

WATERFORD TOWNSHIP BOARD OF EDUCATION

ADDENDUM

July 20, 2022

<u>Addendum Guide</u>
<u>Education</u>
<ul style="list-style-type: none"> • #8 replaces #8 on the 7/20 agenda • #9 is in addition to the 7/20 agenda
<u>Personnel</u>
<ul style="list-style-type: none"> • #1 is in addition to #1 on the 7/20 agenda • #2 is in addition to #2 on the 7/20 agenda • #10-#17 are in addition to the 7/20 agenda
<u>Business</u>
<ul style="list-style-type: none"> • #5-b is in addition to #5 on the 7/20 agenda

EDUCATION

8. **Waterford Township School District Safe Return Plan 2022-2023:**
Approve the Waterford Township School District Safe Return Plan for the 2022-2023 school year. (See Attachment A-8).
9. **Revised School Calendar 2022-2023:**
Approve the revised school calendar for the 2022-2023 school year. (See Attachment A-9).

PERSONNEL

1. **Appointment of Certified Staff:**
Approve the following staff member for the following position, pending receipt of required documents:

Name	Assignment	UPC	Certificate	Loc	From	To	Step	Salary	FTE
Leach, C.	Elem. K-8 Grade 1-ICR	30-40-S2 / ANJ	Tchr of Hndcp	Atco	9.01.22	6.30.23	6	\$66,867	1.0

2. **Appointment of Support Staff for the 2022-2023 School Year**
Approve the following staff members for the positions below, pending receipt of required documentation:

Name	Assignment	UPC	Loc	Step	Rate / Hour	Hours / Day	Days / Year	FTE
DeAntonellis, J.	Permanent Para Substitute	80-10-11 / AIJ	Dist.	1	\$17.00	6	185	1.0
Wressig-Tindall, P.	Custodian	21-10-C3 / AQC	Dist.	6	17.03	8	260	1.0

10. **Dean of Students:**
Approve Candice Michelini for Dean of Students at a salary of \$71,292 with a differential of \$4,277.52 (6%) included in her salary.
11. **WTEA Contracts:**
Approve the Sidebar Agreement to the Collective Bargaining Agreement between WTBOE and WTEA to include a 6% differential for the Dean of Students position. (See Attachment B-11)
12. **Job Description(s):**
Approve the following new/revised job descriptions (See Attachment B-12):
 - a. Licensed Professional Counselor (LPC)/Licensed Clinical Social Worker (LCSW) – New
 - b. Custodial Supervisor - New
 - c. Superintendent Secretary – Revised
 - d. Licensed Professional Counselor – Revised

13. Position Change of Certified Staff Members for the 2022-2023 School Year:

Approve the change of position(s) for the following Certified Staff member:

Name	Current Position	Curr. Loc.	Current UPC	Current Salary	New Position	New Loc	New UPC	New Salary	Effective Date
Michelini, C.	Teacher-Gr 3 / Teacher Coach	WES	30-50-C4/ ADT	71,292	Dean of Students / Teacher Coach	WES	30-50-88 / AQB 30-50-C4 / APR	75,570	9.01.22

14. Position Change of Support Staff Members for the 2022-2023 School Year:

Approve the change of position(s) for the following Support Staff members:

Name	Curr Pos.	Curr UPC	Curr Loc	Curr Step	Curr Rate/Hr	Curr Hrs/Day	Curr Days/Yr	New Pos.	New UPC	New Loc	New Step	New Rate/Hr	New Hrs/Day	New Days/Yr	Eff Date
Cicchino, D.	Superint. Sec / Atco Sec A	60-40-A2 / AGK	Atco	n/a	28.67	7	240	Superint. Sec	22-10-AA / ARX	Distr.	n/a	28.67	7	240	9.1.22
Kowalski, A.	Media Clerk	20-40-A2 / AHW	Atco	19	21.49	6	185	Sec. B	22-40-AA / AQV	Atco	7	19.52	7	185	9.1.22
Stetser, T.	Parapro	20-45-EX / AQM	TR	2	16.00	6	185	Custodian	21-40-C3 / AHI	TBD	4	16.09	8	260	8.1.22

15. Create / Abolish Certified and Non-Certified Staff Positions:

Approve the created and abolished positions for the 2022-2023 school year (See Attachment B-15).

16. Transfer of Certified Staff Members for the 2022-2023 School Year

Approve the transfer of Certified Staff Members for the 2022-2023 school year. (See Attachment B-16).

17. Transfer of Non- Staff Members for the 2022-2023 School Year

Approve the transfer of Non-Certified Staff Members for the 2022-2023 school year. (See Attachment B-17).

BUSINESS

5. Grants:

- b. To submit a grant request to the NJ Schools Development Authority to reimburse the district for a Building Automation System for \$16,591.

LEA Plan for Safe Return to In-Person Instruction and Continuity of Service Pursuant to the Federal American Rescue Plan Act, Section 2001(i)

Introduction and Background

As announced in the New Jersey Department of Education (NJDOE)'s [April 28, 2021 broadcast](#), in March 2021 President Biden signed the Federal [American Rescue Plan \(ARP\) Act](#), Public Law 117-2, into law. The ARP Act provides an additional \$122 billion in Elementary and Secondary School Emergency Relief (ARP ESSER) to States and school districts to help safely reopen, sustain the safe operation of schools, and address the impacts of the COVID-19 pandemic on the nation's students. As with the previous ESSER funds available under the Coronavirus Aid, Relief and Economic Security (CARES) Act, and the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA), the purpose of the additional funding is to support local educational agencies (LEAs) in preparing for and responding to the impacts of COVID-19 on educators, students, and families. Additional information on ARP ESSER may be found in the NJDOE's [funding comparison fact sheet](#).

