



# **Green Township School District Job Description Manual 11/15/23**

Updated 4/18/24

69 Mackerley Road Greendell, NJ 07839  
Phone: 973-300-3800 Fax: 973-383-5705

|                                                                                     |                  |
|-------------------------------------------------------------------------------------|------------------|
| <b>Central Office Administration</b>                                                | BOE<br>Approval: |
|                                                                                     |                  |
| <b>Chief School Administrator A-1</b>                                               | 5/17/23          |
| <b>School Business Administrator, Business Administrator A-2</b>                    | 5/17/23          |
| <b>Board Secretary (no business functions) A-2a</b>                                 | 11/15/23         |
| <b>Executive Secretary A-3 (Superintendent's Admin Asst)</b>                        | 5/17/23          |
| <b>Attorney A-4</b>                                                                 | 5/17/23          |
| <b>Auditor A-5</b>                                                                  | 5/17/23          |
| <b>Treasurer A-6</b>                                                                | 5/17/23          |
| <b>Assistant to the School Business Administrator/Board Secretary A-7</b>           | 11/15/23         |
| <b>Confidential Secretary A-8 (Main Office)</b>                                     | 11/15/23         |
| <b>Payroll and Benefits Clerk/Representative A-9</b>                                | 11/15/23         |
| <b>Receptionist A-10 (Main Office)</b>                                              | 11/15/23         |
|                                                                                     |                  |
| <b>Central Management Support</b>                                                   |                  |
|                                                                                     |                  |
| <b>Affirmative Action Officer B-2</b>                                               | 11/15/23         |
| <b>Public Information Officer B-3</b>                                               | 11/15/23         |
| <b>Transportation Supervisor B-4 (Trans Clerk &amp; Accts Pay/Rec Co-ord)</b>       | 11/15/23         |
| <b>Buildings and Grounds Supervisor B-5 (Director/Supervisor Bldgs &amp; Grnds)</b> | 11/15/23         |
| <b>Food Service Supervisor B-6</b>                                                  | 11/15/23         |
| <b>Webmaster B-8</b>                                                                | 11/15/23         |
| <b>Registrar and Data Management Specialist B-9</b>                                 | 11/15/23         |
| <b>Registrar, Admission and Enrollment B-9</b>                                      | 11/15/23         |
| <b>Civil Rights Compliance Officer Section 504 B-14</b>                             | 11/15/23         |
| <b>Anti-Bullying Specialist B-15</b>                                                | 11/15/23         |
| <b>Anti-Bullying Coordinator B-16</b>                                               | 11/15/23         |
|                                                                                     |                  |
| <b>Business/Plant Operations</b>                                                    |                  |
| <b>Bus Driver C-1</b>                                                               | 4/17/24          |
| <b>Custodian C-4</b>                                                                | 11/15/23         |
| <b>Security Guard C-7</b>                                                           | 11/15/23         |
| <b>Night Shift Head Custodian – 3rd Shift C-8</b>                                   | 11/15/23         |

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|------------------------------------------------------|----------|
| <b>Instruction/Curriculum</b>                        |          |
|                                                      |          |
| <b>Principal D-1 (Principal/Coord of Instruction</b> | 11/15/23 |
| <b>Elementary Education Teacher D-2</b>              | 11/15/23 |
| <b>Library Media Specialist D-3</b>                  | 11/15/23 |
| <b>Special Education Teacher D-6</b>                 | 11/15/23 |
| <b>K-12 Subject Area Teacher D-7</b>                 | 11/15/23 |
| <b>Bilingual Education Teacher, ESL, ELL D-8</b>     | 11/15/23 |
| <b>Health and Physical Education Teacher D-9</b>     | 11/15/23 |
| <b>Reading Specialist D-11</b>                       | 11/15/23 |
| <b>Early Childhood Education Teacher D-12</b>        | 11/15/23 |
| <b>Art Teacher D-20</b>                              | 11/15/23 |
| <b>Substitute Teacher D-22</b>                       | 11/15/23 |
| <b>Music Teacher D-23</b>                            | 11/15/23 |
| <b>Basic Skills Teacher D-24</b>                     | 11/15/23 |
| <b>Title I Reading Specialist D-25</b>               | 11/15/23 |
| <b>Gifted and Talented Teacher D-26</b>              | 11/15/23 |
|                                                      |          |
| <b>Student Services</b>                              |          |
|                                                      |          |
| <b>Attendance Officer E-1</b>                        | 11/15/23 |
| <b>School Nurse E-2</b>                              | 11/15/23 |
| <b>School Social Worker E-3</b>                      | 11/15/23 |
| <b>Speech-Language Specialist E-4</b>                | 11/15/23 |
| <b>Guidance Counselor E-6</b>                        | 11/15/23 |
| <b>Learning Disabilities Teacher-Consultant E-7</b>  | 11/15/23 |
| <b>School Psychologist E-8</b>                       | 11/15/23 |
| <b>School Physician/Medical Inspector E-10</b>       | 11/15/23 |
| <b>Director of Special Education E-11</b>            | 11/15/23 |
| <b>Occupational Therapist E-12</b>                   | 11/15/23 |
| <b>Child Study Team Secretary E-14</b>               | 11/15/23 |
| <b>Behaviorist E-15</b>                              | 11/15/23 |
|                                                      |          |

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|-----------------------------------------------|----------|
| <b>Extracurricular Activities</b>             |          |
|                                               |          |
| <b>Extracurricular Activities Advisor F-1</b> | 11/15/23 |
| <b>Athletic Director F-2</b>                  | 11/15/23 |
| <b>Athletic Coach F-3</b>                     | 11/15/23 |
| <b>Assistant Athletic Coach F-5</b>           | 11/15/23 |
|                                               |          |
| <b>Paraprofessionals</b>                      |          |
|                                               |          |
| <b>Bus Aide G-1</b>                           | 11/15/23 |
| <b>Cafeteria Aide G-2</b>                     | 11/15/23 |
| <b>Classroom Aide G-3</b>                     | 11/15/23 |
| <b>Special Education Aide G-5</b>             | 11/15/23 |
| <b>Special Education One on One Aide G-6</b>  | 11/15/23 |
| <b>Preschool Aide G-9</b>                     | 11/15/23 |

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**TITLE:** SUPERINTENDENT, CHIEF SCHOOL ADMINISTRATOR

**QUALIFICATIONS:**

1. Valid New Jersey School Administrator Certificate or eligibility.
2. An earned master's degree with a major in educational administration, special education or related field such as curriculum and supervision.
3. Central office, school administration and teaching experience as determined by the board.
4. Demonstrated success with curriculum, personnel management, school finance and strategic planning.
5. Strong leadership and communication skills.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** Board of Education

**SUPERVISES:** Every district employee

**JOB GOAL:**

To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence and to oversee and administer the use of all district facilities, property, and funds with a maximum of efficiency and a minimum of waste so that each student enrolled in the district may be provided with an appropriate and effective education.

