Job Descriptions

- Campus Security Monitor – Full-time

- Campus Security Monitor – Part-time

- Director of Technology Operations and Digital Security (Non-certificated)

- IT Support Technician – Full-time

- IT Support Technician – Part-time

- Information and Technology Systems and Services Engineer

- Accounts Payable Clerk

- Purchasing & Business Office Administrative Secretary

SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION – FULL TME CAMPUS SECURITY MONITOR

I.   Qualifications:

1. Minimum of high school diploma or equivalent.
2. Associates Degree or 60 College Credits preferred.
3. Experience in law enforcement, corrections, security preferred.
4. Experience working with high school students preferred.
5. Valid Security Officer Registration Act (SORA) License, preferred.
6. AED / CPR Certified preferred.
7. Crisis intervention de-escalation and passive restraint training preferred.
8. Demonstrates excellent integrity and good moral character and initiative.
9. Demonstrates the ability to communicate effectively.
10. Exhibits a personality that demonstrates excellent interpersonal skills to relate well with students, staff, administration, parents and the community.
11. Must have excellent organizational skills.

II.   Primary Function:

To monitor the flow of visitors and patrol school grounds while school is in session and during special evening events in order to ensure the safety of and to protect all students, staff, and the property within the limitations of N.J.S.A. 18 A:6-1 and N.J.S.A. 18a:25-2.

III.   Reports to:

Assistant Superintendent of Information, Technology, and Operations and Building Administration.

IV.   Major Duties and Responsibilities:

1. Monitors and manages the flow of visitors into the school building.
2. Patrols and monitors the school building before, during, and after the school day.
3. Assists in the supervision of students, parents, and adults at school and during school sponsored activities.
4. Enforces, with the assistance of appropriate staff members, all school rules and regulations which pertain to the safety and the welfare of students and staff.
5. Possesses awareness of district and building procedure to follow in the event of an emergency or disaster.
6. Notifies the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situation.
7. Monitors and assists students upon entering the school during morning arrival and leaving the school during afternoon dismissal.
8. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and other assigned locations.
9. Assists with supervision of breakfast and lunch periods.

10. Assists administration and faculty with disruptive students, removes them from class, when necessary, and escorts them to a designated location.
11. Reports all incidents of loitering, damage, and or unlawful activity to the proper authorities with significant information.
12. Notifies appropriate personnel of evidence of substance abuse, child abuse, child neglect, HIB, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
13. Promotes student responsibility for behavior and attitude by serving as a role model, dressing and grooming professionally.
14. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Develops and maintains daily communication with the administration, guidance, and teachers.
16. Performs other duties as assigned by immediate supervisor.

V.   <u>Terms of Employment</u>
1. 10 months
2. 8.5 hours per day

VI.   <u>Evaluated by</u>:
Principal/Vice Principal according to Board of Education policy.

VII.   Date of Approval/Adoption by Sayreville Board of Education: June 13, 2017

SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION – PART TIME CAMPUS SECURITY MONITOR

I. Qualifications:

1. Minimum of high school diploma or equivalent.
2. Associates Degree or 60 College Credits preferred.
3. Experience in law enforcement, corrections, security preferred.
4. Experience working with high school students preferred.
5. Valid Security Officer Registration Act (SORA) License, preferred.
6. AED / CPR Certified preferred.
7. Crisis intervention de-escalation and passive restraint training preferred.
8. Demonstrates excellent integrity and good moral character and initiative.
9. Demonstrates the ability to communicate effectively.
10. Exhibits a personality that demonstrates excellent interpersonal skills to relate well with students, staff, administration, parents and the community.
11. Must have excellent organizational skills.

II. Primary Function:

To monitor the flow of visitors and patrol school grounds while school is in session and during special evening events in order to ensure the safety of and to protect all students, staff, and the property within the limitations of N.J.S.A. 18 A:6-1 and N.J.S.A. 18a:25-2.

III. Reports to:

Assistant Superintendent of Information, Technology, and Operations and Building Administration.