Section 2001(i)(1) of the ARP Act requires each LEA that receives ARP ESSER funds to develop and make publicly available on the LEA's website, no later than 30 days after receiving ARP ESSER funds, a plan for the safe return to in-person instruction and continuity of services for all schools (Safe Return Plan) A Safe Return Plan is required of all fund recipients, including those that have already returned to in-person instruction. Section 2001(i)(2) of the ARP Act further requires that the LEA seek public comment on the Safe Return Plan and take those comments into account in finalization of the Safe Return Plan. Under the interim final requirements published in [Volume 86, No. 76 of the Federal Register](#) by the U.S. Department of Education (USDE), an LEA must periodically, but no less frequently than every six months through September 30, 2023, review and, as appropriate, revise its Safe Return Plan.

Pursuant to those requirements, **LEAs must submit to the NJDOE and post on their website their Safe Return Plans by June 24, 2021.** The NJDOE intends to make LEA ARP ESSER Fund applications available in EWEG on May 24, 2021 and LEAs will submit their Safe Return Plans to the NJDOE via EWEG. To assist LEAs with the development of their Safe Return Plans, the NJDOE is providing the following template.

This template incorporates the federally-required components of the Safe Return Plan. The questions in the template below will be included in the LEA ARP ESSER Fund application in EWEG. LEAs will submit responses to the questions within the LEA ARP ESSER Fund application in EWEG by June 24, 2021. The NJDOE hopes that this template will allow LEAs to effectively plan for that submission and to easily

post the information to their websites as required by the ARP Act.

Note that on May 17, 2021, Governor Murphy announced that upon the conclusion of the 2020-2021 school year, portions of Executive Order 175 allowing remote learning will be rescinded, meaning that schools will be required to provide full-day, in-person instruction, as they were prior to the COVID-19 Public Health Emergency. The NJDOE and New Jersey Department of Health will share additional information regarding State requirements or guidance for health and safety protocols for the 2021-2022 school year and beyond as it becomes available.

Template: LEA Plan for Safe Return to In-Person Instruction and Continuity of Services

LEA Name: Waterford Township School District

Initial Date: 06/22/2021

Date Revised: 06/22/2022

1. Maintaining Health and Safety

For each mitigation strategy listed below (A–H), please describe how the LEA will maintain the health and safety of students, educators, and other staff and the extent to which it has adopted policies, and a description of any such policies, on each of the following safety recommendations established by the CDC.

A. Universal and correct wearing of masks: Staff will continue to follow district directives and protocols for themselves and their students, which are driven by NJDOH, NJDOE, Camden County DOE, Camden County DOH, and CDC guidance. If masks are worn, the district will continue to reinforce proper mask-wearing, as well as maintain a supply of extra masks for any staff member or student who needs one. The building nurses maintain this supply.

B. Physical distancing (e.g., including use of cohorts/podding): The district will consider Federal, State, and local guidance for physical distancing measures when applicable. Additional classrooms have been added to reduce the number of students in a class. Students will continue to operate in cohorts as appropriate for the 2022-2023 school year.

C. Handwashing and respiratory etiquette Students will continue to wash hands before and after lunch, physical education classes, and recess. Hand sanitizer will be provided and available for students and staff in each classroom, cafeteria, front office, and in the hallways. Staff will continue to reinforce respiratory etiquette behaviors, including but not limited to: frequent hand-washing, for at least 20 seconds; use of hand sanitizer, when it is not possible to wash hands; staying home when sick; knowing how COVID-19 and other airborne illnesses spread; and covering the mouth and nose with a tissue or elbow when coughing/sneezing.

D. Cleaning and maintaining healthy facilities, including improving ventilation: The district contracted with TTI to provide cleaning protocols for custodians prior to opening in 2020-2021. The Supervisor of Facilities and Maintenance will update the Cleaning/Disinfectant Manual. All custodial staff will be trained on the procedures and expectations prior to the start of the school year. High-touch surface areas will be cleaned throughout the day through scheduled cleaning. Bathrooms will be cleaned after each scheduled hygiene class has used them. A schedule of these times will be provided to each building custodian. The

use of water fountains will be prohibited unless filling a water bottle. Hand sanitizer will be provided to each classroom. The custodian will routinely check hand sanitizer stations for refill. All staff members will be provided hand sanitizer and wipes at the start of the school year. Refills will be available upon request. The use of playground equipment will resume with a thorough cleaning of each morning as long as the region remains in Green/Yellow.

E. Contact tracing in combination with isolation and quarantine, in collaboration with the State, local, territorial, or Tribal health departments:

The district will contact the Department of Health when there is a positive case of COVID19. The **superintendent** and/or designee(s) will work closely with the Camden County Health Department to support any efforts towards identifying students/staff necessary to facilitate contact tracing for confirmed COVID-19 cases that impact the district/school community. Follow CDC/DOH guidelines as applicable for isolation and quarantine requirements.

F. Diagnostic and screening testing: The District will continue to recommend the use of the Parent Screening Tool encouraging parents to keep his/her child home when they exhibit COVID-like symptoms. Temperature checks will be completed at the start of the school day for staff and students.

G. Efforts to provide vaccinations to educators, other staff, and students, if eligible: Building principals will continue to collaborate with staff to provide coverage when necessary to receive vaccinations. School nurses maintain a list and copy of vaccine cards for vaccinated staff.

H. Appropriate accommodations for children with disabilities with respect to the health and safety policies: The district will continue to monitor the needs of children with disabilities adhering to the Special Education Code. Implementation of services will return to as they were prior to the pandemic. An array of services from special education self-contained to pull-out resource/support, and an inclusion setting will be provided in an effort to provide the least restrictive environment for the students.

2. Ensuring Continuity of Services

A. Describe how the LEA will ensure continuity of services, including but not limited to services to address students' academic needs and students' and staff's social, emotional, mental health, and other needs, which may include student health and food services. (1000 character limit)

Academic Needs:

A variety of academic support will be provided to close the learning gap for students during the 2022-2023 school year and beyond. Each grade level will have an additional teacher to reduce the number of students in the classroom in an effort to provide support to the classroom teacher. Additional Response to Intervention (Rtl) teachers will be placed in each grade level to provide Tier III intervention for students that may need intense intervention and small group instruction in ELA and Mathematics. The

district will offer a summer program and after school intervention programs for students exhibiting a loss of learning.

Social/Emotional & Mental Health:

A Social & Emotional Learning Enrichment has been added to the enrichment schedule to provide additional support to our students. Although wellness check-ins will be infused into the schedule to continue to engage students in discussion about healthy hygiene and habits, the additional enrichment class will provide further social/emotional support for the students.

3. Public Comment

A. Describe how the LEA sought public comment on its plan, and how it took those public comment into account in the development of its plan. Note, the ARP requires that LEAs seek public comment for each 60-day revision to the plan.

Waterford Township will continue to provide the school community with frequent communication via Zoom, Google surveys, and written communication in an effort to engage the stakeholders. The district prides itself on being responsive to the stakeholders and community at large. The district has gone to great lengths to accommodate families and staff during this challenging time.

B. Describe how the LEA ensured that the plan is in an understandable and uniform format; is to the extent practicable written in a language that parents can understand or, if not practicable to provide written translations to a parent with limited English proficiency, will be orally translated for such a parent; and upon request by a parent who is an individual with a disability as defined by the ADA, will be provided in an alternative format accessible to that parent. (1000 character limit)

The plan will be posted on the district website in written and presentation form. An explanation of the plan will be delivered to the community at a Zoom meeting in which all stakeholders will be invited to participate. Public comment and questions will be addressed at this time as well.

C. Briefly describe any guidance professional learning and technical assistance opportunities the LEA will make available to its schools. (0 of 1000 maximum characters used)

The district has utilized its in-service days in September and November to provide professional learning with respect to curriculum updates, suicide awareness, and data work during COVID. We will continue to provide relevant professional development at the March in-service day, as well as during PLC's and grade-level meetings. The district has created additional PLC days in order to give grade-level teams more time to work together, articulate, and plan in response to emerging needs.



Waterford Township August 2022- June 2023



August

30-31 Professional Development Day

September

1 Professional Development Day
2 & 5 Labor Day
6 First Day for Students

October

7 Early Dismissal- Teacher PLC
10 Columbus Day

November

7 & 8 Professional Development Day
9 Veteran's Day Observed
10 & 11 NJEA Convention
23 Early Dismissal- Staff & Students
24 & 25 Thanksgiving Recess

December

9 Early Dismissal- Teacher PLC
19,20,21 Early Dismissal- Parent Conferences
22 Early Dismissal- Staff & Students
23-2 Winter Recess

January

3 School Reopens
16 Martin Luther King, Jr. Day

February

17 Early Dismissal- Teacher PLC
20 Presidents' Day

April

6 Early Dismissal- Staff & Students
7-16 Spring Recess

14,13,12 (1st/2nd/3rd Snow Day)

May

29 Memorial Day

June

12-15 Early Dismissal-Teacher PLC
16 Early Dismissal Last Day of School-Students/Staff

Aug. 2022						
S	M	T	W	TH	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sept. 2022						
S	M	T	W	TH	F	S
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18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct. 2022						
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						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov. 2022						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23*	24	25	26
27	28	29	30			

Dec. 2022						
S	M	T	W	TH	F	S
				1	2	3
4	5	6	7	8	9*	10
11	12	13	14	15	16	17
18	19*	20*	21*	22*	23	24
25	26	27	28	29	30	31

■	=School Closed
■	=Early Dismissal

Calendar subject to revision due to emergency closing of school.

Three (3) emergency closing days are built into calendar.

Four (4) and beyond will be added to the end of the calendar year.

Approved by the Board of Education: July 20, 2022

Jan. 2023						
S	M	T	W	TH	F	S
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22	23	24	25	26	27	28
29	30	31				

Feb. 2023						
S	M	T	W	TH	F	S
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12	13	14	15	16	17*	18
19	20	21	22	23	24	25
26	27	28				

Mar. 2023						
S	M	T	W	TH	F	S
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Apr. 2023						
S	M	T	W	TH	F	S
						1
2	3	4	5	6*	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	TH	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2023						
S	M	T	W	TH	F	S
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4	5	6	7	8	9	10
11	12*	13*	14*	15*	16*	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

SIDEBAR AGREEMENT
TO THE COLLECTIVE NEGOTIATIONS AGREEMENT
BETWEEN THE
WATERFORD BOARD OF EDUCATION
AND THE
WATERFORD EDUCATION ASSOCIATION

WHEREAS, the Waterford Board of Education (hereinafter referred to as the “Board”) and the Waterford Township Education Association (hereinafter referred to as the “WTEA”) are Parties to a Collective Negotiations Agreement (hereinafter referred to as the “Agreement”); and

WHEREAS, the Board and WTEA desire to amend the Agreement to increase the salary amount for the position of Dean of Students; and

NOW, THEREFORE, based upon the foregoing premises and mutual promises and covenants contained herein, the parties hereby agree as follows:

1. The salary amount for the position of Dean of Students shall be a 6% differential for any employee serving in the position. The differential shall only be in effect for the years the employee is serving in the position of Dean of Students.
2. This Sidebar Agreement shall in no way be considered as forming a past practice and shall not be deemed precedent setting in any way.
3. All of the remaining terms and conditions in the Collective Negotiations Agreement not specifically addressed herein shall remain in full force and effect.