**SCOPE OF RESPONSIBILITY:**

Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and to the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties together with appropriate authority, but may not delegate nor relinquish ultimate responsibility for results or any portion of accountability.

**PERFORMANCE RESPONSIBILITIES:**

Instructional Leadership

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the goals of the school system are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives and a quality assurance report to the public.
4. Reviews with staff all curriculum guides and courses of study annually in accordance with a board adopted

evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks and time schedules.

5. Ensures implementation and evaluation of all board-approved written curriculum for all subjects and inclusion of mandated programs and the New Jersey Student Learning Standards.
6. Provides for curriculum articulation among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.
7. Encourages staff to develop programs, services and projects that reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Keeps professionally current and informed on research-based educational practices.
12. Reports to the board of education regarding educational programs and facilities of the district.

#### Personnel Administration

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to assure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal and dismissal of all certified and noncertified staff to the board.
4. Ensures that all staff is appropriately certified and is observed and evaluated annually in accordance with law and established procedures. Recommends certified and noncertified employees for contract renewal and/or tenure appointment.
5. Suspends staff.
6. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units.
7. Supervises administration of collective bargaining agreements.
8. Recommends and implements the district's professional development plan.
9. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state/federal laws. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

#### Financial Management

1. Ensures that the budget implements the district's goals.
2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises development of the annual budget, providing opportunity for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building for adherence to health and safety codes.

6. Continually assesses business management practices to achieve efficiency.
7. Ensures funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.

#### Student Services

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and who have not been classified as in need of special education.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
4. Confers annually with the administrator of each nonpublic school located in the district to plan for nursing services that may be made available pursuant to law and submits an annual written report to the executive county superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students in accordance with state and federal law and administrative code.

#### School/Community Relations

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's quality assurance report annually and submits a copy to the executive county superintendent by November 15.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develops strategies to promote parental involvement in their children's education and provides opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities and projects.

#### Superintendent's Board Responsibilities

1. Provides leadership in the implementation of the district's vision, mission, and goals.
2. Serves as a non-voting member of the board of education and a non-voting *ex-officio* member of all committees created by the board, to participate in discussions and serve as a resource. The CSA will not count toward the quorum of the committee.
3. Prepares and recommends short- and long-range plans for board approval and implements those plans when approved.

4. Attends all regular and special meetings of the board, and participates in a professional leadership role. Designates an administrative staff member to serve in his/her absence, when appropriate.
5. Knows board policy and respects the policymaking authority and responsibility of the board.
6. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring implementation of board policies.
7. Collects adequate and reliable information before making recommendations and decisions.
8. Prepares, in conjunction with the board president, agenda recommendations relative to all matters requiring board action, including all facts, information, options and reports needed to assure informed decisions. Provides advice and counsel to the board on matters before it.
9. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
10. Anticipates potential problems. Recommends policies or courses of staff action.
11. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
12. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
13. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
14. Advises the board of its responsibilities under the School Code of Ethics Act; Ensures the adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

#### Policy Development

1. As chief school executive, carries out the policies of the board, exhibiting common sense in the implementation of policy and the interpretation of policy language.
2. Advises the board of the need for new, revised or deleted policies and prepares policy drafts for board approval.
3. Supervises the effective implementation of all constitutional or statutory laws, state regulations, and board policies.
4. Makes such rules, procedures/guidelines and forms and give such instructions to school employees and students as may be necessary to implement board policy.
5. Supervises the efficient maintenance and dissemination of all board of education policy documents.
6. Acts on own discretion if action is necessary in any matter not covered by board policy, reports such action to the board as soon as practicable and prepares draft policy for review, modifications if necessary, and adoption by the board.
7. Performs such other tasks and assumes such responsibilities as assigned by the Board of Education.

**TERMS OF** Twelve months; Appointed for a period of 3-5 years; Serves in accordance

**EMPLOYMENT:** with the terms of the contract between the board and the superintendent.

Salary to be determined by the board, with approval by the executive county superintendent consistent with NJDOE regulations.