IV. Major Duties and Responsibilities:

1. Monitors and manages the flow of visitors into the school building.
2. Patrols and monitors the school building before, during, and after the school day.
3. Assists in the supervision of students, parents, and adults at school and during school sponsored activities.
4. Enforces, with the assistance of appropriate staff members, all school rules and regulations which pertain to the safety and the welfare of students and staff.
5. Possesses awareness of district and building procedure to follow in the event of an emergency or disaster.
6. Notifies the building administration, police, and/or appropriate emergency personnel of any emergency, potentially dangerous, or unusual situation.
7. Monitors and assists students upon entering the school during morning arrival and leaving the school during afternoon dismissal.
8. Ensures a smooth traffic flow of students through the hallways, assisting students with on-time arrival to class and other assigned locations.
9. Assists with supervision of breakfast and lunch periods.

10. Assists administration and faculty with disruptive students, removes them from class, when necessary, and escorts them to a designated location.
11. Reports all incidents of loitering, damage, and or unlawful activity to the proper authorities with significant information.
12. Notifies appropriate personnel of evidence of substance abuse, child abuse, child neglect, HIB, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
13. Promotes student responsibility for behavior and attitude by serving as a role model, dressing and grooming professionally.
14. Displays ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Develops and maintains daily communication with the administration, guidance, and teachers.
16. Performs other duties as assigned by immediate supervisor.

V.   Terms of Employment:
1. 10 months
2. 29.5 hours per week.

VI.   Evaluated by:
Principal/Vice Principal according to Board of Education policy.

VII. Date of Approval/Adoption by Sayreville Board of Education: June 13, 2017

<u>Director of Technology Operations and Digital Security</u>

I. <u>Qualifications:</u>

    1. Supervisory or management experience preferred.
    2. An undergraduate degree in computer science or an equivalent combination of education and experience.
    3. Thorough understanding of a wide range of hardware, software, and network topologies and systems.
    4. Ability to work effectively with others
    5. Strong leadership and communication skills.
    6. Demonstrate the ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.
    7. Demonstrate interpersonal relations skills, especially in active listening, skills in written and oral communications; administrative skills; good telephone and electronic mail communication skills.
    8. Substantial experience in working with students and educators in the technology field.
    9. Experience managing Cisco, Windows, VMWare, Virtual Desktop, and Google environments
    10. Demonstrate organizational skills and the ability to work independently, efficiently, and effectively under flexible scheduling and, at times, emergency conditions, including demanding time constraints.

II. <u>Primary Function:</u>

    Provide the technical leadership and direction necessary for the development and management of the Technology Services Department to ensure the integration, installation and maintenance of computer technology, LANs and WANs, and telecommunications for the district.

II. <u>Reports To:</u> Superintendent of Schools, Assistant Superintendent of Information, Technology, and Operations

III. <u>Supervises:</u> District Computer Technicians, Technology Engineers, District Web Master, and Building Web Assistants

IV. <u>Term of Contract:</u> 12 months

V. <u>Compensation:</u> Commensurate with experience.

VI. <u>Major Duties and Responsibilities:</u>
    1. Provide the technical leadership and direction necessary for the development and management of the Technology Department to ensure the integration, installation,

and maintenance of computer technology, LANs and WANs, and telecommunications for the district.