IN WITNESS WHEREOF, the Parties hereto have caused this Sidebar Agreement to be executed by the Board and the WTEA, said Sidebar Agreement is to become effective and operative upon the fixing of last signature hereto.

ATTEST:

**WATERFORD BOARD OF
EDUCATION**

Date: _____

ATTEST:

**WATERFORD TOWNSHIP
EDUCATION ASSOCIATION**

Date: _____

**RESOLUTION
AUTHORIZING THE EXECUTION OF A SIDEBAR AGREEMENT TO THE
COLLECTIVE NEGOTIATIONS AGREEMENT BETWEEN THE WATERFORD
BOARD OF EDUCATION AND THE WATERFORD TOWNSHIP EDUCATION
ASSOCIATION**

WHEREAS, the Waterford Board of Education (hereinafter referred to as the “Board”) and the Waterford Township Education Association (hereinafter referred to as the “WTEA”) are Parties to a Collective Negotiations Agreement (hereinafter referred to as the “Agreement”); and

WHEREAS, the Board and WTEA desire to amend the Agreement to increase the salary amount for the position of Dean of Students; and

WHEREAS, the parties discussed and agreed upon a Sidebar Agreement in a form attached to and made apart hereof.

NOW, THEREFORE, BE IT RESOLVED by the Waterford Township Board of Education as follows:

1. The provisions of the **WHEREAS** clauses set forth above are incorporated herein by reference and made a part hereof.
2. The Board President, Superintendent, Business Administrator and/or their designees are hereby authorized and directed to take any and all steps necessary to effectuate the Sidebar Agreement attached to and made a part hereof between the Waterford Board of Education and the Waterford Township Education Association.

WATERFORD TOWNSHIP BOARD OF EDUCATION

Job Description

**TITLE: LICENSED PROFESSIONAL COUNSELOR (LPC) /
 LICENSED CLINICAL SOCIAL WORKER (LCSW)**

QUALIFICATIONS:

1. Possess New Jersey State license for Licensed Professional Counselor (LPC) issued by NJ Professional Counselor Examiners Committee OR license for New Jersey Licensed Social Worker
2. Must maintain compliance with credentialing and continuing education units (CEU)
3. Three (3) or more years' experience working in a mental health setting, providing diagnostic assessment, evidence-based therapy services and case management
4. Demonstrates ability to work effectively with others
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Such alternatives to the above qualification as the Board may find appropriate and acceptable

REPORTS TO: Assistant Principal of Elementary Education

JOB GOAL:

To provide evidence-based screenings, diagnosis, therapy, and interventions in an outpatient context to the children and/or families within the Waterford Township School District.

PERFORMANCE RESPONSIBILITIES:

1. Provide culturally competent mental health counseling to children and families in the district.
2. Provide classroom-based Social and Emotional Learning group support.
3. Use evidence-based practice screening tools and DSM-V to determine client needs and services.
4. Apply evidence-based suicide screening tool to assess risk of self-harm and refer to crisis services when necessary.
5. Collaborate with all client supports including family members, outside agencies, school personnel when necessary and within limits of confidentiality.
6. Comply with HIPPA regulations.
7. Develop and maintain working knowledge of local resources and supports for children and families.

8. Conduct trainings, education and information sessions for school personnel.
9. Coordinate and communicate with school counselors, Child Study Team and mental health consultant.
10. Participate in required supervision, staff meetings, IEP and 504 meetings and relevant meetings related to the client.
11. Maintain accurate and up-to-date documentation.
12. Provide and maintain records of CPI trainings for district staff.
13. Support professional development initiatives in de-escalation techniques, anxiety in children, school refusal, etc.

PHYSICAL REQUIREMENTS:

Position holder must be able to see documents clearly, communicate effectively, sit for long periods of time and occasionally be able to lift up to 10 lbs.

TERMS OF EMPLOYMENT:

Ten-month position, as-needed basis. Salary to be determined by the Board of Education.

ANNUAL EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on evaluations.

I acknowledge that I have read and understand the requirements of my job as noted above.

Signature

Printed Name

Date

WATERFORD TOWNSHIP BOARD OF EDUCATION

Job Description

TITLE: CUSTODIAL SUPERVISOR

FLSA CLASSIFICATION: Non-Exempt

QUALIFICATIONS:

1. Possesses high school diploma or equivalent training/experience
2. Ability to use a computer
3. Knowledge of modern cleaning practices, including basic methods of cleaning floors, carpets, furniture, walls and fixtures
4. Ability to communicate effectively and provide direction to custodial staff
5. Demonstrates knowledge of fire/safety laws and proper handling of hazardous materials
6. Holds a valid State of New Jersey driver's license and must live in close proximity to the school district
7. **Provide Motor Vehicle Check Release Form**
8. **Must possess and maintain an acceptable driving record**
9. Satisfactory health status
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Certified Educational Facilities Manager

SUPERVISES: Custodians

JOB GOAL:

Performs daily custodial tasks while overseeing the custodial operations of individual school facilities and to ensure a safe, clean and comfortable school environment; to carry out administrative tasks required to maintain and operate the district's schools to the required standards; to ensure assignments are completed in a proper and timely manner.

PERFORMANCE RESPONSIBILITIES:

Supervision of Operations and Maintenance

1. Completes custodial reports, building condition reports and other records as required.
2. Ensures building and premises, sidewalks and other structures on school property are neat and clean.

3. Ensures daily cleaning of floor of classrooms, offices, corridors, entrances, lobbies and cafeteria.
4. Oversees a floor program to follow an established plan as outlined for each building. Program/plan should include sweeping, dry and wet mopping, vacuuming, shampooing, strip, seal and waxing (during school closings for winter and spring recess periods, NJEA Convention, and other times in accordance with district procedures.
5. Ensures custodial staff cleans and disinfects daily as needed including drinking fountains, bathroom floors, bowls, seats, urinals, and other specified areas.
6. Ensures the cleaning and servicing of all univents and filters each summer and throughout the year as needed in accordance with preventive maintenance procedures.
7. Ensures the set-up and break-down of seating in the cafeteria (or other specified room) as needed for meetings, programs and other activities.
8. Complies with procedures and local laws for disposal of trash and recyclables.
9. Ensures the inspection of grounds surrounding building for any trash or waste on a daily basis to maintain a safe and attractive appearance.
10. Takes precautions for prevention of fires; has knowledge of what to do in case of fire at school buildings and ensures custodial staff has information as well.
11. Monitors inventory levels of custodial supplies.
12. Prepares documentation (ie. work orders, supply orders, pesticide application notices, etc.) for the purpose of providing written support and/or conveying information.
13. Responds to immediate safety and/or operational concerns (ie. facility damage, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.

Supervision of Staff

1. Schedules daily tasks, supervises work of custodians and participates in daily cleaning of facilities.
2. Participates in the selection, assignment, scheduling and training of the custodial staff.
3. Monitors the time records of all custodians in the school and certifies them for salary payment.
4. If the Board of Education adopts a dress code or uniforms for custodians in order to improve security, efficiency or morale, ensures that custodians conform to the dress code. Periodically informs the Board of opportunities to improve the policy on uniforms.
5. Reports any problems with custodial personnel to Educational Facilities Manager.
6. Ensures proper coverage for work hours and special events.
7. Responsible for the evaluation of custodial staff members.

7. Assists custodial staff when needed for the purpose of supporting them in the completion of their work activities.

Other

1. Works with the Educational Facilities Manager to coordinate the custodial staff concerning shoveling, plowing, sanding walkways, driveways, and parking areas in the event of inclement weather.
2. Remains on district premises during school hours and during non-school hours when his/her attendance is required.
3. Keeps the building principals and the Educational Facilities Manager informed about the activities and accomplishments of the building custodial staff.
4. Maintains punctual and consistent attendance.
5. Ensures the mail-run between buildings is completed each day.
6. Performs other duties which may be assigned or required by law, code, regulation or Board of Education policy.

PHYSICAL REQUIREMENTS:

Position holder must be able to bend forward at the waist and is required to have full use of lower extremities. Must have the ability to rest on knees, to stand for long periods of time and be able to walk long distances. Position holder must be able to use upper body to draw, drag, haul or tug objects and to use fingers and palms to grasp objects. Must be able to hear normal conversations and have average visual ability needed to operate machinery. Must possess the ability to climb and work on roofs from ladders, lifts and scaffolding, and in confined areas such as crawl spaces. Position holder must have the ability to lift 50 pounds occasionally and 25 pounds frequently.

TERMS OF EMPLOYMENT:

Twelve-month position. Salary in accordance with the Waterford Township Education Association Agreement.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the Board's policy on evaluations of non-certified personnel.

I acknowledge that I have read and understand the requirements of my job as noted above.

Signature

Printed Name

Date

BOE APPROVED: 7.20.22

DJF:ng

JobDescription.CUSTODIAL SUPERVISOR

WATERFORD TOWNSHIP BOARD OF EDUCATION

Job Description

TITLE: SUPERINTENDENT SECRETARY

FLSA CLASSIFICATION: Hourly (Non-Exempt)

QUALIFICATIONS:

1. High school diploma or GED required
2. Business School Graduate preferred
3. Five (5) years of general or school office experience required
4. Organizational Skills
5. Ability to manage an office
6. Knowledge of word processing and database computer programs
7. Possesses excellent verbal and written communication skills
8. Such alternatives to the above as the board may find appropriate and acceptable
9. Satisfactory health status

REPORTS TO: Superintendent

JOB GOALS:

To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office.

PERFORMANCE RESPONSIBILITIES:

Superintendent Secretarial Support

1. Processes purchase orders for the superintendent.
2. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
3. Performs secretarial duties for the superintendent accurately and on a timely basis.
4. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
5. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
6. Processes incoming correspondence, places and receives telephone calls and records messages for the superintendent.
7. Approve and maintain outside distributions (flyers).
8. Maintains a schedule of appointments for the superintendent.
9. Performs all secretarial and confidential work as assigned by the superintendent.
10. Maintains petty cash account for the superintendent.
11. Create HIB report for monthly Board of Education agenda.
12. Compose letters to parents of students involved in HIB incidents.
13. Assists with the monthly Board of Education agendas and addendums.
14. Posts agendas, attachments, addendums and minutes to district website.

Student Registration

1. Processes student registrations for the district, during the summer and throughout the school year.
2. Reviews and compiles student admission applications and related documents.
3. Meets with newly enrolled students and parents to review forms and explain the enrollment process.
4. Responsible for the collection of all paperwork by responding to specific questions during the enrollment process.
5. Inputs student data into database to complete registration process.
6. Communicates with school secretary responsible for incoming students.

NJ SMART—Student Information

1. Coordinates and submits all NJ SMART reporting for the district.
2. Works with district staff in the use of the district's Student Information System regarding proper input of student enrollment and transfer information.
3. Works with district's technology coordinator and Student Information System's vendor to ensure accuracy of database with respect to NJ SMART data fields and troubleshoots problems with database including data validation errors.
4. Monitors NJ SMART and manages all student State Identification processing.
5. Generates data reports relevant to upcoming submissions indicating erroneous or potentially erroneous data for immediate correction and review by responsible staff.