## ANNUAL

**EVALUATION:** Performance of this job will be evaluated annually and prepared by July 1 in accordance with Compliance NJ State law and the provisions of the board's policy on evaluation of the superintendent.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                                        |                                                                                                                                                                                                                              |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 13:1f-19 et seq.</u>                       | School Integrated Pest Management Act                                                                                                                                                                                        |
| <u>N.J.S.A. 18A:6-7.1-7.5</u>                          | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception                                                                                                    |
| <u>N.J.S.A. 18A:7A-10</u>                              | New Jersey Quality Single Accountability Continuum                                                                                                                                                                           |
| <u>N.J.S.A. 18A:7A-11</u>                              | Reports by school districts, commissioner; interim review                                                                                                                                                                    |
| <u>N.J.S.A. 18A:7E</u>                                 | School report card and efficiency programs                                                                                                                                                                                   |
| <u>N.J.S.A. 18A:7F-43</u>                              | School Funding Reform Act of 2008                                                                                                                                                                                            |
| <u>N.J.S.A. 18A:12-21</u>                              | School Ethics Act                                                                                                                                                                                                            |
| <u>N.J.S.A. 18A:12-24</u>                              | School officials; prohibited conduct                                                                                                                                                                                         |
| <u>N.J.S.A. 18A:16-1</u>                               | Officers and employees in general                                                                                                                                                                                            |
| <u>N.J.S.A. 18A:16-1.3</u>                             | Notification of dismissal for cause of non-tenured certificated employee                                                                                                                                                     |
| <u>N.J.S.A. 18A:16-2</u>                               | Physical examinations; requirement                                                                                                                                                                                           |
| <u>N.J.S.A. 18A:17-15-21</u>                           | Appointment of superintendents; terms                                                                                                                                                                                        |
| <u>N.J.S.A. 18A:17-24.1-24.9</u>                       | Superintendents and school business administrators shared by two or more districts; approval                                                                                                                                 |
| <u>N.J.S.A. 18A:17-46</u>                              | Act of violence; report by school employee; notice of action taken; annual report                                                                                                                                            |
| <u>N.J.S.A. 18A:27-4.1</u>                             | Appointment, transfer, removal, or renewal of officers and employees; exceptions                                                                                                                                             |
| <u>N.J.S.A. 18A:36-24 et seq.</u>                      | Missing and abused children                                                                                                                                                                                                  |
| <u>N.J.S.A. 18A:37</u>                                 | Discipline of pupils                                                                                                                                                                                                         |
| <u>N.J.S.A. 34:5A</u>                                  | N.J. Worker and Community Right to Know Act                                                                                                                                                                                  |
| <u>N.J.S.A. 52:17B-9.</u>                              | Missing child defined; marking of missing; child's 8a,-9.8c et al record; notification of requests for marked records; marking of missing child's birth certificate; notification of requests for copy of marked certificate |
| <u>N.J.A.C. 6A:5</u>                                   | Regulatory equivalency and waiver                                                                                                                                                                                            |
| <u>N.J.A.C. 6A:7</u>                                   | Managing for equality and equity in education                                                                                                                                                                                |
| <u>N.J.A.C. 6A:8</u>                                   | Standards and assessment                                                                                                                                                                                                     |
| <u>N.J.A.C. 6A:9</u>                                   | Professional licensure and standards                                                                                                                                                                                         |
| See particularly:<br><u>N.J.A.C. 6A:9-3</u>            | Professional standards for teachers and school leaders                                                                                                                                                                       |
| <u>N.J.A.C. 6A:9B</u>                                  | State board of examiners                                                                                                                                                                                                     |
| See particularly:<br><u>N.J.A.C. 6A:9B-10</u>          | Requirements for instructional certificate                                                                                                                                                                                   |
| <u>N.J.A.C. 6A:9B-11</u>                               | Requirements for administrative certification                                                                                                                                                                                |
| <u>N.J.A.C. 6A:9C</u>                                  | Professional development for teaching staff members and school leaders                                                                                                                                                       |
| See particularly:<br><u>N.J.A.C. 6A:9C-3.4 to -3.6</u> | Required professional development for teachers                                                                                                                                                                               |
| <u>N.J.A.C. 6A:9C-3.7 and -3.8</u>                     | Required professional development for school leaders                                                                                                                                                                         |
| <u>N.J.A.C. 6A:10</u>                                  | Educator effectiveness                                                                                                                                                                                                       |
| See particularly:<br><u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                                                                                                                                         |
| <u>N.J.A.C. 6A:10-8.1 et seq.</u>                      | Evaluation of chief school administrators                                                                                                                                                                                    |
| <u>N.J.A.C. 6A:14</u>                                  | Special education                                                                                                                                                                                                            |
| <u>N.J.A.C. 6A:15</u>                                  | Bilingual education                                                                                                                                                                                                          |
| <u>N.J.A.C. 6A:16</u>                                  | Programs to support student development                                                                                                                                                                                      |

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| <u>N.J.A.C.</u> 6A:17                                                                                               | Students at risk of not receiving a public education                                                     |
| <u>N.J.A.C.</u> 6A:23A                                                                                              | Fiscal accountability, efficiency and budgeting procedures                                               |
| <u>N.J.A.C.</u> 6A:26                                                                                               | Educational facilities                                                                                   |
| <u>N.J.A.C.</u> 6A:26-2                                                                                             | Educational facilities; long range facilities plan                                                       |
| <u>N.J.A.C.</u> 6A:26-3                                                                                             | Educational facilities; capital project review                                                           |
| <u>N.J.A.C.</u> 6A:27                                                                                               | Transportation                                                                                           |
| <u>N.J.A.C.</u> 6A:30                                                                                               | Evaluation of the performance of school districts                                                        |
| <u>N.J.A.C.</u> 6A:32                                                                                               | School operations                                                                                        |
| <u>N.J.A.C.</u> 6A:32-3.2                                                                                           | Requirements for the code of ethics for school board members and charter school board of trustee members |
| <u>N.J.A.C.</u> 6A:32-7.3                                                                                           | Pupil records                                                                                            |
| <u>N.J.A.C.</u> 12:100-4.2                                                                                          | Occupational Safety & Health Standards Adoption by reference                                             |
| 42 <u>U.S.C.</u> 12101 et seq -                                                                                     | Americans with Disabilities Act ( <u>ADA</u> )                                                           |
| 29 <u>CFR</u> 1910.1030 -                                                                                           | Bloodborne Pathogens Standard,                                                                           |
| 20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act ( <u>IDEA</u> ), reauthorized 1997, P.L. 105-17 |                                                                                                          |
| (formerly the Education for All Handicapped Act)                                                                    |                                                                                                          |
| Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.                                       |                                                                                                          |
| 29 <u>CFR</u> 1910.1450 - Occupational Exposure to Hazardous Chemicals in Laboratories Standard                     |                                                                                                          |

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**TITLE: SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**QUALIFICATIONS:**

1. Valid New Jersey School Business Administrator Certificate or eligibility
2. Valid CPA license
3. Minimum experience as determined by the board
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
5. Knowledge of accepted business practices in school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning
6. Demonstrated organizational, communication and interpersonal skills
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** All custodial, maintenance, food service, transportation and child care personnel and business operations staff

**JOB GOAL:** To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

**PERFORMANCE RESPONSIBILITIES:**

1. Prepares the annual school budget with input from the Superintendent, staff and Board of Education members, and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as general accountant for the board. Keeps accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assumes responsibility for the audit of all claims, invoices and demands against the board, presents them for board approval and submits them to the treasurer of school moneys for payment.
4. Collects tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer.
5. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and board policies.
6. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
7. Is responsible for the multi-year (3-5 years) comprehensive maintenance plan and the district's long-range facilities master plan.

8. Is responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel.
9. Administers the district's insurance/risk management program.
10. Is responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
11. Assists the superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.
12. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
13. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
14. Is responsible for investment of board funds in accordance with statute and board policy.
15. Assists the superintendent and the board in developing and updating policies for all aspects of the school business operation.
16. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
17. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the district's records management officer.
18. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings.
19. Records all proceedings of board meetings, prepares the official meeting minutes and handles all correspondence of the board.
20. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
21. Presides at the annual reorganization meeting of the board until such time as a president is elected.
22. Administers the oath of office to newly elected board members.
23. Files with the county superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check, if necessary.
24. Annually develops and transmits to the county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

25. Notifies the county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the county superintendent of new administrators or supervisors appointed after the April 30 filing date.
26. Prior to the annual submission to the county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
27. Provides to the county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed Persons who have failed to file as required under the law.
28. Notifies the New Jersey School Boards Association of the names of newly- elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.
29. Performs such other duties as may be prescribed by law or assigned by the superintendent.