2. Direct the development, implementation, installation, and maintenance of technology systems to maintain and produce required information to the district.
3. Direct the activities necessary to ensure the procurement of computer hardware and software to ensure that the technology requirements of the district are met.
4. Direct the activities necessary to develop and maintain standard operating procedures for all technology systems ensuring that disaster recovery plans and security schemes are in place.
5. Participate in the development and monitoring of technology budgets to ensure delivery of quality products and services.
6. Remain current with technology by attending conferences and reading journals and other publications.
7. Supervise the monitoring and updates of district and school websites to ensure that all necessary and required information is accessible when it is needed and in a manner that complies with district expectations and public image.
8. Maintain software and hardware inventories, licensing, warranties, purchasing, support partnerships, and shared services.
9. Make recommendations for changes and upgrades in the area of technology.
10. Oversee the system of technology troubleshooting and the assignment of district technology staff to support all buildings. Implement/Maintain a help desk that will assist all technology users.
11. Have experience in the design, maintenance, and troubleshooting of voice, data, and video networks.
12. Work with vendors for the implementation of new technology and services, as well as the maintenance of existing technology and services.
13. Issue technical bulletins to inform users of system changes.
14. Coordinate the distribution of technology equipment, supplies, and related materials.
15. Work with district and building administration to develop, maintain and implement the district's technology plan.
16. Anticipate future technology needs and identify proactive solutions to satisfy those needs.
17. Oversee the technology department's support services and resolve escalated issues, if necessary.
18. Supervise the recruiting, development, and evaluation of computer technicians, technology engineers, and other staff as assigned.
19. Direct the development of district-wide and building level technology projects and improvements
20. Make recommendations to the Superintendent and Assistant Superintendent regarding the hiring of staff.
21. Observe and evaluate professional and technology staff in accordance with Board policy.
22. Follow district policies and procedures relative to the use of public funds and property.

23. Maintain consistent lines of communication with the Superintendent, the Assistant Superintendent, and other administrators; making them aware of existing and potential problems.
24. Prepare proposals and solicit bids for system technology needs.
25. Analyze information to determine, recommend, and plan for the type of computers and peripheral equipment needed, or modifications to existing equipment and systems that will provide capabilities for new or upgraded systems while maintaining efficient operation and effective use of space.
26. Review reports of computer and peripheral equipment use, malfunction, and maintenance to ascertain costs and plan operating changes.
27. Research, quote, and requisition new materials, maintenance supplies, and other miscellaneous items needed by the Technology Department.
28. Direct technology staff in technology maintenance and installation.
29. Assist staff in diagnosis and resolution of computer equipment problems.
30. Coordinate vendor services and maintain positive relations with corporate partners.
31. Manage network and technology system security and integrity.
32. Develop and maintain a cyber security, data breach, risk mitigation, disaster recovery, and cyber incident response plan.
33. Conduct technology training within the district as needed.
34. Represent the district at local, county, and state technology committee meetings.
35. Perform other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools.

VIII.   Evaluated by:

Assistant Superintendent of Information Technology and Operations according to Board of Education policy.

IX.   Date of Approval/Adoption by Sayreville Board of Education: June 13, 2017

SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION – Full Time IT SUPPORT TECHNICIAN

I. Qualifications:

1) An undergraduate degree in computer science/related field of study or an equivalent combination of education and experience.
2) Strong understanding of a wide range of hardware and software.
3) Strong working knowledge and experience with Windows, Chrome, and iOS operating systems and associated devices.
4) Demonstrated ability to troubleshoot and repair end user hardware devices and software systems.
5) Demonstrated ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.
6) Preferred experience working with students and educators in the technology field.
7) Minimum two years' experience working with technology support.
8) Valid driver's license and the use of a personal automobile.
9) Ability to lift technology equipment as needed to perform the function of the job.
10) Ability to communicate and interact effectively with others, work cooperatively with others, and accept direction from supervisors and administration.
11) Certifications and/or training that supports district technology services preferred.

II. Primary Function:

The focus of this position is to provide support for the end users of the district's K-12 information technology systems.

III. Reports to:

Director of Technology Operations and Digital Security

IV. Supervises:

N/A

V. Term of Contract: 12 months

VI. Compensation: As per collective bargaining agreement.

VII. Major Duties and Responsibilities:

1. Maintain the inventory of all assigned building technology devices and software.
2. Install, upgrade, and maintain end user software systems.
3. Provide training and support to end users.
4. Install hardware, software ,and peripheral devices on a wide range of end user devices.