Website

1. Provides information about the district to students, parents, other district residents and the news media by
 - a. Adding timely information to the website and social media sites.
 - b. Working flexible hours to post routine and emergent information
2. Supervises and coordinates the preparation and timely electronic posting of all school district publications. Creates image links and ensures content is current.
3. Troubleshoots and repairs bugs and problems. Ensures that images are delivered to the viewer at high speed and quality.
4. Devises a web request procedure/regulation that allows for regular and expedited requests and includes evaluation criteria of requested web submissions.
5. Monitors use of the website and participates in the review of electronic communications with parents, staff, outside agencies and the community. Responds to web inquiries and requests for public information about the district's policies and programs.
6. Monitors website traffic and tabulates web usage statistics and provides periodic statistical reports to the superintendent and the Board of Education.
7. Develops and maintains a listing of resources for adding content to the district's website in order to maintain good community relations.
9. Uses the district website to encourage community involvement in the schools.
10. Ensures quality and accuracy of website:
 - a. Edits web content
 - b. Optimizes web navigation
 - c. Enforces style consistency
 - d. Communicates effectively orally and in written form
 - e. Exhibits excellent grammar, punctuation, spelling and proof-reading skills

Realtime

1. Responsible to manage Realtime functions for the district including but not limited to scheduling, report cards, accounts, downloads for vendors, etc.
2. Create evaluation schedule in Realtime for administrators to observe/evaluate certified staff, according to the master schedule created for the school year by Superintendent.

Other

1. Coordinates and tracks certified and non-certified staff observations, ensuring all are signed, dated and submitted to Human Resources on a timely basis.
2. Responsible for the management of LINKIT! with duties to include creation of entry forms, verify data entry, SGO management, train teachers, analyze data, pull data for various uses such as GT, Rtl, etc.
3. Responsible for the management of Renaissance with duties to include account Set-up, analyze data, and entering data from STAR into LINKIT!
4. Responsible for the management of Follett Destiny with duties to include importing patrons and reviewing/correcting problem areas in catalog.
5. Social Media posts when requested by Administration.
6. To establish/set-up testing and maintain NJSLA, NJSLA-s and DLM databases.
7. To assist with clerical duties to update policies. Is responsible for typing and uploading the updated information.

PHYSICAL REQUIREMENTS:

Position holder must be able to see documents clearly, communicate effectively, have enough dexterity to use office equipment, and to sit for long periods of time. Occasionally be able to lift items up to 10 lbs.

TERMS OF EMPLOYMENT:

Twelve-month position. Work year and salary to be determined by the Board.

ANNUAL EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the Board of Education's policy on evaluations.

I acknowledge that I have read and understand the requirements of my job as noted above.

Signature

Printed Name

Date

BOE APPROVED: 06.27.18 / Rev. 7.20.22

BH:ng

Superintendent Secretary Job Description

WATERFORD TOWNSHIP BOARD OF EDUCATION

Job Description

TITLE: LICENSED PROFESSIONAL COUNSELOR

QUALIFICATIONS:

1. Possess New Jersey State license for Licensed Professional Counselor (LPC) issued by NJ Professional Counselor Examiners Committee
2. Minimum (1) year experience working in a child/adolescent service system provider
3. Knowledge and background in dealing with socially, emotionally and behaviorally disordered children/adolescents
4. Demonstrates knowledge of crisis management techniques, including de-escalation strategies
5. Demonstrates ability to work effectively with others
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Such alternatives to the above qualification as the Board may find appropriate and acceptable

REPORTS TO: Superintendent / Designee

JOB GOAL:

To assess and develop intervention strategies for students whose behavior hinders the student's ability to realize their full academic and personal potential and without this intervention would require a more restrictive treatment or educational setting.

PERFORMANCE RESPONSIBILITIES:

1. Design services and develop strategies in order to accomplish the goals and objectives outlined in the student's Individual Education Plan (IEP).
2. Work with classroom teacher and staff members to assist in the implementation of those plans.
3. Performs all other tasks and assumes such other duties as assigned.

PHYSICAL REQUIREMENTS:

Position holder must be able to see documents clearly, communicate effectively, sit for long periods of time and occasionally be able to lift up to 10 lbs.

TERMS OF EMPLOYMENT:

Ten-month position, as-needed basis. Salary in accordance with the WTEA ~~Support~~
Certified Staff Contract.

ANNUAL EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the
Board of Education's policy on evaluations.

I acknowledge that I have read and understand the requirements of my job as noted above.

Signature

Printed Name

Date

2022-2023 Create/Abolish Certified Staff Positions

Position	Location	Create/Abolish	UPC	FTE	Account Number
Teacher (Reading Recovery)	Atco	Abolish	30-40-BS / AMS	(.70)	11-230-100-101-00-00-060
				(.30)	20-235-100-101-00-04-060
Teacher (Reading Recovery)	Atco	Abolish	30-40-BS / AMZ	(1.0)	11-230-100-101-00-00-040
Teacher (Rtl)	Atco	Abolish	30-50-BS / AMQ	(1.0)	11-230-100-101-00-00-040
Teacher (Grade 1)	Atco	Abolish	30-50-G1 / ALC	(1.0)	20-483-100-101-00-04-000
Teacher (Grade 2)	Atco	Abolish	30-50-G2 / AMF	(1.0)	20-483-100-101-00-04-000
Teacher (Rtl)	TR	Abolish	30-45-BS / AMW	(.70)	11-230-100-101-00-00-060
				(.30)	20-235-100-101-00-04-060
Teacher (ICR)	WES	Abolish	30-50-S2 / ACI	(1.0)	11-213-100-101-00-00-100
Teacher (POR)	WES	Abolish	30-50-S2 / ANF	(1.0)	11-213-100-101-00-00-100
Teacher (Grade 5)	WES	Abolish	30-50-T1 / AOL	(1.0)	11-120-100-101-00-00-100
Teacher (Enrichment GT)	WES	Abolish	30-50-T1 / AOS	(.75)	11-120-100-101-00-99-100
				(.25)	11-130-100-101-00-99-100
Teacher (Grade 3)	WES	Abolish	30-50-C4 / APS	(.50)	11-120-100-101-00-00-100
Teacher (Grade 3)	WES	Abolish	30-50-C4 / ADT	(.50)	11-120-100-101-00-00-100
				(.50)	11-000-221-176-00-00-000
Teacher (Spanish)	WES	Abolish	30-50-S5 / ACT	(.75)	11-120-100-101-00-99-100
				(.25)	11-130-100-101-00-99-100
Teacher (Music)	WES	Abolish	30-50-M3 / ADB	(1.0)	11-120-100-101-00-99-100
Teacher (Grade 4)	WES	Abolish	30-50-G4 / ALN	(1.0)	20-483-100-101-00-04-000
Teacher (Grade 1)	Atco	Create	30-40-G1 / ARJ	1.0	11-120-100-101-00-00-040
Teacher (Grade 5)	WES	Create	30-50-G5 / ARK	1.0	11-120-100-101-00-00-100
Teacher (GT)	WES	Create	30-50-T1 / ARL	.75	11-120-100-101-00-99-100
				.25	11-130-100-101-00-99-100
Teacher (Rtl)	Atco	Create	30-40-BS / ARM	.50	11-230-100-101-00-00-040
Teacher (Rtl)	TR	Create	30-45-BS / ARN	.50	11-230-100-101-00-00-060
Teacher (Grade 3)	WES	Create	30-50-G3 / ART	1.0	20-483-100-101-00-04-000
Teacher (Grade 4)	WES	Create	30-50-G4 / ARO	.50	11-120-100-101-00-00-100
Teacher (Rtl – Gr 4)	WES	Create	30-50-BS / ARP	.50	11-230-100-101-00-00-100
Teacher SEL	TR	Create	30-45-T1 / ARQ	.33	11-110-100-101-00-99-060
Teacher (Spanish)	WES	Create	30-50-T1 / ARS	.75	11-120-100-101-00-99-100
				.25	11-130-100-101-00-99-100
Teacher (Music)	WES	Create	30-50-T1 / ARR	.75	11-120-100-101-00-99-100
				.25	11-130-100-101-00-99-100
School Counselor	TR	Create	30-45-G7 / ARU	.20	11-000-218-101-00-00-060
Dean of Students	WES	Create	30-50-88 / AQB	.50	11-000-240-104-00-00-100
LCP/LCSW	District	Create	90-10-00 ARY	.44	20-485-200-104-01-03-000
			Net Total:	(5.03)	

2022-2023 Create/Abolish Non-Certified Staff Positions

Position	Location	Create/Abolish	UPC	FTE	Account Number
Paraprofessional (Preschool)	TR	Abolish	20-45-P2 / ALU	(1.0)	20-218-100-106-00-00-060
Paraprofessional (Preschool)	TR	Abolish	20-45-P2 / AOW	(1.0)	20-218-100-106-00-00-060
Paraprofessional (Preschool-Floater)	TR	Create	20-45-P2 / ARI	1.0	20-218-100-106-00-00-060
			Net Total:	(1)	
Paraprofessional (Preschool Disabled)	TR	Abolish	20-45-PD / APB	(1.0)	11-216-100-106-00-00-060
Paraprofessional (Preschool Disabled)	TR	Abolish	20-45-S3 / AFN	(1.0)	11-216-100-106-00-00-060
Paraprofessional (Kindergarten)	TR	Abolish	20-45-K1 / AOQ	(1.0)	11-190-100-106-00-00-060
Paraprofessional (LLD)	Atco	Abolish	20-40-L1 / AIL	(1.0)	11-204-100-106-00-00-040
Paraprofessional (Grade 1)	Atco	Abolish	20-40-L1 / AFF	(1.0)	11-190-100-106-00-00-040
Paraprofessional (Grade 1)	Atco	Abolish	20-40-L1 / AFE	(1.0)	11-190-100-106-00-00-040
Paraprofessional (LLD)	WES	Abolish	20-50-L1 / AIM	(1.0)	11-204-100-106-00-00-100
Paraprofessional (LLD)	WES	Abolish	20-50-L1 / APA	(1.0)	11-204-100-106-00-00-100
Paraprofessional (General)	WES	Abolish	20-50-L1 / AOG	(1.0)	11-190-100-106-00-00-100
Permanent Teacher Substitute	District	Abolish	30-10-SP / AAP	(1.0)	11-120-100-101-00-09-000
Lead Custodian	WES	Abolish	21-10-C3 / AHG	(1.0)	11-000-262-110-00-00-000
Secretary Superintendent/Principal	Atco	Abolish	60-40-A2 / AGK	(1.0)	11-000-230-105-00-00-000
Paraprofessional (Extraordinary)	TR	Create	20-45-EX / ARC	1.0	11-000-217-106-00-00-060
Paraprofessional (Extraordinary)	TR	Create	20-45-EX / ARF	1.0	11-000-217-106-00-00-060
Paraprofessional (Kindergarten)	TR	Create	20-45-L1 / ARB	1.0	11-190-100-106-00-00-060
Paraprofessional (Kindergarten)	TR	Create	20-45-L1 / ARA	1.0	11-190-100-106-00-00-060
Paraprofessional (Extraordinary)	Atco	Create	20-40-EX / ARG	1.0	11-000-217-106-00-00-040
Paraprofessional (Extraordinary)	Atco	Create	20-40-EX / ARH	1.0	11-000-217-106-00-00-040
Custodial Supervisor	WES	Create	60-50-C3 / ARV	1.0	11-000-262-110-00-00-000
Superintendent Secretary	District	Create	22-10-AA / ARX	1.0	11-000-230-105-00-00-000
			Net Total:	(4)	

2022-2023 Certified Staff Transfers

Name	Current Location	Current Assignment	Current UPC	New Location	New Assignment	New UPC
Brutus, A.	WES	Teacher of Music	30-50-M / ADB	WES	Teacher of Music	30-50-T1 / ARR
Cohen, B.	Atco	SEL	30-40-T1 / AOI	Atco/TR	SEL	30-40-T1 / AOI 30-45-T1 / ARQ
Crone, M.	Atco	Grade 1	30-50-G1/ALC	Atco	Grade 1	30-40-G1 / ARJ
Downes, D.	WES	Grade 4	30-50-G4/ALN	WES	Grade 3	30-50-G3 / ART
Ercol, J.	Atco	Grade 2	30-40-G2/ABN	Atco	Grade 1	30-40-G1/ALJ
Farrell, K.	TR	PreK Disab	30-45-S3/AAO	TR	Preschool	30-45-P2/AAK
Garretson, C.	WES	Grades 3-6 BD	30-50-S3/AAW	WES	Grade 6 ICR	30-50-S2/AQU
Harring, B.	Atco	Superintendent/ Principal-Atco	50-10-C2 / AAD	Atco	Superintendent	50-10-C2 / AAD
Kondas, H.	WES	Principal – WES	40-50-A6/AMM	Atco	Principal – Atco	40-40-A4/AQP
Low, M.	WES	Grade 4 – Rtl	30-50-BS / ANA	WES	Grade 4 - Tchr Grade 4 - Rtl	30-50-G4 / ARO 30-50-BS / ANA
Manna, C.	WES	Teacher Coach/ Teacher K-8	30-50-C4/APR 30-50-C4/APS	WES	Principal – WES	40-50-A6/AMM
Marsh, C.	District	Permanent Teacher Subst.	80-10-SP/AMA	WES	Grade 3 POR	30-50-PO/AOM
Massaro, A.	Atco	Grade 2	30-50-G2/AMF	Atco	Grade 2	30-40-G2/ABN
Michelini, C.	WES	Grade 3 – Teacher Teacher Coach	30-50-C4/ADT	WES	Dean of Students Teacher Coach	30-50-88 / AQB 30-50-C4 / APR
Moreira, L.	WES	Teacher of Spanish	30-50-S5/ACT	WES	Teacher of Spanish	30-50-T1 / ARS
Niedoba, J.	WES	Grade 5	30-50-T1/AOL	WES	Grade 5	30-50-G5 / ARK
Oleson, E.	TR	PreK	30-45-P2/AAK	TR	Kindergarten	30-45-K1/AQX
Pagano, J.	TR	Preschool	30-45-P2/AKP	n/a	Extended LOA	N/A
Parker, D.	WES	Teacher - GT	30-50-T1/AOS	WES	30-50-T1/AOS	30-50-T1 / ARL
Rosado, E.	TR	Preschool Relief	30-45-P2/AKQ	TR	Preschool	30-45-P2/AKP
Scanzano, C.	WES	Grade 3 POR	30-50-PO/AOM	Atco	Grade 2 POR	30-40-S2/AQY
Vitagliano, S.	WES	Grade 6 ICR	30-50-S2/ACI	TR	Kindergarten ICR	30-45-S2/AQT
Wallen, D.	Atco	Reading Recovery	30-40-BS/AMZ	Atco	Grade 2 ICR	30-40-S2/AQS

2022-2023 Non-Certified Staff Transfers

Name	Current Position	Curr Loc	Curr UPC	New Position	New Loc	New UPC	Effective Date
Atkins, L.	Paraprofessional	Atco	20-40-L1 / AIL	Paraprofessional	Atco	20-40-L1 / AFD	9.01.22
Bagnell, D.	Paraprofessional	WES	20-50-L1 / AIM	Paraprofessional	WES	20-50-EX / AKZ	9.01.22
Barilotti, V.	Paraprofessional	WES	20-50-EX / AKU	Paraprofessional	WES	20-50-L1 / ANL	9.01.22
Carulli, M.	Perm. Non-Instr Substitute	District	80-10-NA / APE	Paraprofessional	TR	20-45-P2 / AOY	9.01.22
Chavez, S.	Paraprofessional	WES	20-50-L1 / ANL	Paraprofessional	WES	20-50-EX / AKU	9.01.22
Conner, P.	Paraprofessional	TR	20-45-P2 / AOZ	Paraprofessional	TR	20-45-P2 / ARI	9.01.22
Curtiss, M.	Paraprofessional	TR	20-45-EX / AQD	Paraprofessional	District	80-10-L1 / AIJ	9.01.22
Davis, N.	Paraprofessional	Atco	20-40-L1 / AFD	Paraprofessional	Atco	20-40-EX / ARG	9.01.22
Lamina, T.	Paraprofessional	TR	20-45-PD / APB	Paraprofessional	TR	20-45-P2 / AOZ	9.01.22
Luvert, W.	Paraprofessional	TR	20-45-EX / AOD	Paraprofessional	TR	20-45-L1 / ARA	9.01.22
Pedersen, M.	Paraprofessional	WES	20-50-L1 / APA	Paraprofessional	WES	20-50-L1 / AHQ	9.01.22
Simpson, R.	Paraprofessional	Atco	20-40-L1 / AFE	Paraprofessional	WES	20-50-L1 / AFK	9.01.22
Smith, C.	Paraprofessional	TR	20-50-EX / AKZ	Paraprofessional	TR	20-45-EX / ARF	9.01.22
Stites, S.	Paraprofessional	Atco	20-40-L1 / AFF	Paraprofessional	Atco	20-40-EX / ARH	9.01.22
Wood, A.	Paraprofessional	WES	20-45-L1 / AFK	Paraprofessional	TR	20-45-EX / AQM	9.01.22