#### TERMS OF

EMPLOYMENT: Twelve months. Contract terms and salary to be determined by the board.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of state law, administrative code, and the board's policy on evaluation of the business administrator/board secretary.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### LEGAL REFERENCES:

|                                  |                                                                                                                                   |
|----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 13:1F-19 et seq.</u> | School Integrated Pest Management Act                                                                                             |
| <u>N.J.S.A. 18A:4-14</u>         | Uniform system of bookkeeping for all school districts                                                                            |
| <u>N.J.S.A. 18A:6-7.17.5</u>     | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception         |
| <u>N.J.S.A. 18A:7F</u>           | Comprehensive Educational Improvement and Financing Act                                                                           |
| <u>N.J.S.A. 18A:7G</u>           | Education Facilities Construction and Financing Act                                                                               |
| <u>N.J.S.A. 18A:12</u>           | School Ethics Act                                                                                                                 |
| <u>N.J.S.A. 18A:16-1</u>         | Officers and employees in general                                                                                                 |
| <u>N.J.S.A. 18A:16-2</u>         | Physical examinations; requirement                                                                                                |
| <u>N.J.S.A. 18A:17-1</u>         | Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office |
| <u>N.J.S.A. 18A:17-2</u>         | Tenure of secretaries, assistant secretaries, school secretarial and clerical employees                                           |
| <u>N.J.S.A. 18A:17-5</u>         | Appointment of secretary; terms; compensation; vacancy                                                                            |
| <u>N.J.S.A. 18A:17-6</u>         | Bond of secretary                                                                                                                 |
| <u>N.J.S.A. 18A:17-7</u>         | Secretary to give notices and keep minutes, etc.                                                                                  |
| <u>N.J.S.A. 18A:17-8</u>         | Secretary; collection of tuition and auditing of accounts                                                                         |
| <u>N.J.S.A. 18A:17-9</u>         | Secretary; report of appropriations, etc.                                                                                         |
| <u>N.J.S.A. 18A:17-10</u>        | Secretary; annual report                                                                                                          |
| <u>N.J.S.A. 18A:17-11</u>        | Secretary; taking oaths                                                                                                           |
| <u>N.J.S.A. 18A: 17-12</u>       | Secretary; annual financial report to the commissioner                                                                            |
| <u>N.J.S.A. 18A:17-12.1-12.2</u> | Secretary; retirement or pension; amount                                                                                          |

|                                    |                                                                                                                  |
|------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:17-13</u>          | Assistant and acting secretaries; appointment, powers and duties                                                 |
| <u>N.J.S.A. 18A:17-14</u>          | Clerks in the secretary's office                                                                                 |
| <u>N.J.S.A. 18A:17-14.1</u>        | Appointment of school business administrator; may act as secretary; duties; etc.                                 |
| <u>N.J.S.A. 18A:17-14.2</u>        | Qualifications                                                                                                   |
| <u>N.J.S.A. 18A:17-14.3</u>        | Secretary or business manager appointed school administrator; tenure                                             |
| <u>N.J.S.A. 18A:17-24.1-24.9</u>   | Superintendents and school business administrators shared by two or more school districts; approval              |
| <u>N.J.S.A. 18A:18A</u>            | Public School Contract Law                                                                                       |
| <u>N.J.S.A. 18A:19</u>             | Expenditure of Funds; Audit and Payment of Claims                                                                |
| <u>N.J.S.A. 18A:21</u>             | Capital projects                                                                                                 |
| <u>N.J.S.A. 18A:22</u>             | Budget and Appropriations                                                                                        |
| <u>N.J.S.A. 18A:23-4</u>           | Preparation and distribution of synopsis or summary                                                              |
| <u>N.J.S.A. 18A:28-5</u>           | Tenure of teaching staff members                                                                                 |
| <u>N.J.S.A. 18A:33</u>             | Facilities in general                                                                                            |
| <u>N.J.S.A. 18A:39</u>             | Transportation to and from schools                                                                               |
| <u>N.J.S.A. 19:60</u>              | School election                                                                                                  |
| <u>N.J.S.A. 34:5A-1 et seq.</u>    | N. J. Worker and Community Right to Know Act                                                                     |
| <u>N.J.S.A. 47:1A</u>              | Public access to government records                                                                              |
| <u>N.J.A.C. 6A:7</u>               | Managing for equality and equity in education                                                                    |
| <u>N.J.A.C. 6A:9</u>               | Professional standards                                                                                           |
| See particularly:                  |                                                                                                                  |
| <u>N.J.A.C. 6A:9-3.4</u>           | Professional standards for school leaders                                                                        |
| <u>N.J.A.C. 6A:9B</u>              | Professional licensure and standards                                                                             |
| See particularly:                  |                                                                                                                  |
| <u>N.J.A.C. 6A:9B-12.3</u>         | Authorization                                                                                                    |
| <u>N.J.A.C. 6A:9B-12.7</u>         | School business administrator                                                                                    |
| <u>N.J.A.C. 6A:9B-13</u>           | Acting Administrators                                                                                            |
| <u>N.J.A.C. 6A:9C</u>              | Professional development for teachers and school leaders                                                         |
| See particularly:                  |                                                                                                                  |
| <u>N.J.A.C. 6A:9C-3</u>            | Required professional development for teachers and school leaders                                                |
| <u>N.J.A.C. 6A:10</u>              | Educator effectiveness (evaluation)                                                                              |
| <u>N.J.A.C. 6A:16 -1.3 and 3.1</u> | Prohibition of substance smoking and tobacco use on school grounds                                               |
| <u>N.J.A.C. 6A:17</u>              | Education for homeless children and student in state facilities                                                  |
| <u>N.J.A.C. 6A:23A</u>             | Fiscal accountability, efficiency and budgeting procedures                                                       |
| <u>N.J.A.C. 6A:25</u>              | Qualified zone academy bonds                                                                                     |
| <u>N.J.A.C. 6A:26</u>              | Educational facilities                                                                                           |
| <u>N.J.A.C. 6A:26-2</u>            | Long range facilities plans                                                                                      |
| <u>N.J.A.C. 6A:26-3</u>            | Capital project review                                                                                           |
| <u>N.J.A.C. 6A:26A</u>             | District comprehensive maintenance plans                                                                         |
| <u>N.J.A.C. 6A:27</u>              | Student transportation                                                                                           |
| <u>N.J.A.C. 6A:30</u>              | Evaluation of the performance of school districts                                                                |
| <u>N.J.A.C. 6A:32</u>              | District operations                                                                                              |
| <u>N.J.A.C. 6A:32-3.2</u>          | Requirements for the code of ethics for district board of education members and charter school board of trustees |
| <u>N.J.A.C. 6A:32-6.1</u>          | Requirements of physical examinations                                                                            |
| <u>N.J.A.C. 8:59-11.1 et. seq.</u> | N. J. Worker and Community Right to Know Act                                                                     |
| <u>N.J.A.C. 12:100-4.2</u>         | Safety and health standards for public employees occupational exposure to bloodborne pathogens                   |

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986,

29 CFR 1910.1030 Bloodborne Pathogens Standard

Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq.