5. Diagnose, repair, and upgrade end user hardware and software.
6. Participate in the development, implementation, installation, and maintenance of technology systems to maintain and produce required information to the district.
7. Assist in the activities necessary to ensure the procurement of computer hardware and software to ensure that the technology requirements of the district are met.
8. Keep informed about existing and emerging technologies in order to support computer, printer, and software systems.
9. Make recommendations for changes and upgrades in the area of technology.
10. Participate in the technology department's support services and resolve or escalate tier 1 issues.
11. Provide help desk support for all district technology end users.
12. Assist in the development of district-wide and building-level technology projects and improvements.
13. Coordinate with building administration to ensure the timely, efficient, and effective use of end user technology.
14. Maintain consistent lines of communication with the Director of Technology, technology engineers, and the SIS manager making them aware of existing and potential problems.
15. Assist staff by diagnosing and solving computer equipment problems.
16. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
17. Protect confidentiality of records and information about staff and students.
18. Ensure maximum uptime of all district end user technology systems and remediate any end user system or service outages.
19. Coordinate the installation, relocation, and configuration of end user technology, including any need to add, remove, modify, or troubleshoot voice/data cabling.
20. Perform other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools.

VIII.　Evaluated by:

Director of Technology and Digital Security according to Board of Education policy.

IX.　Date of Approval/Adoption by Sayreville Board of Education: June 13, 2017

SAYREVILLE PUBLIC SCHOOLS
JOB DESCRIPTION – Part Time IT SUPPORT TECHNICIAN

I.   Qualifications:

1) An associates and/or undergraduate degree or formal education in computer science/related field of study or an equivalent combination of education and experience.
2) Strong understanding of a wide range of hardware and software.
3) Strong working knowledge and experience with Windows, Chrome, and iOS operating systems and associated devices.
4) Demonstrate the ability to troubleshoot and repair end user hardware devices and software systems.
5) Demonstrate the ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.
6) Preferred experience working with students and educators in the technology field.
7) Valid driver's license and the use of a personal automobile.
8) Ability to lift technology equipment as needed to perform the function of the job.
9) Ability to communicate and interact effectively with others, work cooperatively with others, and accept direction from supervisors and administration.
10) Certifications and/or training that supports district technology services preferred.

II.   Primary Function:

The focus of this position is to provide support for the end users of the district's K-12 information technology systems.

III.   Reports to:

Director of Technology Operations and Digital Security

IV.   Supervises:

N/A

V.   Term of Contract: 10 months

VI.   Compensation: Commensurate with experience.

VII.   Major Duties and Responsibilities:

1. Maintain the inventory of all assigned building technology devices and software.
2. Install, upgrade, and maintain end user software systems.
3. Provide training and support to end users.
4. Install hardware, software, and peripheral devices on a wide range of end user devices.

5. Diagnose, repair, and upgrade end user hardware and software.
6. Participate in the development, implementation, installation, and maintenance of technology systems to maintain and produce required information to the district.
7. Assist in the activities necessary to ensure the procurement of computer hardware and software to ensure that the technology requirements of the district are met.
8. Keep informed about existing and emerging technologies in order to support computer, printer, and software systems.
9. Make recommendations for changes and upgrades in the area of technology.
10. Participate in the technology department's support services and resolve or escalate tier 1 issues.
11. Provide help desk support for all district technology end users.
12. Assist in the development of district-wide and building-level technology projects and improvements.
13. Coordinate with building administration to ensure the timely, efficient, and effective use of end user technology.
14. Maintain consistent lines of communication with the Director of Technology, technology engineers, and the SIS manager making them aware of existing and potential problems.
15. Assist staff by diagnosing and solving computer equipment problems.
16. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
17. Protect confidentiality of records and information about staff and students.
18. Ensure maximum uptime of all district end user technology systems and remediate any end user system or service outages.
19. Coordinate the installation, relocation, and configuration of end user technology, including any need to add, remove, modify, or troubleshoot voice/data cabling.
20. Perform other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools.

VIII. Evaluated by:

Director of Technology and Digital Security according to Board of Education policy.

