

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

4002 Nurse/Private Duty Nurse

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JOB TITLE: NURSE/PRIVATE DUTY NURSE

REPORTS TO: Principal and/or Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The nurse will serve as an advocate for the health and well being of a specific medically fragile student, students, and/or staff depending on the assignment. Responsibilities may include transportation routes with medically fragile students, health screenings and services, emergency first aid, the care of those who are ill and injured while in the school, maintenance of health records, and instruction in sound health practices. A nurse for the purposes of this job description works under the supervision of a School Nurse.

QUALIFICATIONS:

The Nurse shall:

1. Hold a license as a registered professional nurse (RN) or licensed professional nurse (LPN) in New Jersey.
2. Hold and maintain a current CPR/AED certification and Professional Rescuer Certification.
3. Hold and maintain a valid driver's license with no serious violations.
4. Show evidence of successful school nurse experience including teaching of health related topics.
5. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations when school nursing services and teaching were performed.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Nurse shall be employed under the following terms:

1. Work year of ten months.
2. A Nurse working within a school building shall have a salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. A private duty nurse for an out of district student will work the ten month calendar of the out of district student, up to the number of teacher work days specified in the Readington School District calendar.
4. The private duty nurse may not be required to work on days when the out of district school is not in session. However, the work year shall not be less than the number of work days specified in the Readington School District calendar. If the private duty nurse is required to work more than the number of days in the Readington calendar, compensation shall be provided at the employee's daily rate.
5. A private duty nurse may not be in the Collective Bargaining Agreement and may negotiate salary with the Superintendent based on hours worked.
6. If the student in the out of district school is absent, the nurse shall report to the district for assignment.
7. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Nurse shall:

1. Work in concert with the school administration, School Medical Director/School Physician, School Nurse and other medical personnel who are appointed by the Board, completing appropriate records and reports and carrying out medical orders that may be issued.
2. Plan and conduct the health screening, biennial nursing assessments, health appraisals, and health surveys (e.g., blood pressure, dental, vision, hearing, height, and weight, scoliosis, assisting with athletic physicals, etc.) as established by the Board. Make referrals as indicated, and informing parents and appropriate staff of the need for corrective care (N.J.S.A. 18A:40-4 et seq., and N.J.A.C. 6A:16-2.2.).
3. Maintain and ensure the confidentiality of a complete up-to-date student health record. Such records include, but are not limited to immunization data, T.B. testing, screenings, referrals, follow-up required, and specific medical conditions.
4. Complete and submit in a timely fashion all medical forms and reports, including accident reports, as required by statute, regulation, policy, or as requested.
5. Fulfill State requirements and district policies for communicable disease control and the exclusion and readmission of pupils for reasons of health, reviewing all doctor and medical notes submitted to the school by students and parents. Provide instruction to all teachers on methods to detect the first signs of communicable disease (N.J.S.A. 18A:40-3).
6. Administer medication to students in accordance with law, Policy, and Regulation 5330.
7. Follow protocols that provide for crisis intervention for acute illness, injury and emotional disturbances.
8. Provide emergency care arising from accident and illness at school in accordance with Policy and Regulations 5330 and 8441. Make arrangements for treatment at hospitals or clinics in an emergency or when requested by the school principal.
9. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5). Ensure that all staff understand and follow established procedures.
10. Address staff annually regarding universal precautions.
11. Follow acceptable and established procedures for the disposal of medical waste.
12. Select, arrange for purchase, and store appropriate medical supplies and equipment necessary to operate a school health office. Recommend a budget to support the health services program.
13. Assist in identifying students with health problems that may interfere with effective learning. Advise the School Administrator, I & RS Team, and Child Study Team and instructional personnel when the need to make adjustments in the instructional program is required as a result of a health condition.
14. Work with community health agencies and resources to provide a comprehensive and coordinated health services program for the school and its students.
15. Participate as a health specialist on the Child Study Team and the Intervention and Referral Team in the identification and placement of students in need of Pupil Services.