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**TITLE: SCHOOL BOARD SECRETARY**

**QUALIFICATIONS:**

1. Minimum experience as determined by the board.
2. Demonstrated ability to prepare an agenda.
3. Demonstrated ability to prepare accurate minutes that include correctly recording the motions, seconds and individual votes of the board members.
4. Demonstrated organizational, communication and interpersonal skills.
5. Knowledge of the statutes and regulations governing school board operations and record-keeping, such as N.J.S.A. 18A-10 Boards of Education, Constitution; Organization; Meetings
6. Familiarity with court cases interpreting statutes and regulations on Board meetings, the Sunshine Law, public records, and the School Ethics Act.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status will be required for employees of the district.
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** Lead Person/Board of Trustees

**SUPERVISES:** No supervisory functions

**JOB GOAL:**

To work closely with the Board President, the Lead Person and the Business Administrator prepare a timely and complete agenda and to prepare accurate minutes that include correctly recording the motions, seconds and individual votes of the board members, in order to help achieve the educational goals of the district.

**PERFORMANCE RESPONSIBILITIES:**

Board meetings

Works closely with the Board President, the Lead Person and the Business Administrator to prepare a timely and complete agenda and to prepare accurate minutes that include correctly recording the motions, seconds and individual votes of the board members.

Record Keeping

1. Assists the Lead Person and the board in developing and updating policies for all aspects of the school business operation.
2. Safeguards and maintains all records and papers of the board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
3. Is responsible for the retention and destruction of public documents in accordance with state law and retention schedules and serves as the records management officer.
4. Ensures that Board meetings are advertised and held in accordance with the Sunshine Law.

### Board Relations/Elections

1. Notifies all board members of regular and special meetings. Calls special meetings whenever requested by the board president or by a petition signed by a majority of the board. Attends all board meetings.
2. Records all proceedings of board meetings; prepares the official meeting minutes and handles all correspondence of the board.
3. Performs duties related to school elections as required by law and works cooperatively with the county board of elections, the county clerk and district board of elections in facilitating all regular and special school elections.
4. Presides at the annual reorganization meeting of the board until such time as a president is elected. Administers the oath of office to newly elected board members.

### Reporting Requirements

1. Annually develops and transmits to the executive county superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
2. Notifies the executive county superintendent of the names of newly elected or appointed board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the executive county superintendent of new administrators or supervisors appointed after the April 30 filing date.
3. Prior to the annual submission to the executive county superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.
4. Provides to the executive county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
5. Notifies the New Jersey School Boards Association of the names of newly-elected or appointed school board members in a timely manner to ensure the fulfillment of training required by the School Ethics Act.

### Miscellaneous Provisions

Performs such other duties as may be prescribed by law or assigned by the Lead Person or the board.

#### **TERMS OF**

**EMPLOYMENT:** Twelve months. Contract terms, Salary to be set 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's policy on evaluations.

**Approved by:** Green Township BOE

**Date:** 11/15/23

**Revised:**

#### **LEGAL REFERENCES:**

\*Effective September, 1991 a school board secretary who performs regulated functions as described in N.J.A.C. 6A:9-12.3 (d) must be certified as a school business administrator. In accordance with N.J.A.C. 6A:9-12.3 (j), a board secretary

who lacks certification but was assigned prior to September 1, 1991 to perform business administration functions shall be permitted to retain his/her position in the district but will be required to meet requirements for the provisional certificate in order to seek employment in a new position in another district.

