

PUBLIC SCHOOLS OF EDISON TOWNSHIP  
Office of Human Resources

**JOB DESCRIPTIONS**

**SECTION I**

**CENTRAL OFFICE ADMINISTRATION**

Assistant Business Administrator/Assistant Board Secretary  
Assistant Superintendent for Curriculum and Instruction, Grade 6-12  
Assistant Superintendent for Curriculum and Instruction, Grades PreK-5  
Assistant Superintendent for Pupil-Special Services  
Business Administrator/Board Secretary  
Chief Academic Officer/Elementary Administrator  
Chief Academic Officer/Secondary Administrator  
Director of Personnel (Human Resources)  
Superintendent of Schools

**SECTION II**

**SCHOOL ADMINISTRATION**

Assistant Principal  
Principal

**SECTION III**

**EXEMPT POSITIONS**

Accountant  
Chief Information and Technology Officer  
Computer Technician I  
Data Analyst  
Director of Buildings and Grounds  
Assistant Director of Facilities  
Director of School Safety and Security  
District Mail Courier  
District Webmaster  
Executive Secretary – Business Administrator  
Executive Secretary – Curriculum  
Executive Secretary – Human Resources  
Executive Secretary – Pupil Special Services  
Executive Secretary – Superintendent of Schools  
Executive Secretary- Transportation  
Manager of Enrollment and Data Systems  
Network Engineer  
Payroll Supervisor  
Supervisor – Health and Wellness  
Transportation Supervisor

**SUPERVISORS**

**SECTION IV**

Supervisor – 21<sup>st</sup> Century Skills  
Supervisor – Academic Programs  
Supervisor – Athletics/Intramurals K-12  
Supervisor – Elementary  
Supervisor – English  
Supervisor – School Counselor  
Supervisor – Math  
Supervisor – Music and Visual Arts  
Supervisor – Physical Education and Health  
Supervisor – Science  
Supervisor – Social Studies  
Supervisor – Special Services  
Supervisor – World Languages/ESL

Supervisor – Secondary World Languages

**SECTION V**

**CERTIFICATED STAFF**

Applied Behavior Analysis ABA Program Coordinator  
Athletic Trainer  
Behaviorist  
College School Counselor  
District Interventionist  
Educational Media Specialist (Librarian)  
Instructional Coach  
Learning Disabilities Teacher-Consultant  
LPN/RN  
Math Interventionist  
Literacy Interventionist  
Occupational Therapist  
Pre-School Special Ed Teacher  
Psychologist/Behaviorist  
Reading Specialist  
School Counselor  
School Counselor - Head  
School Nurse  
School Psychologist  
School Psychologist/Elementary Behavior Intervention Specialist  
School Social Worker  
Speech-Language Specialist  
Student Assistance Coordinator  
Teacher  
Teacher – Behavioral Teacher Consultant  
Staff Development Trainer

**SECTION VI**

**CUSTODIANS**

Custodian – Cleaning Attendant  
Custodian – Night Lead  
Custodian – Activities and Repairs  
Facility Manager  
Facility Manager – Grounds  
Facility Manager – Maintenance  
Grounds  
Grounds -Pesticide Applicator  
Grounds – Stadium EDH  
Grounds – Stadium JPH  
Grounds – Stadium Split  
Maintenance – Carpenter  
Maintenance – Electrician  
Maintenance – Glazier/Tool person  
Maintenance – HVAC/Boiler Tech  
Maintenance – Mechanic  
Maintenance – Plumber  
Maintenance – Tool Person  
Maintenance Helper



**SECTION VII****SECRETARIAL**

Administrative Secretary – Benefits  
Administrative Secretary – Business Office  
Administrative Secretary – Curriculum  
Administrative Secretary – Enrollment  
Administrative Secretary – HR  
Administrative Secretary – Maintenance  
Administrative Secretary – Payroll  
Administrative Secretary – Special Services  
Administrative Secretary – Transportation  
School Secretary I  
School Secretary II  
School Secretary III  
Secretary IIIB

**SECTION VIII****AIDES AND PARAPROFESSIONAL**

Breakfast Aide  
Clerical Aide  
Library Aide  
Paraprofessional – Licensed Practical Nurse  
Paraprofessional – General Education  
Paraprofessional – Special Education  
Paraprofessional-ISS  
Paraprofessional -ESL  
School Lunch Aide  
Teacher Aide  
Teacher Aide ISS

**SECTION IX****MISCELLANEOUS**

Avid Tutor  
Armed Security Officer  
Assistant Coach  
Attendance Investigator  
Bus Driver  
Bus Aide  
Construction Manager  
FCCLA  
Head Coach  
Library Assistant  
Registered Nurse  
Security Guard  
Substitute Teacher  
Summer Sports Camp  
Technology Intern  
Technology Specialist I  
Technology Specialist II  
Treasurer of School Monies  
Videographer