16. Consult with the Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
17. Plan and implement school health management protocols for the child with chronic health problems.
18. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids. Follow district policy for Crisis Intervention and DCP&P reporting.
19. Counsel students, staff, and parents concerning health issues, care, treatment, and other community health issues.
20. Understand and communicate current developments in the health field through reading of professional journals, participation in professional development, and involvement in professional organizations.
21. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
22. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
23. Attend required staff meetings and serve, as appropriate, on staff committees.
24. Maintain in safe, clean condition, all health office equipment needed to carry out job functions and responsibilities.
25. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
26. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
27. Transportation duties include: monitoring assigned student health status during transportation routes, responding to medical emergencies, and administering authorized care following physician orders.
28. Other in-district health services may require preschool health screenings and health education lessons for off-side preschool classes.
29. Perform any duties that are within the scope of the New Jersey Nurse Practice Act, employment and certifications, as assigned by the Principal and/or Director of Pupil Services and not otherwise prohibited by law or regulation.
30. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to

be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate nursing assessment tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.
6. Function on a school bus as a transportation private duty nurse for medically fragile students.

EVALUATION:

The Principal or Director of Pupil Services shall evaluate the School Nurse in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: July 16, 2026

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PRESCHOOL PARAPROFESSIONAL

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JOB TITLE: PRESCHOOL PARAPROFESSIONAL

Position Summary

The Preschool Paraprofessional supports the implementation of a high-quality early childhood education program aligned with New Jersey Preschool Education Aid (PEA) requirements. Under the direction of the classroom teacher and school administration, the paraprofessional assists in creating a safe, nurturing, inclusive, and engaging learning environment that supports the developmental, social-emotional, behavioral, and academic growth of all preschool children.

Qualifications

The Preschool Classroom Aide shall:

1. Have graduated from High School or have possession of an approved High School Equivalent Certificate.
2. Have knowledge of early childhood teaching and school problems, practices, and procedures as they affect children.
3. Have the ability to follow written and oral instructions.
4. Have the ability to work with a variety of people.
5. Have the ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community, including difficult and emotional situations.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

Verification of Competency:

1. District application.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, professors, or other professional sources.

4. Employment interview.

Employment Terms:

The Preschool Classroom Aide shall be employed under the following terms:

1. Work year of ten months.
2. Salary, benefits, leave time, and conditions as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

Essential Responsibilities

Instructional Support

- Collaborate with the classroom teacher to prepare materials, organize learning environments, and support the daily implementation of Creative Curriculum.
- Assist with ongoing child assessment and documentation through the Teaching Strategies GOLD assessment system, including observation and data collection.
- Actively engage with children during whole-group, small-group, center-based, outdoor, and transition activities.
- Support individualized instruction and accommodations to meet the diverse needs of all learners.
- Assist with implementing developmentally appropriate practices that promote school readiness and positive child outcomes.

Student Support

- Foster positive relationships with children and create a welcoming, inclusive classroom environment.
- Support all students, including children with disabilities, developmental delays, language barriers, challenging behaviors, medical needs, and other individual learning needs.
- Implement behavior support plans, intervention strategies, and classroom management procedures as directed by the teacher and support team.
- Collect and document behavioral and instructional data as required.
- Assist children with daily routines, self-help skills, social-emotional development, and independence.

Family and Team Collaboration

- Communicate professionally and respectfully with families, staff, and community members.
- Collaborate effectively with teachers, therapists, support staff, administrators, bus personnel, and other district employees.
- Maintain confidentiality regarding students, families, and program operations in accordance with district, state, and federal regulations.
- Participate in meetings, training, and conferences as requested.

Classroom and Program Responsibilities

- Assist in maintaining a clean, safe, organized, and developmentally appropriate classroom environment.

- Participate in daily classroom and building responsibilities, including cleaning and sanitizing materials, wiping tables and furniture, organizing classroom resources, sweeping classroom areas as needed, and maintaining restroom cleanliness and safety.
- Support health, hygiene, and personal care routines for young children.
- Assist with toileting, toilet training procedures, diapering, changing clothing following accidents, handwashing routines, and other age-appropriate personal care needs in accordance with district policies and health regulations.
- Assist with arrival, dismissal, playground supervision, meals, rest time, emergency drills, and other daily routines.
- Serve as a bus aide when assigned and assist with the safe transportation of students.

Professional Responsibilities

- Participate in all required district, state, and program-specific professional development activities.
- Demonstrate a willingness to learn and implement best practices in early childhood education, inclusive practices, social-emotional development, and behavior support.
- Maintain professionalism, reliability, flexibility, and a collaborative team-oriented approach.
- Perform other duties as assigned by the classroom teacher, principal, director, or district administration.

Preferred Characteristics

- Positive, caring, and child-centered demeanor.
- Enthusiasm for working with young children and supporting their growth and development.
- Strong interpersonal, communication, and teamwork skills.
- Patience, flexibility, professionalism, and cultural responsiveness.
- Commitment to creating an inclusive environment where all children and families feel valued, respected, and supported.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey, or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all

inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

Evaluation

The Principal or Supervisor of Early Childhood shall evaluate the Preschool Classroom Aide in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: July 16, 2026

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION
4401 Transporation Supervisor
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JOB TITLE: TRANSPORATION SUPERVISOR

REPORTS TO: School Business Administrator

Supervises: Designated Transportation Staff

NATURE AND SCOPE OF JOB:

The Transportation Supervisor is responsible to direct, plan, organize, and supervise the development and implementation of safe, efficient transportation services for the complete range of curricular and extracurricular activities sponsored by the school district.

QUALIFICTIONS:

The Transportation Supervisor shall:

1. **Have a minimum of** a Bachelor's degree from an accredited college or university. Applicants not meeting this requirement may substitute additional relevant work experience on a year-for-year basis.
2. **Have a minimum of** three years of successful relevant work experience in a supervisory capacity in the area of public and/or private transportation services.
3. Have prior work experience in a school district transportation office preferred.
4. Must possess a New Jersey Pupil Transportation Supervisor Certificate.
5. Have a good driving record and a valid Class B CDL with school bus and passenger endorsement required.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

12. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPLETECNY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Transportation Supervisor shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions as negotiated.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Transportation Supervisor shall:

1. Develop and administer a transportation program to meet all requirements of the daily instructional program for all public and non public schools in the district (including applicable out-of-district placement) and extra curricular activities.
2. Ensure compliance with all laws, regulations, and Board policy related to school transportation.
3. Prepare all bus routes; determine bus stops, pick-up times, and ensure compliance with bus capacity limitations. Establish and operate uniform practices for routes and locations for stops.
4. Recruit, train and supervise the performance of all transportation personnel, and make recommendations regarding their employment, promotion and release. Establish and maintain a policy of courtesy and safety visits to the community.

5. Develop and implement a comprehensive recruiting and driver training program. Provide on-road driver supervision and maintain route assignments and road condition observations.
6. Arrange for the transportation of special needs pupils as determined by the Director of Pupil Services.
7. Work with the School Business Administrator to formulate specifications for transportation contracts with private as necessary.
8. Make recommendations for the purchase of new vehicles and assists in the preparation of bid specifications for them.
9. Provide for the maintenance and preventative maintenance of all district vehicles.
10. Prepare and administers the transportation budget.
11. Promote the safety of pupils through pre-service and regularly scheduled in-service training of bus drivers and substitute drivers . Establish, in conjunction with district administrators, guidelines for student behavior on buses.
12. Periodically inspect all Board operated buses for cleanliness and proper maintenance.
13. Plan, supervise, evaluate and maintain records on emergency bus evacuation drills at all schools, in cooperation with the building principals.
14. Respond to transportation inquiries by the public and handle all complaints.
15. Prepare all transportation records and reports as required by law, code or Board policy.
16. Coordinate the annual inspection process for all district-owned buses.
17. Advise the Superintendent on road conditions for decisions on school closing during inclement weather.
18. Conduct an annual cost analysis of the transportation operation; develop recommendations for future equipment and personnel needs.
19. Maintain an individual and permanent file on each district-owned vehicle as required by law and make said records available for inspection upon request.
20. Communicate immediately with administrators regarding accidents, incidents and/or serious problems and take appropriate action including accident investigation, follow up to include discussion with driver and assigning retraining program when and where necessary.
21. Review all driver hours and approve payroll sheets.
22. Maintain an interest in new innovations, research and new techniques in school transportation. Supervisor in-service should include but not be limited to current publications, professional organizations and current research using this information to constantly upgrade the school transportation program.

23. Maintain safety standards conforming with applicable law and insurance regulations, and implement a program of preventative safety with staff.
24. Demonstrate proficiency in the use of the district's computerized transportation system (hardware & software applications), as well as other software applications used in daily operations.
25. Conduct annual written evaluations on all transportation staff.
26. Interact cooperatively with district administrators, staff, parents, students, agencies, and individual needs.
27. Schedule regular meetings with the transportation staff to resolve issues, conduct training sessions, and share information.
28. Develop and maintain procedural manual for transportation staff.
29. Maintain a working knowledge of Board policy and procedures pertaining to the Transportation Department and submit change suggestions as needed.
30. Attend appropriate committee and staff meetings within the district.
31. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
32. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
33. Participate in appropriate in-service and workshop programs and attend any required meetings.
34. Use computers and/or electronic equipment to fulfill job functions.
35. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
36. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
37. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.
38. May be required to drive district vehicles on an as needed basis.
39. Supervise and perform removal of snow and ice on district vehicles for safety and timely opening of schools.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The School Business Administrator shall evaluate the Transportation Supervisor in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Adopted: June 8, 2022

Revised: July 16, 2026

JOB DESCRIPTION

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TRANSPORTATION
4414 Mechanic
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JOB TITLE: MECHANIC

REPORTS TO: Transportation Supervisor

SUPERVISES: Maintenance and Repair of Buses and Vans

NATURE AND SCOPE OF JOB:

The Mechanic performs varied mechanical work involved in the repair, maintenance, and servicing of buses and vans, working with various machines and hand tools common to the trade.

QUALIFICATIONS:

The Mechanic shall:

1. **Have at minimum**, successfully completed one (1) year of training in automotive technology at an accredited community college or vocational school.
2. **Have a minimum of** two (2) years' of experience as a mechanic in the repair and installation of motors and the maintenance and repair of motorized vehicles and equipment. (Applicants who do not possess the required year of formal training may substitute one additional year of experience as outlined above).
3. Have an Automotive Service Excellence (ASE) Certification in one of the following specialties from the National Institute for Automotive Service Excellence may be substituted for the formal training: A-1 Engine Repair, A-6 Electrical/Electronic Systems, A-8 Engine Performance. Automotive Service Excellence (ASE) Certification in Automobile Advanced Engine Performance and Diagnosis may be substituted for the formal training.
4. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.

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9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. Letters of reference from former employers, teachers, other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Mechanic shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time and conditions specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Mechanic shall:

1. Repair engines and components, power trains, suspension systems, and other mechanical units of buses and vans.
2. Obtain description of mechanical problems from driver of vehicle and/or test drive the vehicle or use testing equipment such as motor analyzers, spark plug testers, or compression gauges to locate and identify the problem.

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3. Locate worn, dirty, or poorly adjusted parts through visual check of vehicle or through the use of testing devices such as timing lights and dwell meters or other diagnostic equipment.
4. Remove, clean, or replace defective parts such as spark plugs, wheel cylinders, mufflers, tail pipes, or brake shoes.
5. Make settings and adjustments such as setting distributors and voltage regulators, points, gapping spark plugs, setting engine idle and timing, and adjusting brakes.
6. Remove units such as engine, transmission, or differential using wrenches and hoist.
7. Disassemble unit and inspect parts for wear using micrometers, calipers, and thickness gauges.
8. Repair or replace parts such as pistons, rods, gears, valves, and bearings using mechanic's hand tools.
9. Overhaul or replace carburetors, blowers, generators, distributors, starters, and pumps.
10. Rebuild parts such as crankshafts and cylinder blocks using lathes, shapers, drill presses, and welding equipment.
11. Rewire ignition system, lights, and instrument panel.
12. Reline and adjust brakes, align front end, repair or replace shock absorbers, and solder leaks in radiator.
13. Mend damaged body and fenders by hammering out or filling in dents and welding broken parts.
14. Replace and adjust headlights and install and repair accessories such as radios, heaters, mirrors, and windshield wipers.
15. Disassemble and rebuild components by fitting and installing needed parts such as rings, pistons, bearings, and gears.
16. Align, mesh, and connect repaired units to related mechanisms and makes adjustments to assure proper operation of units.
17. Adjust ignition timing and valves and adjust or replace spark plugs and other parts to ensure efficient engine performance.
18. Install air conditioners and service components such as compressors and condensers.

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19. Align and balance wheels and repair steering and suspension systems.
20. Adjust brakes, replace brake linings and pads, repair hydraulic cylinders, and make other repairs to the brake system.
21. Clean radiators, locate and solder leaks, and install new radiator cores in vehicles.
22. Overhaul and repair electrical systems and components.
23. Replace defective wiring and electrical units in vehicles such as starters and generators.
24. Repair and replace gear trains, couplings, hydraulic pumps, and other components of automatic transmission systems.
25. In making repair, use a variety of tools, equipment, and testing devices such as pneumatic wrenches to remove bolts; lathes and grinding machines to rebuild brakes and other parts; welding and flame cutting equipment to repair exhaust systems; ammeters, ohmmeters, and voltmeters to locate electrical system malfunction; motor analyzers, spark plug testers, or compression gauges to locate mechanical problems; wheel balancing equipment to balance wheels; scientific testing equipment to help adjust and locate malfunctions in fuel, ignition, and emission control systems; and common handtools such as screwdrivers, pliers, and wrenches to work on small parts and get to hard to reach places.
26. Consult manufacturer or other manuals or charts to identify replacement parts or ascertain specified dimensions and tolerances of components.
27. Weld broken parts and structural members.
28. Direct workers engaged in cleaning parts and assisting with assembly and disassembly of equipment.
29. Trace and locate defects and cause of mechanical problems to determine type and extent of repairs.
30. Overhaul, rebuild, repair, and service diesel, gasoline, and other types of combustion engines, automatic and non-automatic transmissions, heavy duty drive line systems, hydraulic utility systems, and controls.
31. Select and make repairs in accord with appropriate repair specifications, manuals, and procedures.

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32. Fit and install parts such as pistons, valves, bearings, gears, and cylinders to appropriate tolerances and make appropriate adjustments in accord with specifications and guidelines.
33. Connect, align, and adjust mechanical components to assure proper operation of the vehicle.
34. Repair cross driver or similar multi-system transmissions.
35. Overhaul a variety of intricate fuel injection systems.
36. Overhaul and rebuild transmissions such as those which have braking, steering, and differential systems mechanically integrated with the transmission.
37. Drive a vehicle such as a pick up truck, tow truck and so forth to various locations to service disabled motor vehicles.
38. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
39. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
40. Participate in appropriate in-service and workshop programs and attend any required meetings.
41. Use computers and/or electronic equipment to fulfill job functions.
42. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
43. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
44. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Transportation Supervisor, and not otherwise prohibited by law or regulation.
45. Maintain work area, according to OSHA standards and regulations.
46. Organize and maintain all records including, vehicle service records, maintenance and repair and state inspection documents.
47. Perform removal of snow and ice on district vehicles for safety and timely opening of schools.

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

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EVALUATION:

The Transportation Supervisor shall evaluate the Mechanic in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

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