|                                    |                                                                                                                                   |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 13:1F-19 et seq.</u>   | School Integrated Pest Management Act                                                                                             |
| <u>N.J.S.A. 18A:4-14</u>           | Uniform system of bookkeeping for all school districts                                                                            |
| <u>N.J.S.A. 18A:6-7.17.5</u>       | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception         |
| <u>N.J.S.A. 18A:7F</u>             | Comprehensive Educational Improvement and Financing Act                                                                           |
| <u>N.J.S.A. 18A:7G</u>             | Education Facilities Construction and Financing Act                                                                               |
| <u>N.J.S.A. 18A:12</u>             | School Ethics Act                                                                                                                 |
| <u>N.J.S.A. 18A:16-1</u>           | Officers and employees in general                                                                                                 |
| <u>N.J.S.A. 18A:16-2</u>           | Physical examinations; requirement                                                                                                |
| <u>N.J.S.A. 18A:17-1</u>           | Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office |
| <u>N.J.S.A. 18A:17-2</u>           | Tenure of secretaries, assistant secretaries, school secretarial and clerical employees                                           |
| <u>N.J.S.A. 18A:17-5</u>           | Appointment of secretary; terms; compensation; vacancy                                                                            |
| <u>N.J.S.A. 18A:17-6</u>           | Bond of secretary                                                                                                                 |
| <u>N.J.S.A. 18A:17-7</u>           | Secretary to give notices and keep minutes, etc.                                                                                  |
| <u>N.J.S.A. 18A:17-8</u>           | Secretary; collection of tuition and auditing of accounts                                                                         |
| <u>N.J.S.A. 18A:17-9</u>           | Secretary; report of appropriations, etc.                                                                                         |
| <u>N.J.S.A. 18A:17-10</u>          | Secretary; annual report                                                                                                          |
| <u>N.J.S.A. 18A:17-11</u>          | Secretary; taking oaths                                                                                                           |
| <u>N.J.S.A. 18A: 17-12</u>         | Secretary; annual financial report to the commissioner                                                                            |
| <u>N.J.S.A. 18A:17-12.1-12.2</u>   | Secretary; retirement or pension; amount                                                                                          |
| <u>N.J.S.A. 18A:17-13</u>          | Assistant and acting secretaries; appointment, powers and duties                                                                  |
| <u>N.J.S.A. 18A:17-14</u>          | Clerks in the secretary's office                                                                                                  |
| <u>N.J.S.A. 18A:17-14.1</u>        | Appointment of school business administrator; may act as secretary; duties; etc.                                                  |
| <u>N.J.S.A. 18A:17-14.2</u>        | Qualifications                                                                                                                    |
| <u>N.J.S.A. 18A:17-14.3</u>        | Secretary or business manager appointed school administrator; tenure                                                              |
| <u>N.J.S.A. 18A:17-24.1-24.9</u>   | Superintendents and school business administrators shared by two or more school districts; approval                               |
| <u>N.J.S.A. 18A:18A</u>            | Public School Contract Law                                                                                                        |
| <u>N.J.S.A. 18A:19</u>             | Expenditure of Funds; Audit and Payment of Claims                                                                                 |
| <u>N.J.S.A. 18A:21</u>             | Capital projects                                                                                                                  |
| <u>N.J.S.A. 18A:22</u>             | Budget and Appropriations                                                                                                         |
| <u>N.J.S.A. 18A:23-4</u>           | Preparation and distribution of synopsis or summary                                                                               |
| <u>N.J.S.A. 18A:28-5</u>           | Tenure of teaching staff members                                                                                                  |
| <u>N.J.S.A. 18A:33</u>             | Facilities in general                                                                                                             |
| <u>N.J.S.A. 18A:39</u>             | Transportation to and from schools                                                                                                |
| <u>N.J.S.A. 19:60</u>              | School election                                                                                                                   |
| <u>N.J.S.A. 34:5A-1 et seq.</u>    | N. J. Worker and Community Right to Know Act                                                                                      |
| <u>N.J.S.A. 47:1A</u>              | Public access to government records                                                                                               |
| <u>N.J.A.C. 6A:7</u>               | Managing for equality and equity in education                                                                                     |
| <u>N.J.A.C. 6A:10</u>              | Educator effectiveness (evaluation)                                                                                               |
| <u>N.J.A.C. 6A:16 -1.3 and 3.1</u> | Prohibition of substance smoking and tobacco use on school grounds                                                                |
| <u>N.J.A.C. 6A:17</u>              | Education for homeless children and student in state facilities                                                                   |
| <u>N.J.A.C. 6A:23A</u>             | Fiscal accountability, efficiency and budgeting procedures                                                                        |
| <u>N.J.A.C. 6A:25</u>              | Qualified zone academy bonds                                                                                                      |
| <u>N.J.A.C. 6A:26</u>              | Educational facilities                                                                                                            |
| <u>N.J.A.C. 6A:26-2</u>            | Long range facilities plans                                                                                                       |
| <u>N.J.A.C. 6A:26-3</u>            | Capital project review                                                                                                            |
| <u>N.J.A.C. 6A:26A</u>             | District comprehensive maintenance plans                                                                                          |
| <u>N.J.A.C. 6A:27</u>              | Student transportation                                                                                                            |
| <u>N.J.A.C. 6A:30</u>              | Evaluation of the performance of school districts                                                                                 |
| <u>N.J.A.C. 6A:32</u>              | District operations                                                                                                               |

|                                                                              |                                                                                                                  |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| <u>N.J.A.C. 6A:32-3.2</u>                                                    | Requirements for the code of ethics for district board of education members and charter school board of trustees |
| <u>N.J.A.C. 6A:32-6.1</u>                                                    | Requirements of physical examinations                                                                            |
| <u>N.J.A.C. 8:59-11.1 et. seq.</u>                                           | N. J. Worker and Community Right to Know Act                                                                     |
| <u>N.J.A.C. 12:100-4.2</u>                                                   | Safety and health standards for public employees occupational exposure to bloodborne pathogens                   |
| 8 <u>U.S.C.A. 1100 et seq.</u>                                               | Immigration Reform and Control Act of 1986,                                                                      |
| 29 <u>CFR 1910.1030</u>                                                      | Bloodborne Pathogens Standard                                                                                    |
| Every Student Succeeds Act of 2015, Pub. L. 114-95, 20 U.S.C.A. 6301 et seq. |                                                                                                                  |

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**TITLE: SUPERINTENDENT'S ADMINISTRATIVE ASSISTANT**

**QUALIFICATIONS:**

1. High school diploma; secretarial training
2. Minimum experience in general or school office work as determined by the board
3. Knowledge of automated office equipment and excellent word processing and secretarial skills
4. Strong analytical, communication and human relations skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** Secretarial and clerical staff assigned to the superintendent's office

**JOB GOAL:**

To serve as the superintendent's confidential secretary; supervise all administrative secretarial duties in the superintendent's office and coordinate school-level and district wide administrative activities.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
2. Performs all secretarial and confidential work as assigned by the superintendent.
3. Supervises the activities of all other secretarial and clerical personnel assigned to the superintendent's office.
4. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
5. Maintains personnel records of all staff members.
6. Maintains a regular filing system, as well as a set of locked confidential files.
7. Processes incoming correspondence.
8. Places and receives telephone calls and records messages for the superintendent.
9. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
10. Oversees all aspects of the hiring process; receiving applications; verifying credentials and prepares documentation for board approval.
11. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
12. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
13. Responsible for all aspects of NJ SMART as related to STAFF / SMID.
14. Responsible for record keeping of staff attendance, reconciling, ensuring accuracy of the data and

providing support as necessary to staff members as they manage their time in the system.

15. Supports the Child Care program coordinator as needed.

16. Handles billing for the Child Care program.

17. Performs other related duties as may be assigned by the superintendent.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education

## **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

|                                       |                                                   |
|---------------------------------------|---------------------------------------------------|
| <u>N.J.S.A.</u> 18A:6-7.1-7.5         | Criminal history record                           |
| <u>N.J.S.A.</u> 18A:16-1              | Officers and employees in general                 |
| <u>N.J.S.A.</u> 18A:16-2              | Physical examinations; requirements               |
| <u>N.J.S.A.</u> 18A:17-2              | Tenure of secretarial and clerical employees      |
| <u>N.J.S.A.</u> 18A:17-24             | Clerks in superintendent's office                 |
| <u>N.J.A.C.</u> 6A:32-6               | School employee physical Examinations             |
| 8 <u>U.S.C.A.</u> 1100 <u>et seq.</u> | <u>Immigration Reform and Control Act of 1986</u> |

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**TITLE:** AUDITOR

**QUALIFICATIONS:**

1. Public School Accountant License
2. Minimum experience in public accounting as determined by the board
3. Knowledge of laws governing the fiscal affairs of school districts
4. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment (only if a regular employee of the district)

**REPORTS TO:** Board of Education

**JOB GOAL:** To ensure integrity in the transaction of the school district's financial affairs.

**PERFORMANCE RESPONSIBILITIES:**

- A. Annually examines financial documents, records and accounts not later than four months after the end of the school fiscal year. Determines the propriety of transactions, whether all transactions have been properly recorded, and statements drawn for accounts reflect an accurate picture of the financial operations and financial status of the district.
- B. Contents of the Audit
  1. The annual audit is to be conducted pursuant to the Audit Program-Financial Accounting for New Jersey School Districts to include the books, accounts and monies and a verification of all cash and bank balances of the Board of Education, and any officer or employee of any organization conducted under the auspices of the District. The audit should include the review of the following areas:
    - a. General Fund;
    - b. Special Revenue Funds;
    - c. Capital Projects Funds;
    - d. Enterprise Funds and Internal Service Funds;
    - e. Private Purpose Trust and Agency Funds;
    - f. Student Activity Funds.
  2. In addition to the above, the audit must include the procedures listed below:
    - a. Review of budget line items transfers for compliance with N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.11 to determine whether amounts transferred were used for the approved purposes;
    - b. Review of appropriations from fund balances for compliance with N.J.S.A. 18A:22-8.1 to determine whether fund balances were used for approved purposes;
    - c. Review of expenditures to determine whether they have been appropriately classified consistent with the Uniform Minimum Chart of Accounts (Handbook 2R2) for New Jersey School Districts pursuant to N.J.S.A. 18A:4-14;
    - d. Review of budgeted expenditure/appropriation accounts for compliance with N.J.A.C. 6A:23A-4.3-4.4

- e. Review of equipment expenditures charged within general fund, capital outlay for compliance with N.J.A.C. 6A:23A-10.2;
  - f. Review of expenditures charged within general fund, capital outlay and capital projects fund to determine appropriateness of such expenditures and compliance with capital ordinances. A determination of whether general fund, capital outlay expenditures were made in accordance with the purposes described on the associate supporting budget documentation presented on the DOE diskette and approved by the executive county superintendent must be included;
  - g. Review of expenditures charged to the Special Revenue (Fund 20);
  - h. Review of accounts payable and encumbrances for both the preceding and current year to determine compliance with GAAP. A determination of whether accounts payable and encumbrances were liquidated timely and the amount; percentage of canceled or aged (over 90 days) payables and encumbrances must be included.
- C. A review of all consultants' compensation for compliance with the IRS regulations and a determination of consultant or employee status based on IRS guidelines.
- D. Evaluates the system of internal audits.
- E. Works closely and cooperatively with the board's financial officer and the treasurer of school moneys.
- F. Prepares and submits to the board a report of each annual audit and recommendations for improvement of fiscal accounting procedures.
- G. Files two copies of the annual audit and synopsis with recommendations in the NJDOE Office of the Commissioner. The final audit report shall be prepared as required by directions specified in the Audit Program, as revised, and completed and submitted no later than the date, as noted in the Audit Program. The district shall submit to the State Department of Education the Audit Summary Worksheet diskette, transmittal letter, and supplemental data for tuition cost per pupil.
- H. Fraud, Suspicion of Fraud or Unauditable Conditions
- 1. Upon the suspicion of or recognition of fraud, major accounting system deficiencies or major misstatements of accounts, the auditor shall immediately contact the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education.
  - 2. Firms will be required to produce a written report of the fraud or suspicion of fraud to the Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education.
  - 3. If the contractor determines at any time during an engagement that the records are unauditable or a disclaimer of opinion is necessary, the contractor is required to notify the Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education immediately.
  - 4. Within five (5) days of such verbal notification, a follow-up letter is required, which details the reason why the agency is unauditable or why a disclaimer of opinion is necessary.
  - 5. The contractor should not proceed to perform any further work until advised by the School Business Administrator and the Director of the Office of Compliance, New Jersey Department of Education.
- I. Exit Conference
- 1. Upon completion of the audit, and prior to submission of the final report, or at any time so designated by the School Business Administrator or as deemed necessary by the contractor, the contractor will meet with the School Business Administrator or his designated liaison to discuss audit findings.
- J. Performs related duties as may be required by the board.

## **TERMS OF**

**EMPLOYMENT:** Appointed annually to serve at the pleasure of the board.

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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**Legal References:**

|                              |                                                                         |
|------------------------------|-------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:4-14</u>     | Uniform system of bookkeeping for all school districts                  |
| <u>N.J.S.A. 18A:23-1</u>     | Audit when and how made                                                 |
| <u>N.J.S.A. 18A:23-2</u>     | Scope of the audit                                                      |
| <u>N.J.S.A. 18A:23-3</u>     | Filing of recommendations; publication                                  |
| <u>N.J.S.A. 18A:23-7</u>     | Report signed by auditor                                                |
| <u>N.J.S.A. 18A:23-8</u>     | Audit made by licensed public school accountant                         |
| <u>N.J.S.A. 18A:23-9</u>     | Declaration of accountant                                               |
| <u>N.J.A.C. 6A:23A-16</u>    | Double entry bookkeeping and GAAP accounting in local schools districts |
| <u>N.J.A.C. 6A:23A-16.24</u> | Principals and directives for accounting and reporting                  |

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**TITLE:** TREASURER OF SCHOOL MONEYS

**QUALIFICATIONS:**

1. Employment as municipal custodian of moneys or tax collector, as prescribed by law.
2. Bonded for faithful performance of duties
3. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Board of Education

**JOB GOAL:** To handle all of the district's moneys, accounting for all receipts and expenditures.

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as the custodian of school moneys, to receive, promptly deposit and hold in trust within the officially designated depositories all moneys paid to the school district.
2. Pays out school moneys only on warrants made payable to the person entitled to receive payment. Ensures that the object for which the warrant is issued is specified and that the warrant is signed by the board president, the board secretary/business administrator and the treasurer.
3. Receives school employee payrolls and issues a warrant for the full amount of each payroll certified by the board president and the board secretary/business administrator; deposits the warrants in a separate payroll account; and issues individual checks drawn on such accounts to each employee.
4. Keeps in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the state board of education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
5. Renders a monthly report to the board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
6. Renders an annual report to the board at the close of the school year showing the amounts received and disbursed during the school year, and files a copy of the report with the executive county superintendent.
7. Pays over the balance of school funds in his/her hands to his/her successor.
8. Performs such other duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the board of education in accordance with law.

**TERMS OF**

**EMPLOYMENT:** Appointed in accordance with law. Salary to be determined annually by the board.

[Note: The Governor signed legislation on July 6, 2010, S-1287 (Van Drew), which makes the position of treasurer of school monies optional for a school district or charter school. If the district or charter school determines not to have a treasurer, the duties are carried out by the board secretary.]

## ANNUAL

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

N.J.S.A. 18A:13-14 Treasurer of school moneys, appointment; term; bond  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:17-31 Treasurers of school moneys; who to act  
N.J.S.A. 18A:17-32 Bond of treasurer  
N.J.S.A. 18A:17-33 Compensation  
N.J.S.A. 18A:17-34 Receipt and disposition of moneys  
N.J.S.A. 18A:17-35 Records of receipts and payments  
N.J.S.A. 18A:17-36 Accounting, monthly and annual reports  
N.J.S.A. 18A:19 Expenditure of funds; audit and payment of claims  
N.J.S.A. 18A:24-59 Payment of principal and interest of obligations  
N.J.A.C. 6A:23A-16.4 Minimum bond requirements for treasurer of school moneys

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**TITLE:** ASSISTANT TO THE SCHOOL BUSINESS ADMINISTRATOR

**QUALIFICATIONS:**

1. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
2. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
3. Minimum experience as determined by the board
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Demonstrated organizational, communication and interpersonal skills

**REPORTS TO:** School Business Administrator / Board Secretary

**SUPERVISES:** Business Operations Staff

**JOB GOAL:**

To assist the School Business Administrator in managing the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district with the available financial resources.

**PERFORMANCE RESPONSIBILITIES:**

Budget and Finance

1. Assists the Business Administrator/Board Secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and Board policy.
3. Assists the BA in auditing claims, invoices and demands against the board.
4. Assists the BA in collecting tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys.
5. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program.
7. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board-approved employee benefit plans.
8. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.
9. 9. Records and processes Student Activities deposits. Money is deposited the day it is received to Lakeland Bank in Andover, NJ.
10. Provide Miscellaneous Bills List Monthly to BA for Board Agenda.
11. Childcare-If any cash is received for Childcare payments, deposit in our account at a TD Bank location. If checks are received, deposit through check machine in Board office.
12. Preschool-Receive and track payments due monthly. Deposit upon receipt in TD Bank.

13. Reconcile all bank accounts monthly

Facilities and Operations

1. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
2. Assists the superintendent and the BA in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
3. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
4. Verifies Direct Certification for Free/Reduced Lunch Program. Communicates updated list of students to cafeteria manager that qualify.

Record Keeping/Reporting

1. Assists in developing and updating policies for all aspects of the school business operation.
2. Assists the BA / board secretary in maintaining the records and papers of the board, and makes public records available for public inspection.
3. Maintains a log of general correspondence and drafts responses to inquiries.
4. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
5. Assists in preparing and updating the annual list (on or before February 1) of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
6. Prior to the annual submission to the executive county superintendent, assists in checking that the completed disclosure forms to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed by an original signature.

Miscellaneous

1. Performs such other duties as may be assigned by the School Business Administrator / Board Secretary.

**TERMS OF EMPLOYMENT:** Twelve months. Contract terms 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's policy on evaluations.

Approved by: Green Township Board of Education

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

***Note: Refer to Business Administrator/Board Secretary for a more comprehensive list***

|                        |                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------|
| N.J.S.A. 18A:4-14      | Uniform system of bookkeeping for all school districts                                                                    |
| N.J.S.A. 18A:6-7.1-7.5 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| N.J.S.A. 18A:12        | School Ethics Act                                                                                                         |
| N.J.S.A. 18A:16-1      | Officers and employees in general                                                                                         |

|                     |                                                                                                                                        |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| N.J.S.A. 18A:17-1   | Removal, etc., of secretaries, assistant secretaries, school business administrators and business managers during terms of office      |
| N.J.S.A. 18A:17-2   | Tenure of secretaries, assistant secretaries, school business administrators, business managers and secretarial and clerical employees |
| N.J.S.A. 18A:17-13  | Assistant and acting secretaries; appointment, powers and duties                                                                       |
| N.J.S.A. 18A:17-14  | Clerks in the secretary's office                                                                                                       |
| N.J.S.A. 18A:18A    | Public School Contract Law                                                                                                             |
| N.J.S.A. 18A:19     | Expenditure of Funds; Audit and Payment of Claims                                                                                      |
| N.J.S.A. 18A:22     | Budget and Appropriations                                                                                                              |
| N.J.S.A. 18A:33     | Facilities in general                                                                                                                  |
| N.J.S.A. 18A:39     | Transportation to and from schools                                                                                                     |
| N.J.S.A. 19:60      | School election                                                                                                                        |
| N.J.S.A. 47:1A      | Public access to government records                                                                                                    |
| N.J.A.C. 6A:9B-12.7 | School business administrator                                                                                                          |
| N.J.A.C. 6A:23      | Fiscal accountability, efficiency and budgeting procedures                                                                             |
| N.J.A.C. 6A:26      | Educational facilities                                                                                                                 |
| N.J.A.C. 6A:26-2    | Long range facilities plans                                                                                                            |
| N.J.A.C. 6A:26-3    | Capital project review                                                                                                                 |
| N.J.A.C. 6A:27      | Student transportation                                                                                                                 |
| N.J.A.C. 6A:30      | Evaluation of the performance of school districts                                                                                      |
| N.J.A.C. 6A:32      | District operations                                                                                                                    |
| N.J.A.C. 6A:32-3.2  | Requirements for the code of ethics for district board of education members and charter school board of trustees                       |

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**TITLE: ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL**

**QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal

**JOB GOAL:**

Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist the principal daily in all functions of the main office.
2. Schedule Meetings/ Substitute interviews as needed
3. Assist staff members daily
4. Organize all substitute coverage; AM & throughout the day as needed  
Coordinate lesson plans/schedules for the substitutes - (Monitor Frontline)
5. Liaison with custodial crew when any staff members need assistance
6. Coordinate dismissal of students at the end of the school day
7. Maintain/Update Emergency Book in Backpack (Yearly-update as needed throughout the year)
8. Assist updating website - Change outside school sign (Monthly)
9. Main Office Secretary backup (all functions)
10. Assist BOE Office as needed

❖ ***Realtime Student Information System Administrator***

1. Add New Staff/Inactivate staff
2. Registration/Transfer students in/out of the district
3. NJSMART Submissions (Maintaining data for all submissions)
4. Create Attendance calendar (May need updated throughout the year)
5. Create Marking Period Date calendar (May need updated with school closures)
6. Update/Maintain Master schedule courses
7. Scheduling - Input all teacher schedules
8. Input discipline report for students

9. Prepare monthly discipline report for Superintendent
10. Set up Parent/Teacher Conferences Fall/Spring - Alert families as to when conference registration begins and ends
11. Prepare instant alert messages as needed
12. Maintain parent/student portals (Updates required yearly)
13. Assist the nurse with attendance student records
14. Create attendance letters if necessary
15. