.

JOB TITLE: ATHLETIC COACH

JOB DESCRIPTION:

This individual is responsible for providing leadership in the development and improvement of the sports program through the development of athletes' knowledge, skills, sportsmanship and motivation to excel.

Duties of this position include but are not limited to:

Instruction

- Coaches individual participants in the skills necessary for success in the sport involved.
- Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.

Assessment

- 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.
- Completes an annual summary describing participation, results and recommendations.

Learning Environment

- Promotes good sportsmanship through instruction and modeling.
- Through high quality feedback, emphasizes the improvement of skills and active participation over the outcomes achieved.
- Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times the students are present.

Communication/Community Relations

- Obtains written parental permission for students to participate and files team member records.
- Maintains communication with parents and students regarding information and events related to that sport.
- Collaborates with other coaches including those at the high school to promote the consistency of instruction and expectations.
- Informs administration of pertinent incidents occurring during competitions and practices.

JOB TITLE: ATHLETIC COACH

- Assists the sports director in making arrangements for athletic competitions and related transportation.
- Assists in the preparation and administration of the athletic program budget by preparing a budget for the assigned sport.

Professionalism

- Assumes responsibility for all team equipment during practice and contests and in the distribution and collection of athletic gear.
- Upholds and enforces school rules, administrative regulations and Board policy and all regulations governing sports.
- Participates in professional development activities designed to improve general coaching knowledge and skills as well as skills specific to the sport assigned.

REPORTS TO: Principal

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate or eligibility/substitute certificate.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: CLASSROOM TEACHER

JOB DESCRIPTION:

This employee is responsible for the preparation, delivery and evaluation of instruction. He or she is expected to perform this task in a collaborative and professional manner as part of a purposeful learning community.

Instruction

The classroom teacher:

- demonstrates current and accurate knowledge of subject matter covered in the curriculum.
- plans instruction to achieve desired student learning objectives that reflect the current district curriculum.
- recognizes individual learning differences and differentiates instruction to meet student needs.
- uses materials, technology, and resources compatible with students' needs and abilities that support the current district curriculum.
- links present content/skills with past and future learning experiences, other subject areas, and real world experiences/applications.
- uses a variety of instructional strategies that promote student learning.

Assessment

The classroom teacher:

- provides a variety of ongoing and culminating assessments to measure student performance.
- provides ongoing and timely feedback to encourage student progress.
- uses assessment results to make both daily and long-range instructional decisions.

Learning Environment

The classroom teacher:

- communicates and maintains clear expectations about behavior, classroom procedures, and academic achievement.
- maximizes the use of instructional time and resources to increase student learning.
- demonstrates and models respect toward students and others.
- organizes the classroom to ensure a safe academic and physical learning environment.

Communication/Community Relations

The classroom teacher:

- communicates effectively with students and models standard English.

JOB TITLE: CLASSROOM TEACHER

- works collaboratively with families and community resources to support the success of a diverse student population.
- initiates and maintains timely communication with parents/guardians, colleagues, and administrators concerning student progress or problems.

Professionalism

The classroom teacher:

- demonstrates ethical and professional behavior.
- reflects on teaching practices, continuously striving to improve the delivery of instruction.
- applies strategies learned from professional development.
- contributes to the overall school climate by supporting school and district goals.

*** Performs other duties which may be within the scope of his/her employment and certification as may be assigned.**

REPORTS TO: Principal, Supervisor of Student Services, and/or Supervisor of Curriculum and Instruction.

REQUIRED QUALIFICATIONS:

- Valid New Jersey Instructional Certificate.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

Board approved: August 28, 2008

JOB TITLE: COMPUTER TECHNICIAN

JOB DESCRIPTION:

This employee is responsible for the installation and maintenance of all district technology.

Duties of this position include but are not limited to:

Program Management:

- Provides prompt feedback to clients and other service providers.
- Orders and distributes supplies for instructional computers/printers.
- Ensures the effective operation of the district's network.
- Troubleshoots problems with the phone system.
- Takes all necessary actions to preserve the security and integrity of district data and websites.
- Installs all hardware and software in the school district.
- Ensures the proper maintenance of hardware and software.
- Maintains a copy of all software licenses and hardware warranties.
- Maintains a log (i.e., organized record) of technical support.
- Maintains software and hardware inventory records.
- Completes/submits reports in a timely manner.

Direct Services and Instruction:

- Assists the administration in the development of a technology plan/budget.
- Follows applicable local, state, and federal policies and regulations.
- Participates in the development and implementation of the school's technology plan.
- Uses time to best advantage, manages scheduling effectively, and follows tasks to completion.
- Participates in decisions related to purchase and allocation of hardware and software.
- Provides technical assistance/troubleshooting.
- Promotes the ethical use of computers, networks, and software.

Assessment:

- Evaluates efficiency and effectiveness through ongoing formal and informal evaluation of facilities, services, programs, and materials.
- Uses assessment data to plan/implement staff development.
- Conducts surveys of technical requirements for various projects.

JOB TITLE: COMPUTER TECHNICIAN

Collaboration:

- Establishes/maintains collaborative relationships with other service providers to facilitate program integration.
- Serves on school-based committees when appropriate.
- Collaborates with other technology staff to share strategies, techniques, and solutions to recurring problems.
- Seeks and maintains a satisfactory working relationship with others.

Professionalism

- Relates to co-workers, customers/clients, and others in an ethical and professional manner.
- Respects confidentiality.
- Uses acceptable written and oral language.
- Uses self-evaluation to identify personal strengths and weaknesses.
- Sets/meets goals to improve job performance.
- Participates in professional development opportunities appropriate for the work assignment.
- Explores and applies knowledge about new or improved techniques and strategies.
- Maintains proper licensure and certification.
- Manages emergency situations as they occur.
- Maintains an acceptable personal work space.

*** Performs other duties as assigned**

REPORTS TO: Instructional Technology/Communications Specialist

JOB QUALIFICATIONS:

- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- High school diploma
- Working knowledge of hardware, educational software, telephones and network administration

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board Approved: May 22, 2008

JOB TITLE: CUSTODIAN/MAINTENANCE

JOB DESCRIPTION:

This employee is responsible for providing a safe, clean environment for learning.

Duties of this position include but are not limited to:

Program Management:

- Maintains accurate records of work orders.
- Complies with all local, state and federal regulatory mandates.
- Orders and maintains maintenance/custodial supplies.
- Participates in the development of the annual custodial/maintenance budget.

Assessment:

- Notifies Direct Supervisor concerning the need for major repairs or additions to lighting, heating, and ventilating equipment.

Direct Services/Instruction:

- Dusts, sweeps, mops, scrubs, and vacuums hallways, classrooms, locker rooms, gymnasiums, cafeterias, large group rooms, and office space.
- Cleans windows.
- Empties trash and paper recycle containers.
- Cleans restrooms and re-stocks soap, paper, and sanitary products.
- Maintains building, by performing minor and routine maintenance activities.
- Cleans snow and debris from walkways.
- Performs general maintenance of grounds, including mowing the lawn and trimming the shrubbery.

Collaboration:

- Works with the building administrator to schedule maintenance activities and set-up for special events.
- Maintains effective working relationships with other custodial and maintenance staff members.
- Responds to public concerns and staff members concerns in a positive and professional manner.

Professionalism:

- Carries out duties in accordance with established policies, practices, and regulations.

JOB TITLE: CUSTODIAN/MAINTENANCE

- Selects appropriate channels for resolving concerns and problems, and maintains confidentiality.
- Completes all assignments and responsibilities in a timely and effective manner.
- Participates in professional growth activities.
- Evaluates and identifies areas of personal strength and weakness and seeks improvement of skills and professional performance.
- Contributes to the overall school climate by supporting school and district goals and initiatives.

REPORTS TO: School or district administration

QUALIFICATIONS:

- Black Seal License
- High school diploma
- Valid driver's license
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: EXTRACURRICULAR ADVISOR

JOB DESCRIPTION:

This individual is responsible for providing students with an opportunity to explore their interests and talents through extracurricular activities.

Instruction

- Instructs individual participants in the skills necessary for success in the extracurricular activity.
- Organizes and supervises a series of regularly scheduled extracurricular activities for students after school hours.
- Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
- Maintains responsibility for the collection, depositing of funds, payment of bills and financial reporting according to Board policies and regulations.
- Oversees the development, production, sales/distribution and advertising of any product produced by the students.
- Arranges for necessary transportation or scheduling of competition officials related to the activity.

Assessment

- Completes an annual summary describing participation, results and recommendations.

Learning Environment

- Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.

Communication/Community Relations

- Actively promotes the program and seeks student participation.
- Communicates to participants, expectations for attendance and commitment.
- Recommends to the school principal equipment and supplies to include in the school budget.

Professionalism

- Assumes responsibility for all equipment and supplies related to the extracurricular activity.
- Upholds and enforces school rules, administrative regulations and Board policy.
- Participates in professional development activities designed to improve knowledge and skills specific to the extracurricular activity assigned.

JOB TITLE: EXTRACURRICULAR ADVISOR

REPORTS TO: Principal

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate or eligibility/substitute certificate.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: GUIDANCE COUNSELOR

JOB DESCRIPTION:

This employee is responsible for planning and implementing the guidance program at his/her school and within the school district. The objectives of the guidance include services to students, staff, parents, and the community.

Duties of this position include but are not limited to:

Program Management:

- Participating in the development of the comprehensive plan at the school and district level.
- Participating in the development of short and long term goals for the guidance services program.
- Maintaining accurate records of services provided.
- Scheduling counseling sessions to meet the needs of all assigned students.
- Furnishing the principal and supervisor with current student counseling schedules.
- Supplying progress reports to school personnel, physicians, and parents of students as necessary and requested.
- Completing appropriate reports for local, state, federal, and educational agencies.

Direct Services and Instruction:

- Developing and providing services to students to assist them in meeting/achieving their educational, vocational, and personal-social needs and goals.
- Direct services to students including student registration/orientation, academic and vocational advising, test administration and interpretation, special and exceptional student placement, motivational activities, study skills development, individual and group personal-social counseling, educational and career advising and placement, academic incentive programs, and follow-up services.
- Developing and providing developmental guidance programs for all students in the areas of self-awareness, interpersonal skills, education awareness, and career awareness.

Assessment:

- Assesses and documents attainment of program objective(s).
- Demonstrates proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.

JOB TITLE: GUIDANCE COUNSELOR

- Uses assessment information for decision making.
- Uses evaluation to improve the delivery of services.

Collaboration:

- Acting as a facilitator of the parent-child relationship by providing short-term advising/counseling services and by conducting conferences for the purpose of interpreting tests and academic data.
- Serving a liaison function between parent and the community by facilitating appropriate agency referrals.
- Conducting informational programs/workshops for parents based on identified needs (e.g., parenting skills, substance abuse, etc..)
- Facilitating and/or conducting faculty inservice training programs.
- Consulting with faculty in order to assist them in developing effective classroom management techniques, providing relevant background information on students, interpreting academic test data, facilitating the appropriate educational placement of students, and recommending appropriate educational strategies for dealing with students with special needs.
- Serving on or chairing building IR&S and Section 504 Committees.
- Establishing school-based procedures for and assisting in the proper maintenance of student records.
- Assisting in the transference of relevant student information to appropriate community agencies.
- Facilitating student referrals to appropriate community agencies.
- Providing public service programs and coordinating public relations efforts related to guidance services.

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

Reports to: Principal/Supervisor of Student Services.

JOB TITLE: GUIDANCE COUNSELOR

REQUIRED QUALIFICATIONS

- Valid New Jersey Educational Services Certificate and Student Personnel Services Endorsement or eligibility.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: HEAD CUSTODIAN

JOB DESCRIPTION: This individual is responsible for providing leadership in the operations and maintenance of buildings within the school district.

Program Management

- Schedules daily tasks and supervises the work of custodians.
- Plans and oversees all maintenance and repair work in the assigned building.
- Maintains an inventory and recommends purchase of supplies, tools, equipment and fuel.
- Monitors the time records of all custodians under his/her supervision and certifies these records for salary payment.
- Prepares and organizes vacation period cleaning programs and supervises all aspects of it.
- Determines and schedules effective and equitable distribution of work and duty hours for each custodian.
- Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.

Direct Services

- Assumes responsibility for the opening and closing of the assigned school each day.
- Participates in the daily cleaning of the school.
- Monitors and regulates heat, ventilation and air conditioning systems to provide temperatures appropriate to the season.

Assessment

- Completes custodial reports, building condition reports and other records as required.
- Conducts periodic inspections and tests of all electrical installations in the school to ensure their safe condition.
- Maintains preventative maintenance logs and other records as required.
- Evaluates the work of all personnel on all phases of plant maintenance and operation.

Collaboration

- Maintains regular communication with each building administrator regarding custodial services and operations.

JOB TITLE: HEAD CUSTODIAN

- Collaborates with administration to develop an annual budget for building operations.
- Participates in the selection, assignment, scheduling and training of custodial staff.
- In coordination with the building principal and school business administrator, evaluates all custodians under his/her direct supervision.

Professionalism

- Interprets and enforces all policies and directives of the Board concerning housekeeping, sanitary, safety and security procedures.
- Demonstrates ethical and professional behavior.

REPORTS TO: School Business Administrator/Principal

QUALIFICATIONS:

- Black Seal License.
- High school diploma or equivalent training/experience
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Board approved: August 28, 2008

JOB TITLE: INSTRUCTIONAL TECHNOLOGY/COMMUNICATIONS SPECIALIST

JOB DESCRIPTION:

This employee is responsible for facilitating the development of technology skills among the district's staff and students. He or she will also have responsibility for administering a comprehensive district communications program.

Duties of this position include but are not limited to:

Program Management:

- Provides information about opportunities for students to showcase their skills through various competitions.
- Highlights exemplary student work and teacher productivity within the school.
- Provides copies of applicable student forms to designated instructional personnel.
- Maintains the school and district websites.
- Ensures that all district databases remain current.
- Provides necessary reporting data to the State Department of Education.
- Maintains and operates the emergency phone alert system.
- Maintains and operates the technological aspects of web-based services purchased by the school district.
- Completes/submits reports in a timely manner.

Direct Services and Instruction:

- Models effective use and integration of technology within instructional activities.
- Incorporates the state standards and local school district student proficiencies for technology as the basis for planning and implementing instructional lessons.
- Communicates an understanding of the role of technology within the educational system.
- Demonstrates effective time management and flexibility to allow for classroom instruction, administrative duties, and direct or consultative services with students, families, and staff.
- Participates in the development and implementation of the district's technology plan.
- Selects and/or recommends age-appropriate software for student use.
- Selects and/or recommends age-appropriate web sites for student use.
- Participates in decisions related to purchase and allocation of hardware and software.
- Provides peer coaching to teachers.
- Develops tools and guidelines that help teachers assess, monitor, and reflect on their own work.

JOB TITLE: INSTRUCTIONAL TECHNOLOGY/COMMUNICATIONS SPECIALIST

- Recommends appropriate instructional and assessment tools for use by staff.
- Determines staff development needs.
- Plans/facilitates/delivers staff development sessions in areas related to instructional technology as needed.
- Promotes the ethical use of computers, networks, and software.
- Provides or arranges for student, staff and community workshops related to safe use of the internet and cyber-bullying.
- Provides information for school and/or PTA newsletters.

Assessment:

- Plans and implements evaluation to ensure effectiveness of the technology program.
- Evaluates efficiency and effectiveness through ongoing formal and informal evaluation of facilities, services, programs, and materials.
- Develops and implements plans for growth and change in accordance with evaluation.
- Uses assessment data to plan/implement staff development.
- Conducts surveys of teacher competency.
- Develops, conducts and evaluates students' technological proficiencies as required by the State of New Jersey.

Collaboration:

- Coordinates/attends parent conferences as needed/requested.
- Responds to donations of time, talent, and technology.
- Establishes/maintains collaborative relationships with other service providers to facilitate program integration.
- Assists teachers with the development of realistic objectives for lessons involving technology.
- Serves on school-based committees when appropriate.
- Assists teachers in the selection of appropriate activities to integrate technology.
- Collaborates with other technology staff to share strategies, techniques, and solutions to recurring problems.
- Encourages participation in community projects designed to support instructional technology at the school.
- Works with business partners to support technology initiatives.
- Provides staff and students with information about technology programs in the school and the community.
- Seeks and maintains a satisfactory working relationship with others.

JOB TITLE: INSTRUCTIONAL TECHNOLOGY/COMMUNICATIONS SPECIALIST

Professionalism

- Respects confidentiality.
- Relates to co-workers, customers/clients, and others in an ethical and professional manner.
- Uses acceptable written and oral language.
- Uses self-evaluation to identify personal strengths and weaknesses.
- Sets/meets goals to improve job performance.
- Participates in professional development opportunities appropriate for the work assignment.
- Explores and applies knowledge about new or improved techniques and strategies.
- Maintains proper licensure and certification.
- Contributes to the development of the profession by serving as a mentor or peer coach/teacher and/or by supervising student teachers and interns when requested.
- Manages emergency situations as they occur.
- Makes a positive contribution to the overall climate in the workplace.

*** Performs other duties which may be within the scope of his/her employment and certification as may be assigned.**

REPORTS TO: Supervisor of Curriculum and Instruction

REQUIRED QUALIFICATIONS:

- Valid New Jersey Instructional Certificate
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board Approved: May 22, 2008

JOB TITLE: LEARNING DISABILITIES TEACHER CONSULTANT

JOB DESCRIPTION:

This employee is responsible for effectively assessing pupil's learning characteristics and designing appropriate instructional plans.

Duties of this position include but are not limited to:

Program Management:

- Participating in the development of the comprehensive plan at the school and district level.
- Participating in the development of short and long term goals for the special education program.
- Maintaining accurate records of services provided.
- Scheduling testing sessions to meet the needs of all assigned students.
- Supplying progress reports to school personnel, physicians, and parents of exceptional students as necessary and requested.
- Completing appropriate reports for local, state, federal, and educational agencies.
- Serving as a case manager for all assigned students.

Direct Services and Instruction:

- Identifying strengths and weaknesses of referred exceptional education students.
- Preparing, implementing, and evaluating an annual educational plan for each student based on individually assessed needs and in accordance with district procedures.
- Using appropriate assessment instruments pertinent to areas of expertise.
- Participating in the district educational screening processes as appropriate.
- Participating on evaluation teams for special education students as appropriate.
- Providing parents with suggestions for home techniques.
- Providing teachers with suggestions for strategies and techniques, as requested and required.

Collaboration:

- Assisting parents in locating available educational resources.
- Consulting with parents regarding educational information and interventions.
- Consulting with teachers and administrators regarding specific students.
- Assisting in developing planning educational plans for students.

JOB TITLE: LEARNING DISABILITIES TEACHER CONSULTANT

- Assisting in the development of teacher implemented interventions.
- Providing in-service training as requested/required.
- Participating on school and district committees.

Assessment:

- Assessing and documenting attainment of program objective(s).
- Demonstrating proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.
- Using assessment information for decision making.
- Using evaluation to improve the delivery of services.

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals.
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

REPORTS TO: Supervisor of Student Services

REQUIRED QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher Consultant Endorsement.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: LITERACY COACH/MATH COACH

JOB DESCRIPTION:

This employee is responsible for facilitating the development of literacy or mathematics skills among the district's staff and students. He or she also delivers assigned instruction to students identified as being gifted and talented or in need of basic skills in their area of responsibility.

Duties of this position include but are not limited to:

PROGRAM MANAGEMENT:

- Maintains accurate and up-to-date records of students identified for basic skills and gifted and talented instruction.
- Develops a flexible schedule to effectively allow for basic skills and gifted and talented instruction.
- Develops a schedule for the implementation of district-wide literacy/math assessments.
- Maintains accurate records of test administration and results.
- Develops a budget to support district-wide literacy/math initiatives.

ASSESSMENT:

- Administers district-wide literacy/math assessments.
- Scores and interprets the results of district-wide literacy/math assessments.
- Analyzes and reports on the results of district-wide literacy/math assessments.
- Interprets data for formal identification and placement purposes.
- Makes recommendations for literacy program improvement based on assessment results.

DIRECT SERVICES/INSTRUCTIONS

- Provides direct instruction to students identified for basic skills and gifted and talented services.
- Provides consultation, modeling, peer-coaching and collaborative teaching in general education settings.
- Participates in district curriculum committees.
- Serves as a member of the school district's IR&S committees.
- Provides staff development sessions designed to improve literacy/math instruction in the school district.
- Provides parent educational/informational sessions designed to help them improve their children's literacy/math development.

JOB TITLE: LITERACY COACH/MATH COACH

COLLABORATION:

- Works with the building administrator to schedule testing and the provision of basic skills and gifted and talented services.
- Meets with individual teachers and teams to assist in planning instructional units which reflect school system curriculum standards and objectives.
- Provides information for school/PTA publications.
- Recruits and trains volunteers for literacy/math support programs.

PROFESSIONALISM

- Carries out duties in accordance with established policies, practices, and regulations.
- Selects appropriate channels for resolving concerns and problems, and maintains confidentiality.
- Completes all assignments and responsibilities in a timely and effective manner.
- Participates in professional growth activities.
- Evaluates and identifies areas of personal strength and weakness and seeks improvement of skills and professional performance.
- Contributes to the development of the profession by serving as a mentor or peer coach/teacher and by supervising student teachers and interns.
- Contributes to the overall school climate by supporting school and district goals and initiatives.
- **Performs other duties which may be within the scope of his/her employment and certification as may be assigned.**

REPORTS TO: Supervisor of Curriculum and Instruction

REQUIRED QUALIFICATIONS

- Valid New Jersey Instructional Certificate.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: May 22, 2008

JOB TITLE: MEDIA SPECIALIST

JOB DESCRIPTION:

This employee is responsible for the management and leadership of both the school and district media program. He or she will ensure that media resources are available and appropriately utilized to support curriculum and instruction. In addition, this individual will serve as the coordinator for the district's "personal project program".

Duties of this position include but are not limited to:

Program Management:

- Demonstrates effective time management regarding varied roles of library instruction, administrative duties, and direct services with students and staff.
- Maintains a working calendar and effective scheduling system consistent with staff/student needs.
- Completes reports and updates records/collection in a timely manner.
- Makes resources, materials, and equipment available in a timely manner.
- Organizes materials and resources to ensure ease of accessibility for staff/students.
- Participates in the annual budgeting process and makes recommendations for library/media equipment and materials.
- Is accountable for materials, equipment, and supplies and their proper preservation and maintenance.
- Orients, trains, and supervises library/media center volunteers.
- Follows procedures for selecting, acquiring, and cataloging materials and resources.
- Maintains records of student media center usage.

Direct Services and Instruction:

- Demonstrates knowledge of appropriate curriculum, materials, and sources for specific grade levels.
- Plans lessons that provide effective instruction, presentation, and application activities to orient users to available resources and materials.
- Provides in-service training for staff to ensure effective application and utilization of materials/resources/media center.
- Establishes and implements policies and procedures related to circulation, scheduling, and preservation of materials.
- Acquires supplies/materials/equipment necessary for the library/media center.
- Uses/integrates technology into media programs.
- Demonstrates knowledge of quality, innovative resources including new and improved technology.
- Provides library/media center orientations for students and staff.

JOB TITLE: MEDIA SPECIALIST

- Assists teachers and students in the selection and location of appropriate materials, resources, and programs related to their needs.

Assessment:

- Obtains and evaluates data of feedback from staff, students, and parents concerning program effectiveness.
- Maintains accurate records/reports on the inventory of media materials and equipment.
- Maintains an accurate data circulation system and circulation statistics
- Uses circulation data/statistics to improve system.
- Uses data for developing budget and allocating resources.
- Collects and analyzes data to identify program effectiveness and necessary modifications.
- Periodically assesses and evaluates the collection of materials and resources to ensure that the needs of students and staff are being met regarding instructional program needs.

Collaboration:

- Serves as a resource for families regarding media/library resource needs for students.
- Considers/recommends parent requests for services regarding materials, resources, and programs.
- Assists families/staff in finding available media/library resources both in the media center and outside the school.
- Provides programs/workshops for parents/school personnel when appropriate.
- Serves on school-based committees and attends meetings/conferences when required/requested.
- Provides assistance to teacher/teams in planning educational/instructional strategies for students.
- Works with community agencies/libraries for effective use of their resources and facilities.
- Informs/involves students and parents in library/media center programs.

Professionalism:

- Carries out duties in accordance with established policies, practices, and regulations.
- Selects appropriate channels for resolving concerns and problems, and maintains confidentiality.
- Completes all assignments and responsibilities in a timely and effective manner.
- Participates in professional growth activities.

JOB TITLE: MEDIA SPECIALIST

- Evaluates and identifies areas of personal strength and weakness and seeks improvement of skills and professional performance.
- Contributes to the development of the profession by serving as a mentor or peer coach/teacher and by supervising student teachers and interns.
- Contributes to the overall school climate by supporting school and district goals and initiatives.

REPORTS TO: Principal

REQUIRED QUALIFICATIONS

- Valid New Jersey Educational Services Certificate with Media Specialist Endorsement.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: OCCUPATIONAL THERAPIST

JOB DESCRIPTION:

This employee is responsible for the delivery of the school health occupational therapy program.

Duties of this position include but are not limited to:

Program Management:

- Participating in the development of the comprehensive plan at the school and district level.
- Participating in the development of short and long term goals for the occupational therapy services program.
- Maintaining accurate records of therapy services provided.
- Scheduling therapy sessions to meet the needs of all assigned students.
- Furnishing the principal and supervisor with current student schedules.
- Supplying progress reports to school personnel, physicians, and parents of students as necessary and requested.
- Completing appropriate reports for local, state, federal, and educational agencies.

Direct Services and Instruction:

- Identifying strengths and weaknesses of referred students.
- Preparing, implementing, and evaluating an annual educational plan for each student based on individually assessed needs and in accordance with district procedures.
- Using appropriate assessment instruments pertinent to areas of therapy.
- Providing specialized occupational therapy techniques through individual and/or group sessions designed to meet the educational, social, and emotional needs of the students.
- Seeking a variety of services through community resources and agencies to meet the needs of students.
- Participating in the in-school staffing and screening processes as appropriate.
- Participating on evaluation teams for students as appropriate.
- Providing parents with suggestions for home techniques.
- Providing teachers with suggestions for follow-up strategies and techniques, as requested and required.
- Designing and constructing adaptive equipment, assistive devices, and upper extremity orthotic devices.
- Evaluating and providing training with regard to upper extremity prosthetic skills.

JOB TITLE: OCCUPATIONAL THERAPIST

Assessment:

- Assessing and documenting attainment of program objective(s).
- Demonstrating proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.
- Using assessment information for decision making.
- Using evaluation to improve the delivery of services.

Collaboration:

- Cooperating with school personnel in coordinating services within the school.
- Developing and conducting an in-service program to inform classroom teachers of the goals and objectives of the occupational therapy program and ways of achieving them in the school setting.
- Confering with the classroom teachers as requested concerning any educational needs of the students receiving occupational therapy.
- Making available to teachers instructional ideas that are appropriate for students within the classroom situation.
- Providing information to community groups and parents concerning occupational therapy programs as requested or needed.

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals.
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

REPORTS TO: Supervisor of Special Services

REQUIRED QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate and School Occupational Therapy Endorsement.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: PARAPROFESSIONAL

JOB DESCRIPTION:

This employee is responsible for assisting teaching staff in the implementation of educational and therapy programs that address physical, mental, health, and safety needs of students.

Duties of this position include but are not limited to:

Program Management:

- Creating bulletin boards, place mats, birthday signs, name tags, and teaching charts.
- Creating sentence strips and artwork.
- Disinfecting equipment periodically - Cleaning equipment for summer storage
- Preparing the room for next day, including vacuuming, washing toys, setting up playground equipment, periodically cleaning refrigerator, watering plants
- Performing post-snack cleanup, washing dishes, bleaching tables, washing place mats, etc.
- Arranging chairs and other classroom furniture.
- Readyng classroom supplies, i.e. cutting, laminating, copying.
- Decorating rooms according to season or upcoming holiday.
- Supervising activities on the playground at lunch and at recess
- Supervising students in the lunchroom as directed by principal.
- Supervising students during bus arrivals and departures.
- Filing necessary documents and notes.
- Completing all paperwork, timesheets, schedules, etc.
- Delivering notes to school office.

Direct Services/Instruction:

- Escorting students to designated areas throughout the school for activities as directed by supervisor or teacher.
- Accompanying students during fire drills and practice for emergency shutdowns
- Assisting with special needs equipment, including walkers, wheelchairs, pony, stander, etc.
- Helping children enter and exit school bus
- Escorting children into proper classroom
- Helping children remove and hang up coats, backpacks, etc.
- Instructing children on how to button, zip, put on and remove coats, hats, gloves, etc.
- Helping with toileting and toilet training
- Reminding children to wash hands

JOB TITLE: PARAPROFESSIONAL

- Diapering using OSHA-approved methods
- Washing children's faces and wiping noses
- Changing soiled clothes when necessary
- Instructing and encouraging positive table manners
- Helping children properly feed themselves
- Providing discipline for any behavioral issues firmly but positively
- Being available to assist teacher with any discipline problems
- Assisting with circle time (weather, story, calendar, songs)
- Assisting children with cutting, gluing, painting, etc.
- Reading stories to children
- Providing small group one-on-one instruction with cooking, games, arts, crafts, puzzles, etc.
- Conducting alphabet and numbers lessons
- Assisting with writing skills exercises
- Helping with written name recognition
- Providing instruction in use of computers
- Assisting children with musical instruments
- Assisting children with one-on-one interaction and modeling
- Encouraging speech and language concepts
- Assisting special needs students at locker areas
- Lifting and securing children safely as necessary
- Assisting children with mobility in the classroom and from area to area as needed
- Modifying activities appropriately for special needs children
- Taking individual children to special classes
- Removing students for behavioral disturbances
- Removing a student for emotional reasons
- Assisting special needs students with correction of work
- Making copies of material throughout the day
- Recording daily, weekly, monthly, quarterly, and yearly student information
- Having the ability to use and maintain necessary special needs equipment and supplies as directed
- Assisting with field trip activities
- Assisting with cooking activities
- Assisting with assemblies and other special functions
- Implementing behavior modifications as directed by classroom teacher
- Checking book bags for notes or any parent-to-school communication
- Checking for returned library books, special information, tuition, etc.
- Placing school announcements, notices, completed projects, etc., into children's backpacks
- Becoming familiar with simple sign language

JOB TITLE: PARAPROFESSIONAL

Assessment:

- Recording performance comments as directed
- Keeping informational charts pertaining to student behavior and academic progress
- Assisting in identification of student-related behavior problems
- Grading papers and tests
- Identifying child's interests in order to use with instruction and to maintain contact

Collaboration:

- Participating in all school-wide activities, meetings, conferences, etc.
- Communicating with other staff as directly appropriate regarding behavior issues
- Serving as liaisons between the program specialists and the classroom teacher

Professionalism:

- Maintaining confidentiality of district, school and student information.
- Participating in professional development activities as required.

REPORTS TO: Supervisor of Student Services

QUALIFICATIONS:

- Ability to meet highly qualified standards set by NCLB and New Jersey State Regulations.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: SCHOOL BUSINESS ADMINISTRATOR

JOB DESCRIPTION:

This employee is responsible for the management and leadership of the district's finances and facilities. He/she may also serve as the Secretary for the Board of Education.

Accounting and Reporting

- Compiles data relative to annual pupil count as called for by state statute.
- Prepares monthly financial reports for the Board of Education and Superintendent.
- Arranges for the timely audit of all accounts as called for by state statute and makes available to the auditors all necessary reports and records.

Financial Planning and Budget

- Coordinates the development of the annual school budget according to the requirements of the New Jersey Administrative Code and Board of Education Policy.
- Manages the school budget, ensuring that funds are spent effectively, efficiently and in a legally compliant manner.
- Keeps the Superintendent and Board of Education informed of the status of expenditures and revenues.
- Completes, provides and maintains all financial reports and records required by the Board of Education, the Superintendent of Schools and governmental agencies.
- Prepares historical and statistical information on salaries, fringe benefits and regional economic factors for use by Board of Education Negotiations Committees.

Grant Application and Reporting

- Maintains responsibility for the administration of all forms relating to state and federal grants.
- Files all follow-up reports required under each grant or entitlement.

Operation and Maintenance

- Ensures that all school facilities are safe, clean and legally compliant.
- Works collaboratively with other school administrators to ensure facilities are used appropriately by members of the staff and community.
- Manages school construction projects efficiently, effectively and in a legally compliant manner.
- Completes, provides and maintains all facilities reports and records required by the Board of Education, the Superintendent of Schools, as well as governmental agencies.
- Serves as a member of the Board of Education Finance and Facilities Committees.

Purchasing and Supply

- Supervises all purchases including equipment, supplies, and purchases services for all programs, buildings and grounds.
- Supervises the bidding process.

JOB TITLE: SCHOOL BUSINESS ADMINISTRATOR

- Maintains inventory control.
- Monitors all purchase requisitions for correctness and proper account coding.

Food Service

- Works with food services staff to ensure the effective, legally compliant operation of the school food program.
- Completes, provides and maintains all food service reports and records required by the Board of Education, the Superintendent of Schools and governmental agencies.

Payroll and Benefits

- Administers the preparation of the district payroll, ensuring proper maintenance of records related to auditing requirements, tax laws and employee benefits.
- Administers the Board approved employee benefits plans.

Transportation

- Coordinates the safe, efficient operation of the student transportation program.
- Completes, provides and maintains all transportation reports and records required by the Board of Education, the Superintendent of Schools and governmental agencies.

Administering Personnel Functions

- Participates in the hiring of all business office and custodial/maintenance staff by using the established district process and procedures.
- Evaluates the performance of all business office and custodial/maintenance staff by using the established district process and procedures.
- Plans, develops, implements and evaluates professional development activities for the business office, as well as the custodial/maintenance staff.
- Coordinates vacation schedules for all business office and custodial/maintenance staff

Student Activity Accounts

- Supervises student activity fund accounting and reporting.
- Ensures compliance of student activity funds with state statutes.

Collaboration

- Appropriately shares expertise, information and resources with administrators, staff and Board of Education Members.
- Demonstrates the ability to act collaboratively with staff, colleagues and the public.
- Maintains an environment in the business office conducive to collaboration with staff and members of the public.

JOB TITLE: SCHOOL BUSINESS ADMINISTRATOR

Professionalism

- Maintains confidentiality.
- Demonstrates sound judgment regarding the tone and content of oral and written communications.
- Continues development of professional skills.

Board Secretary

- Effectively develops, distributes and maintains the minutes and agendas for Board of Education meetings.
- Effectively collects and distributes all correspondence addressed to the Board of Education
- Provides Board of Education members with appropriately requested information in a timely manner.
- Ensures that all meetings are advertised in a legally compliant manner.
- Coordinates and completes all aspects of annual and special school board elections.
- Maintains the official copy of the Board Policy Manual.
- Attends all meetings of the full Board of Education.

* PERFORMS ADDITIONAL DUTIES WITHIN THE SCOPE OF ASSIGNMENT AND CERTIFICATION AS ASSIGNED.

REPORTS TO: Superintendent of Schools as Business Administrator & Board of Education as Board Secretary.

REQUIRED QUALIFICATIONS:

- Valid New Jersey Certificate as a School Business Administrator.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

Board approved: September 22, 2008

JOB TITLE: SCHOOL NURSE

JOB DESCRIPTION:

This employee is responsible for the delivery of the school health services program and coordination of the health curriculum.

Duties of this position include but are not limited to:

Program Management:

- Coordinating health screening programs.
- Assisting in identification of high risk students.
- Assisting in provision of healthy, safe environment for students and faculty.
- Prevention and control of communicable disease.
- Monitoring completion of immunizations.
- Assisting in development of school nurse objectives.
- Assisting in developing a school health plan.
- Maintaining all health records for both staff and students as required by state law and district policies.

Direct Services and Instruction:

- Appraising health status of students.
- Assisting in care of ill or injured.
- Referrals for health care.
- Monitoring and distributing prescription medications

Assessment:

- Assesses and documents attainment of program objective(s).
- Demonstrates proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.
- Uses assessment information for decision making.
- Uses evaluation to improve the delivery of services.

Collaboration:

- Counseling and referrals regarding need for students to receive health care.
- Providing health in-services as requested.
- Assisting with development and delivery of health curriculum.
- Participating on Section 504 and IR&S committees as requested.

JOB TITLE: SCHOOL NURSE

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals.
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

REPORTS TO: Principal/Supervisor of Student Services

REQUIRED QUALIFICATIONS

- Valid New Jersey School Nurse Certificate
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: SCHOOL PRINCIPAL

JOB DESCRIPTION:

This employee is responsible for the management and leadership of a school within the district.

Program Management

- Monitors the delivery of the instructional program.
- Plans, organizes and supervises all building specific curricular and extracurricular activities.
- Uses established district procedures for interviewing and recommending employment candidates to the Superintendent.
- Recommends assignment of staff to the Superintendent.
- Uses established district procedures to observe and evaluate the performance of staff members.
- Prepares and submits the school's budget requests.
- Monitors the expenditure of school funds.
- Ensures the proper collection, safekeeping and accounting of student activity funds.
- Creates the master teacher and student schedules.
- Maintains school records in accordance with Board policy and both federal and state law.
- Enforces the Code of Student Conduct.
- Plans and supervises the activities of the school level crisis management team. This includes ensuring that all required drills and activities are completed according to the timeline outlined in the district's Crisis Management Plan.
- Prepares or supervises the preparation of reports required by the central office.
- Conducts staff and professional development meetings as required or assigned.
- Completes assigned activities as outlined in the annual district communication plan.
- Attends special events specific to his/her building, as well as community events as assigned by the Superintendent.

Program Leadership

- Exercises leadership in the school-level planning for the improvement of instruction.
- Facilitates the development of curriculum.
- Keeps school and district goals at the forefront of staff members' attention.
- Willingly challenges the status quo, when necessary, for meeting school or district goals.
- Communicates and operates from strong ideals and beliefs about education.

JOB TITLE: SCHOOL PRINCIPAL

- Serves as an advocate, as well as a spokesperson for the district and his/her school to all stakeholders.
- Ensures that school staff members are aware of the most current theories and practices in their respective areas.

Assessment

- Monitors building progress towards school and district goals.
- Collects, analyzes, and provides/presents a summary of all academic, demographic, health and behavioral data required by the Superintendent.
- Uses formative and summative assessments to plan for improvements in the instructional program.

Collaboration

- Attends all required administrative team meetings.
- Demonstrates the ability to collaborate with parents and community groups.
- Demonstrates the ability to create a school climate conducive to student learning.
- Demonstrates the ability to collaborate with colleagues.
- Involves staff members and/or parents in decision-making, as appropriate or required.

Professionalism

- Maintains confidentiality
- Remains knowledgeable about best practices and current research in his/her areas of responsibility and supervision.

* PERFORMS ADDITIONAL DUTIES WITHIN THE SCOPE OF ASSIGNMENT AND CERTIFICATION AS ASSIGNED.

REPORTS TO: Superintendent of Schools.

REQUIRED QUALIFICATIONS:

- Valid New Jersey Certificate as a School Principal.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

Board Approved: August 28, 2008

JOB TITLE: SCHOOL PSYCHOLOGIST

JOB DESCRIPTION:

This employee is responsible for the delivery of comprehensive psychological services. He or she will also coordinate the district's enrichment program.

Duties of this position include but are not limited to:

Program Management:

- Participating in the development of the comprehensive plan at the school and district level.
- Participating in the development of short and long term goals for the school psychology and school enrichment programs.
- Maintaining accurate records of services provided.
- Scheduling counseling and testing sessions to meet the needs of all assigned students.
- Furnishing the principal and supervisor with current exceptional student counseling schedules.
- Supplying progress reports to school personnel, physicians, and parents of students as necessary and requested.
- Completing appropriate reports for local, state, federal, and educational agencies.
- Serving as a case manager for all assigned students.

Direct Services and Instruction:

- Conducting comprehensive psychological evaluations that include but are not limited to the assessment of intellectual, developmental, academic, social/emotional and behavioral status.
- Assessment and data collection by use of informal or non-standardized evaluation techniques.
- Interpreting and utilizing assessment data for the purpose of writing psychological reports and developing written intervention plans.
- Counseling students individually and in groups.
- Providing crisis intervention.
- Providing parents with suggestions for home techniques
- Providing teachers with suggestions for strategies and techniques as requested and required

JOB TITLE: SCHOOL PSYCHOLOGIST

Assessment:

- Assessing and documenting attainment of program objective(s).
- Demonstrating proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.
- Using assessment information for decision making.
- Using evaluation to improve the delivery of services.

Collaboration:

- Providing training on a wide variety of topics including but not limited to child development and effective parenting.
- Assisting parents in locating available educational and mental health resources.
- Consulting with parents regarding psycho-educational information and interventions.
- Consulting with teachers and administrators regarding specific students.
- Assisting in developing and planning educational plans for students.
- Assisting in the development of teacher implemented interventions.
- Providing in-service training.
- Participating on school and district committees.

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals.
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

REPORTS TO: Supervisor of Student Services

REQUIRED QUALIFICATIONS

- Valid New Jersey Educational Services Certificate and School Psychologist Endorsement.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: SCHOOL SOCIAL WORKER

JOB DESCRIPTION:

This employee is responsible for the delivery of the school social work services program.

Duties of this position include but are not limited to:

Program Management:

- Participating in the development of the comprehensive plan at the school and district level.
- Participating in the development of short and long term goals for the school social work services program.
- Maintaining accurate records of services provided.
- Scheduling counseling sessions to meet the needs of all assigned students.
- Furnishing the principal and supervisor with current student counseling schedules.
- Supplying progress reports to school personnel, physicians, and parents of students as necessary and requested.
- Completing appropriate reports for local, state, federal, and educational agencies.
- Serving as a case manager for all assigned students.

Direct Services and Instruction:

- Providing individual or group counseling for children who are experiencing problems in school, home, or community adjustment.
- Encouraging and assisting families in their pursuit of community services that may assist in the remediation of school centered problems.
- Assisting parents in preventing problems by facilitating communication with the school.
- Assisting parents to understand problems experienced by their children. This may be accomplished through home visits, group counseling, parent training and referrals to community services.

Collaboration:

- Providing collaboration and consultation regarding student problems and coordinating plans and actions to meet them.
- Assisting in developing educational plans for students.
- Facilitating the involvement of community agencies in efforts directed toward the remediation of student problems in school adjustment.

JOB TITLE: SCHOOL SOCIAL WORKER

- Providing in-service training as requested/required.
- Participating on school and district committees.

Assessment:

- Assessing and documenting attainment of program objective(s).
- Demonstrating proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.
- Using assessment information for decision making.
- Using evaluation to improve the delivery of services.

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals.
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

REPORTS TO: Supervisor of Student Services

REQUIRED QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate and School Social Worker Endorsement.
- Required criminal history check and proof of U.S. citizenship or resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: SECRETARY TO THE PRINCIPAL

JOB DESCRIPTION:

This individual is responsible for assisting the school Principal with the efficient and effective operation of the school building.

Duties of this position include but are not limited to:

Program Management

- Maintains up-to-date Safety and Security Plans for school.
- Coordinates and prepares Graduation awards.
- Assists the Principal and CST with development of the building schedule.
- Schedules all activities in conjunction with the PTA.
- In conjunction with the Principal, schedules student detentions and in-school suspensions.
- In conjunction with the Principal, reviews students' extra curricular eligibility.
- Arranges for the installation and maintenance of all office equipment.
- Assists with the preparation of the school budget.

Direct Services

- Maintains an efficient and well organized electronic and paper data collection and filing system, including confidential student files.
- Protects the confidentiality of records and information related to students and staff, using discretion when sharing any such information within legal confines.
- Arranges meetings, prepares agendas and handles follow-up activities as necessary.
- Works with Graduation chairperson to coordinate planning of the ceremony.
- Develops and publishes the monthly district school newsletter.
- Prepares Principal's correspondence.
- Assists in the development of summer mailing packet to families/students.
- Creates Emergency List for any students leaving school grounds.
- Maintains and verifies Acceptable Use/Photo release for all students and staff.

Assessment

- Evaluates efficiency and effectiveness through ongoing formal and informal evaluation of secretarial services.

JOB TITLE: SECRETARY TO THE PRINCIPAL

Collaboration

- Demonstrates a positive attitude toward staff, students, parents and members of the community.
- Demonstrates the ability to work collaboratively with other members of the secretarial staff.

Professionalism:

- Conducts himself/herself in a professional and ethical manner.
- Respects the value of confidentiality.
- Has the ability to work independently, organize and use time effectively.
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems of the school and district.
- Attends professional development activities to improve weaker skill areas.
- Continues to improve expertise and job-related skills.

*** Performs other duties within the scope of his/her employment as assigned.**

REPORTS TO: Building Principal

REQUIRED QUALIFICATIONS:

- Have earned a high school diploma or equivalent.
- Strong organizational and communication skills.
- 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.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Negotiated Agreement

Board approved: June 26, 2008

JOB TITLE: 10-MONTH SECRETARY

JOB DESCRIPTION:

This employee is responsible for providing the school/district community with efficient secretarial services. He/she is also responsible for assisting with state testing requirements.

Duties of this position include but are not limited to:

Program Management

- Maintains school accounts and textbook rentals.
- Keeps and maintains school and student records.
- Assists with inventory of supplies and materials.
- Gathers information and prepares reports.
- Manages daily student pick up/early dismissal.
- Opens and checks in all deliveries, ensuring content in relation to Purchase Order.
- Ensures that the office is maintained in a tidy and orderly manner.
- Maintains office forms for efficient staff use.

Direct Services

- Types and ensures accuracy of all documents and letters generated.
- Reception of visitors and answering of telephones.
- Drafts general correspondence.
- Banking duties, where appropriate.
- Monitors extra-curricular and student activities accounts.
- Assists substitutes for daily activities.
- Delivery and distribution of school mail.
- Prepares outgoing mailings.
- Prepares requisitions.
- Checking of receipt of supplies and equipment.

Assessment

- Evaluates efficiency and effectiveness through ongoing formal and informal evaluation of secretarial services.

State Testing

- Provides required secretarial support to assist with district and state mandated testing programs.

JOB TITLE: 10-MONTH SECRETARY

Collaboration

- Demonstrates a positive attitude toward staff, students, parents and members of the community.
- Demonstrates the ability to work collaboratively with other members of the secretarial staff.

Professionalism

- Conducts himself/herself in a professional and ethical manner.
- Respects the value of confidentiality.
- Has the ability to work independently, organize and use time effectively.
- Shows initiative, but is also willing to take and follow directions.
- Works within the procedures and systems of the school and district.
- Attends professional development activities to improve weaker skill areas.
- Continues to improve expertise and job-related skills.

*** Performs other duties within the scope of his/her employment as assigned.**

REPORTS TO: School Principal

QUALIFICATIONS:

- High school diploma and secretarial training.
- Strong communication and organizational skills.
- Knowledge of district, state and federal purchasing regulations.
- Criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Negotiated Agreement

Board approved: June 26, 2008

JOB TITLE: SPEECH-LANGUAGE PATHOLOGIST

JOB DESCRIPTION:

This employee is responsible for organizing and implementing a therapy program to meet the needs of students with speech, language and hearing impairments and meeting the duties of teaching as outlined in laws and policies.

Duties of this position include but are not limited to:

Program Management:

- Participating in the development of the comprehensive plan at the school and district level.
- Participating in the development of short and long term goals for the speech and language therapy services program.
- Maintaining accurate records of therapy services provided.
- Scheduling therapy sessions to meet the needs of all assigned students.
- Furnishing the principal and supervisor with current student schedules.
- Supplying progress reports to school personnel, physicians, and parents of students as necessary and requested.
- Completing appropriate reports for local, state, federal, and educational agencies.
- Serving as a case manager for students eligible for only speech and language services.

Direct Services and Instruction:

- Preparing educational plans annually for each student based on individually assessed needs in accordance with district procedures.
- Preparing therapy plans for each student.
- Providing appropriate schedules for students, involving school personnel as required.
- Conducting speech and language screening once a year for all kindergarten students and all students not previously enrolled in school.
- Seeking a variety of services through community resources and agencies to meet the needs of students.
- Participating in the in-school staffing and screening processes as appropriate.
- Participating on evaluation teams for students with speech, language, and hearing impairments as appropriate.
- Providing speech screening tests for all students referred by school IR&S or Section 504 committees.
- Providing diagnostic/evaluation testing for students failing speech screening.

Assessment:

- Assessing and documenting attainment of program objective(s).

JOB TITLE: SPEECH-LANGUAGE PATHOLOGIST

- Demonstrating proficiency in administering, scoring/evaluating, and interpreting data from instruments or records.
- Using assessment information for decision making.
- Using evaluation to improve the delivery of services.

Collaboration:

- Referring those students requiring further evaluation or follow-up services to the appropriate school personnel or community agencies.
- Cooperating with school personnel in coordinating services within that school.
- Developing and conducting an in-service program to inform classroom teacher of the goals and objectives of the speech program and ways of achieving them in the classroom setting.
- Conferring with the classroom teacher as requested concerning any educational needs of the student.
- Making available to teachers instructional ideas that are appropriate for students within the classroom situation.
- Providing information to community groups and parents concerning speech programs as requested or needed.

Professionalism:

- Adheres to professional, legal, and ethical standards.
- Supports the attainment of school and district goals.
- Demonstrates professional growth through participating in a meaningful and continuous process of professional development.
- Fosters an organized and positive environment.

REPORTS TO: Supervisor of Student Services

REQUIRED QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

JOB TITLE: SPORTS DIRECTOR

JOB DESCRIPTION:

This individual is responsible for providing leadership in the implementation and coordination of the district's athletic program.

Program Management

- Organizes and administers the district's program of extracurricular athletics and assumes responsibility for the scheduling of athletic events.
- Arranges for the transportation to athletic competition.

Direct Services/Instruction

- Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
- Assumes responsibility for vouchers and payments to game officials.

Assessment

- Maintains and verifies all records pertaining to athlete's eligibility including physical, academic and parental permission forms.
- Maintains inventory records of all equipment and uniforms.
- Maintains all practice schedules.
- Completes an annual summary describing participation, results and recommendations.

Collaboration

- In conjunction with the school principal, develops and implements appropriate rules and regulations governing the conduct of athletic activities.
- Coordinates facility use with the business office including the head custodian for preparation of facility.
- Promotes good school-community relations and support through effective communication of the district's athletic program.

Professionalism

- Upholds and enforces school rules, administrative regulations and Board policy and all regulations governing sports.
- Participates in professional development activities designed to improve general coaching knowledge and skills as well as skills specific to the sport assigned.

JOB TITLE: SPORTS DIRECTOR

REPORTS TO: Principal

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate or eligibility/substitute certificate.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

TERMS OF EMPLOYMENT:

- Salary and work year to be determined by the Board of Education

Board approved: August 28, 2008

**ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NEW JERSEY 08867
JOB DESCRIPTION**

SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:	Certified by the State Board of Examiners in the State of New Jersey
REPORTS TO:	Board of Education
SUPERVISES:	The Superintendent of Schools is the Chief Executive Officer of the Board of Education and responsible for the total school program and the performance of all district employees
JOB GOAL:	To provide a quality program of education for the Alexandria Township District within the policies as determined by the Board of Education and within the financial limitations established by the Board, Community and State

PERFORMANCE RESPONSIBILITIES:

1. Hold Title of Director of Child Study Team and works with the Supervisor of the Child Study Team to manage and supervise the Special Education Department.
2. Manages the development and maintains records pertaining to "No Child Left Behind" (NCLB) Entitlement Funds II, IV and V.
3. Administers as Chief School Executive, the development and maintenance of a positive educational program designed to meet the needs of the community and to carry out the policies of the Board.
4. Supervises, either directly or through delegation, all activities of the school system according to the policies of the Board.
5. Interprets and clarifies the purposes and needs of the school system to Board, staff, students and public.
6. Coordinates the total education program and provides leadership in its development and improvement.
7. Guides the process of fiscal planning and budgetary development and interpretation.
8. Attends and participates in all regular and special meetings of the Board, and makes recommendations of any nature affecting the schools.
9. Reports to the Board such matters as deemed material to the understanding and proper management of the schools, or as the Board may request.

SUPERINTENDENT OF SCHOOLS

10. Establishes and maintains efficient procedures and effective controls for all expenditures of school funds in accordance with the adopted budget, subject to direction and approval of the Board.
11. Files, or causes to be filed, all reports required by the State and the school code.
12. Nominates for appointment, assigns, and defines the duties of all personnel subject to the approval of the Board.
13. Keeps the Board informed about the status of school system, as well as educational trends and practices.
14. Initiates and guides the development of policies for Board consideration, and develops such administrative rules and procedures as may be necessary to implement Board policies.
15. Maintains directly or through delegation such personnel records, pupil accounting records, business records, and other records, which are required by law and by Board policy.
16. Reports to the Board the case of any employee whose service is unsatisfactory, and recommends appropriate action.
17. Holds such meetings of teachers and other employees as necessary for the discussion of matters concerning the improvement and welfare of the schools.
18. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, and problems in the district's schools.
19. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
20. Exercises power to make such rules and gives such instructions to school employees and students as may be necessary to implement Board policy.
21. 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 practical, and recommends policy in order to provide guidance in the future.
22. Recommends to the Board for its adoption all courses of study, curriculum guides, and major changes in texts and time schedules to be used in the schools.
23. Prepares and submits to the Board recommendations relative to all matters requiring Board action, placing before the Board such necessary and helpful facts, information, and reports as are needed to insure the making of informed decisions.
24. Conducts a continuous evaluation of the progress and needs of the schools and keeps the public informed.

**ALEXANDRIA TOWNSHIP BOARD OF EDUCATION
PITTSTOWN, NEW JERSEY 08867
JOB DESCRIPTION**

SUPERINTENDENT OF SCHOOLS

-
- 25. Is responsible for scheduling the use of buildings and grounds by all groups and/or organizations.
 - 26. Recommends for appointment, election, or employment all employees of the Board except professional officers of the Board, and assigns, transfers, recommends for dismissal any and all employees of the Board except professional officers of the Board.
 - 27. Performs such other tasks as may from time to time be assigned by the Board.

TERMS OF EMPLOYMENT 12 month year. Salary to be established by the Board of Education

EVALUATION Performance of this job will be evaluated annually by the Board of Education

Date: 06.13.88

Revised: 02.27.07 Added Nos. 1 and 2

JOB TITLE: SUPERVISOR OF CURRICULUM AND INSTRUCTION

JOB DESCRIPTION:

This employee is responsible for the supervision and coordination of the district's curricular, instructional, assessment and professional development programs.

Supervision:

- Conducts observations of teaching staff members as assigned.
- Participates in the development of and monitoring of staff member's professional improvement plans.
- Participates in the development and implementation of professional support plans.
- Participates in the annual summative conference for assigned staff members.
- Supervises and evaluates the work of the district literacy, math and instructional technology specialists.

Curriculum:

- Coordinates and participates in the curriculum renewal process.
- Reviews and recommends textbooks for adoption to the Superintendent of Schools.
- Assists the school principal with monitoring the implementation of district curriculum.
- Develops, implements and evaluates initiatives designed to communicate district curriculum to parents and community members.
- Works with other administrators to develop and manage a yearly budget related to curriculum initiatives.
- Ensures the required curriculum articulation between Alexandria and Delaware Valley Regional High School is completed.

Assessment:

- Coordinates the district's program of formative assessments.
- Compiles and reports on an analysis of these assessments on a quarterly basis.
- Serves as the District Test Coordinator. In this role, assists building principals with coordinating the administration of annual standardized assessments.
- Participates in the annual board presentation on student achievement.
- Develops the annual budget requests for assessment materials and supplies.

Professional Development:

- Develops, implements and evaluates the orientation program for new teachers.
- Coordinates the selection, assignment and training of mentors to new teachers.

JOB TITLE: SUPERVISOR OF CURRICULUM AND INSTRUCTION

- Provides on-going support and assistance to mentors.
- Serves as a district representative for the completion of the state required district mentoring plan.
- Coordinates the implementation and evaluation of the staff development program for second and third year staff members.
- Participates in the annual review of teacher portfolios.
- Coordinates the implementation of and evaluates the effectiveness for the district's Master Teacher Institute.
- Delivers staff development programs as assigned.
- Serves as a district representative for the completion of the state required professional development plan.
- Develops the annual budget requests for professional development activities.

Staffing:

- Attends job fairs as necessary.
- Participates in the interview process for all professional staff members.
- Interviews all potential substitute and student teacher candidates. Makes a recommendation to the Superintendent on the status of these candidates.
- Coordinates the placement of student teachers with administrative colleagues.

***Performs other duties which may be within the scope of his/her employment and certification as may be assigned.**

REPORTS TO: Superintendent of Schools.

REQUIRED QUALIFICATIONS:

- Valid New Jersey Certificate as a Supervisor.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status
- Knowledge and skill with the development, scoring and analysis of formative assessments.

Board approved: May 22, 2008

JOB TITLE: SUPERVISOR OF STUDENT SERVICES

JOB DESCRIPTION:

This employee is responsible for the management and leadership of the district's guidance, nursing, E.S.L and special education programs. He/she will also serve as the Assistant Chair for the District Crisis Team.

Program Management

- Appoints case managers for students eligible to receive special education services.
- Ensures program compliance with all state, federal and local policies, as well as regulations pertaining to areas of responsibility.
- Develops a budget for all assigned departments.
- Monitors expenditures for all assigned departments.
- Completes all state and federal reports required for each area of responsibility.
- Completes and provides all reports required by the Superintendent.
- Maintains student records in accordance with state, federal and local policies, as well as regulations.
- Utilizes district process and procedures for observing and evaluating assigned staff members.
- Utilizes district process and procedures for interviewing potential employment candidates. Recommends appropriate candidates to the Superintendent.
- Implements all assigned activities as described in the District Communication Plan.
- Attends state and county meetings as required.
- Delivers professional development activities as assigned by the Superintendent.
- Completes responsibilities as outlined in the District Crisis Plan.
- Attends special events specific to his/her building, as well as community events as assigned by the Superintendent.

Program Leadership

- Exercises leadership in departmental planning for program improvement.
- Facilitates the development of curriculum.
- Keeps departmental and district goals at the forefront of staff members' attention.
- Willingly challenges the status quo, when necessary, for meeting department or district goals.
- Communicates and operates from strong ideals and beliefs about education.
- Serves as an advocate, as well as a spokesperson for the district and his/her departments to all stakeholders.
- Ensures that school staff members are aware of the most current theories and practices in their respective areas.

JOB TITLE: SUPERVISOR OF STUDENT SERVICES

Assessment

- Monitors departmental progress towards departmental and district goals.
- Collects, analyzes, and provides/presents a summary of all academic, demographic, health and behavioral data required by the Superintendent.
- Uses formative and summative assessments to plan for improvements in the instructional program.

Collaboration

- Attends all required administrative team meetings.
- Demonstrates the ability to collaborate with parents and community groups.
- Demonstrates the ability to collaborate with colleagues.
- Involves staff members and/or parents in decision-making, as appropriate or required.

Professionalism

- Maintains confidentiality.
- Remains knowledgeable about best practices and current research in his/her areas of responsibility and supervision.

* PERFORMS ADDITIONAL DUTIES WITHIN THE SCOPE OF ASSIGNMENT AND CERTIFICATION AS ASSIGNED.

REPORTS TO: Superintendent of Schools.

REQUIRED QUALIFICATIONS:

- Valid New Jersey Certificate as a School Principal, Supervisor or Director of Student Personnel Services.
- Excellent organizational skills.
- Excellent oral and written communication skills.
- Required criminal history check and proof of U.S. citizenship or legal resident alien status.

Board approved: August 28, 2008