IX. Date of Approval/Adoption by Sayreville Board of Education: June 13, 2017

Information and Technology Systems and Services Engineer

I. Qualifications:

1. An undergraduate degree in computer science/related field of study or an equivalent combination of education and experience.
2. Thorough understanding of a wide range of hardware, software, and network topologies and systems.
3. Ability to work effectively with others.
4. Demonstrated ability to properly prioritize numerous requests/projects and align the requestor's expectation with the IT department's resources.
5. Substantial experience in working with students and educators in the technology field.
6. Experience operating Cisco, Windows, VMware, Virtual Desktop, and Google environments.
7. Demonstrated organizational skills and the ability to work independently, efficiently, and effectively under flexible scheduling and, at times, emergency conditions, including demanding time constraints.
8. Valid driver's license and the use of a personal automobile.
9. Minimum three years' experience as a computer support technician, preferably in a K-12 environment.
10. Ability to lift technology equipment as needed to perform the function of the job.
11. Ability to communicate effectively with others, work cooperatively with others, and accept direction from supervisors and administration.
12. Certifications and/or training that support district technology services preferred.
13. Advanced knowledge of switches, routers, firewalls, routing concepts, servers, wireless, VoIP, and digital security.
14. Demonstrated ability to troubleshoot a wide variety of technology systems.
15. Such other qualifications of academic, professional, and personal excellence as the Sayreville Board of Education may specify.

II. Primary Function:

Provide the technical skills necessary for the operation of the Technology Services Department to ensure the integration, installation, and maintenance of computer technology, LANs and WANs, and telecommunications, and other technology systems for the district.

II. Reports To: Director of Technology Operations and Digital Security

III. Supervises: Functional supervision may be exercised over management, technical and professional support staff.

IV. Term of Contract: 12 months
V. Compensation: Commensurate with experience.

VI. Major Duties and Responsibilities:
1. Operate and maintain the district telecommunications and video conferencing systems.
2. Operate and maintain the district network infrastructure.
3. Operate and maintain the district server infrastructure.
4. Operate and maintain the district mobile device management system.
5. Operate and maintain district software systems and services.
6. Operate and maintain the district email system.
7. Operate and maintain district user accounts to technology systems.
8. Operate and maintain effective system and data backup procedures.
9. Operate and maintain district operating system images.
10. Operate and maintain the district virtual desktop system.
11. Assist in the implementation of the district technology plan.
12. Assist in the implementation of the district cyber security, data breach, risk mitigation, disaster recovery, and cyber incident response plans.
13. Provide for the integration, installation, and maintenance of computer technology, LANs and WANs, and telecommunications for the district.
14. Participate in the development, implementation, installation, and maintenance of technology systems to maintain and produce required information to the district.
15. Assist in the activities necessary to ensure the procurement of computer hardware and software to ensure that the technology requirements of the district are met.
16. Remain current with technology by attending conferences and reading journals and other publications.
17. Assist in maintaining software and hardware inventories, licensing, warranties, purchasing, support partnerships, and shared services.
18. Make recommendations for changes and upgrades in the area of technology.
19. Have experience in the design, maintenance, and troubleshooting of voice, data, and video networks.
20. Work with vendors for the implementation of new technology and services, as well as the maintenance of existing technology and services.
21. Participate in the technology department's support services and resolve escalated issues, if necessary.
22. Provide help desk support when needed to supplement technology support services at the building level.
23. Assist in the development of district-wide and building level technology projects and improvements.
24. Follow district policies and procedures relative to the use of public funds and property.
25. Maintain consistent lines of communication with the Director of Technology, making him/her aware of existing and potential problems.
26. Assist staff to diagnose and solve computer equipment problems.
27. Manage network and technology system security and integrity.
28. Provide training to other technology department members on technology systems.
29. Develop training documentation for district technology users.
30. Provide assistance to the district webmaster and web assistants as needed.

31. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
32. Protect confidentiality of records and information about staff and students.
33. Maximize district technology performance by enforcing policies, monitoring systems, troubleshooting technology problems, and performing upgrades.
34. Ensure maximum uptime of all district technology systems and remediate any system or service outages.
35. Performs other duties which may be within the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools.

36.   <u>Evaluated by</u>:

Director of Technology and Digital Security according to Board of Education policy.

37.   Date of Approval/Adoption by Sayreville Board of Education: June 13, 2017

TITLE:	**Accounts Payable Clerk**

QUALIFICATIONS:

1. High School graduate with significant business training. Further financial training is desirable.
2. Proficient in the use of PC and related software, including Microsoft Word and Excel.
3. Able to deal accurately with numbers including arithmetic and percentage problems.
4. Able to handle the detailed procedures required for the position.

