BYRAM TOWNSHIP

SCHOOL DISTRICT



JOB DESCRIPTION

MANUAL

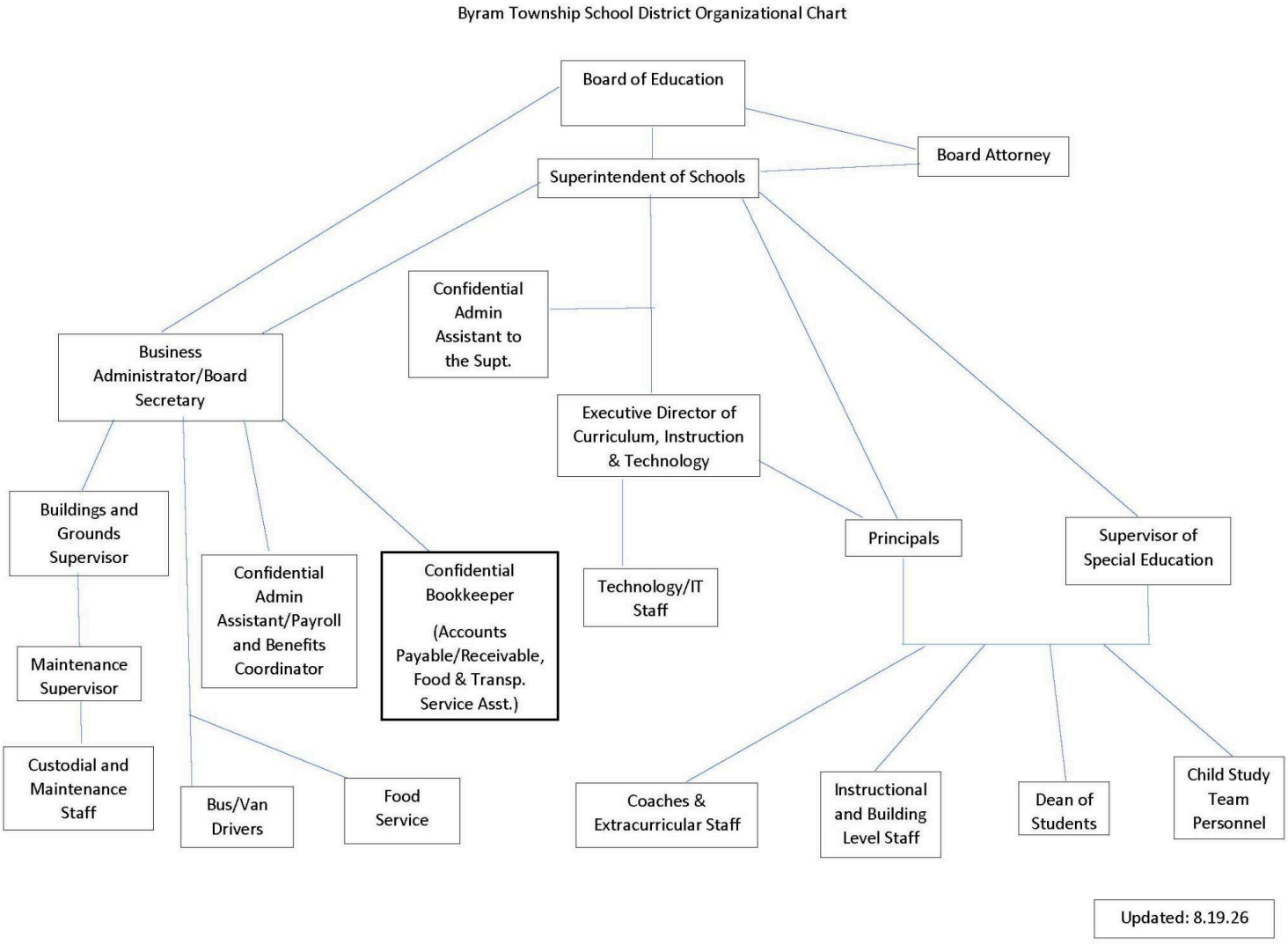
All Job Descriptions Updated: 8.19.26

TABLE OF CONTENTS

ORGANIZATIONAL CHART 3
CENTRAL OFFICE ADMINISTRATION 4
Superintendent of Schools 4
Confidential Administrative Assistant to the Superintendent 4
Attorney (Hired Professional) 4
Business Office: 4
School Business Administrator/Board Secretary (transportation) 4
Confidential Administrative Assistant to the Business Admin./Payroll & 4
Benefits Coordinator 4
Confidential Bookkeeper 4
Auditor (Hired Professional) 4
Treasurer (Hired Professional) 4
Curriculum, Instruction, and Technology Department: 4
Executive Director of Curriculum, Instruction, & Technology 4
CENTRAL MANAGEMENT SUPPORT 4
Affirmative Action Officer (School Business Administrator) 4
Buildings and Grounds Supervisor 4
Public Relations Webmaster (stipend position) 4
Grant Writer/Fund Development Manager 4
Residency Investigator (Superintendent - refer to supt. job description) 4
Civil Rights Compliance Officer Section 504 (School Business Administrator) 4
Anti-Bullying Specialist (School Counselors) 4
Anti-Bullying Coordinator (Dean of Students) 4
BUSINESS/PLANT OPERATIONS 5
Bus Driver 5
Maintenance Supervisor 5
Custodian 5
Secretary - District 5
Secretary - Building - Elementary 5
Secretary - Child Study Team 5
Secretary - Building and District Attendance Officer 5
Secretary - Building and Substitute Coordinator 5
Hall Monitor (duty as assigned - in addition to teaching/para responsibilities) 5
Door Monitor, Door Attendant (duty as assigned - in addition to teaching/para responsibilities) 5
INSTRUCTION/CURRICULUM 5
Principal 5
Teacher 5
Elementary Education Teacher 5
Library Media Specialist 5

Special Education Teacher 5
K-12 Subject Area Teacher 5
Bilingual Education Teacher, ESL, ELL 5
Health and Physical Education Teacher 5
Reading Specialist 5
Early Childhood Education Teacher 5
MTSS Coordinator (duty as assigned - in addition to teaching responsibilities) 5
Team Leader (stipend) 5
Dean of Students 5
Community School Director 5
Art Teacher 5
Substitute Teacher 5
Music Teacher 5
Interventionist 5
Gifted and Talented Teacher 5
STUDENT SERVICES 6
School Nurse 6
School Social Worker 6
Speech-Language Specialist 6
School Counselor 6
Learning Disabilities Teacher-Consultant 6
School Psychologist 6
School Physician/Medical Inspector 6
Supervisor of Special Education 6
Occupational Therapist 6
Behaviorist 6
EXTRACURRICULAR & STIPEND ACTIVITIES 6
Before/After-School Extra Help Teacher (Homework Helpers/Helping Hands) 6
Activities Advisor 6
Athletic Coach 6
Assistant Athletic Coach 6
Volunteer Athletic Coach 6
Band/Chorus Director (band and chorus are two separate positions) 6
Elementary Music Director 6
PARAPROFESSIONALS 6
Bus Aide 6
Cafeteria Aide 6
Classroom Aide 6
Special Education Aide 6
Special Education One on One Aide 6
Preschool Aide 6

ORGANIZATIONAL CHART



CENTRAL OFFICE ADMINISTRATION

Superintendent's Office:

- Superintendent of Schools
- Confidential Administrative Assistant to the Superintendent
- Attorney (Hired Professional)

Business Office:

- School Business Administrator/Board Secretary (transportation)
- Confidential Administrative Assistant to the Business Admin./Payroll & Benefits Coordinator
- Confidential Bookkeeper
- Auditor (Hired Professional)
- Treasurer (Hired Professional)

Curriculum, Instruction, and Technology Department:

- Executive Director of Curriculum, Instruction, & Technology

CENTRAL MANAGEMENT SUPPORT

Affirmative Action Officer (School Business Administrator)
Buildings and Grounds Supervisor
Public Relations Webmaster (stipend position)
Grant Writer/Fund Development Manager
Residency Investigator (Superintendent - refer to supt. job description)
Civil Rights Compliance Officer Section 504 (School Business Administrator)
Anti-Bullying Specialist (School Counselors)
Anti-Bullying Coordinator (Dean of Students)
Human Resources Department - (Superintendent's Office)

BUSINESS/PLANT OPERATIONS

Bus Driver
Maintenance Supervisor
Custodian
Secretary - District
Secretary - Building - Elementary
Secretary - Child Study Team
Secretary - Building and District Attendance Officer
Secretary - Building and Substitute Coordinator
Hall Monitor (duty as assigned - in addition to teaching/para responsibilities)
Door Monitor, Door Attendant (duty as assigned - in addition to teaching/para responsibilities)

INSTRUCTION/CURRICULUM

Principal
Teacher
- Elementary Education Teacher
- Library Media Specialist
- Special Education Teacher
- K-12 Subject Area Teacher
- Bilingual Education Teacher, ESL, ELL
- Health and Physical Education Teacher
- Reading Specialist
- MTSS Coordinator (duty as assigned - in addition to teaching responsibilities)
- Lead Teacher (stipend)
- Dean of Students
- Community School Director
- Art Teacher
- Substitute Teacher
- Music Teacher
- Interventionist
- Gifted and Talented Teacher

STUDENT SERVICES

School Nurse
School Social Worker
Speech-Language Specialist
School Counselor
Learning Disabilities Teacher-Consultant
School Psychologist
School Physician/Medical Inspector
Supervisor of Special Education
Occupational Therapist
Behaviorist

EXTRACURRICULAR & STIPEND ACTIVITIES

Before/After-School Extra Help Teacher (Homework Helpers/Helping Hands)
Activities Advisor
Athletic Coach
Assistant Athletic Coach
Volunteer Athletic Coach
Band/Chorus Director (band and chorus are two separate positions)
Elementary Music Director

PARAPROFESSIONALS

Bus Aide
Cafeteria Aide
Classroom Aide
Special Education Aide
Preschool Aide