REPORTS TO: Assistant Business Administrator, School Business Administrator/Board Secretary

JOB GOAL: To accurately complete payments and control expenses by receiving, processing, verifying and reconciling invoices.

PERFORMANCE RESPONSIBILITIES:

1. Maintain accurate files for all Purchase Orders and Vendors.

2. Review all invoices for accuracy and compare to their originating Purchase Orders.

3. Contact vendors to dispute all discrepancies between invoices and Purchase Orders.

4. Ensure that tax is never paid on invoices.

5. Communicate with other district staff regularly regarding order discrepancies as they occur.

6. Verify signed receiving copies against all purchase orders issued.

7. Compose correspondence pertaining to purchase orders, preferably in email.

8. Prepare monthly checks for payment of bills and prepare a list of paid bills for each meeting.

9. Pay all invoices in a timely manner. Dispute all discrepancies in a timely manner.

10. Maintain prior year Purchase Order files in a neat manner in compliance with the NJ Records Retention Schedule.

11. Participating in on-site or off-site training.

12. Assist auditors as directed by the School Business Administrator/Board Secretary.

13. Perform other duties as directed by the Assistant Business Administrator, School Business Administrator/Board Secretary and Superintendent.

TERMS OF EMPLOYMENT: Twelve months per year.
Salary as determined by Sayreville Education Association Administrative Secretary Guide.

EVALUATION: Performance of this position will be evaluated in accordance with the Board of Education's policies and procedures.

DATE OF BOE APPROVAL: June 13, 2017

Approved:

TITLE:	Purchasing & Business Office Administrative Secretary

QUALIFICATIONS:	1.	High School graduate with some business training.
	2.	Proficient in the use of PC and related software, including Microsoft Word and Excel.
	3.	Able to deal accurately with numbers including arithmetic and percentage problems.
	4.	Able to handle the detailed procedures required for the position.

REPORTS TO:	School Business Administrator/Board Secretary
JOB GOAL:	Facilitate the transition from requisition to Purchase Order for all orders in district.

PERFORMANCE RESPONSIBILITIES:

1. Maintain accurate Purchasing Files and Vendor information files.

2. Review all requisitions for accuracy not limited to the following items: account numbers, appropriate backup, shipping charges, item descriptions, compliance with quote and bid thresholds any other NJ purchasing law requirements.

3. Communicate with other district staff regularly regarding missing information from requisitions or denied orders.

4. Enter all business office requisitions and review Board Agendas and enter any necessary requisitions as required by Board Action.

5. Transfer requisitions, as approved by the School Business Administrator, to Purchase Orders and place all orders with vendors.

6. Register district employees for professional development events as needed.

7. Annually update vendor information files related to Tax ID numbers, NJ Business Registration Certificates, Iran Disclosure Statement and any other documents as required by New Jersey Code.

8. Enter new vendors as requested by other district staff and ensure required files are received from each vendor.

9. Communicate District Tax Exempt status to vendors as needed.

10. Assist the School Business Administrator's Confidential Secretary with the opening and delivery of mail within the building.

11. Make copies of all checks received and prepare daily deposit slips for bank deposit. Provide copies of checks and deposit slips to the Treasurer of School Monies and the Assistant Business Administrator.

12. Maintain prior year Purchasing files in a neat manner in compliance with the NJ Records Retention Schedule.

13. Participating in on-site or off-site training.

14. Assist auditors as directed by the School Business Administrator/Board Secretary.

15. Perform other duties as directed by the Assistant Business Administrator, School Business Administrator/Board Secretary and Superintendent.

Approved:

TERMS OF EMPLOYMENT: Twelve months per year.
Salary as determined by Sayreville Education Association
Administrative Secretary Guide.

EVALUATION: Performance of this position will be evaluated in
accordance with the Board of Education's policies and
procedures.

DATE OF BOE APPROVAL: June 13, 2017

Approved: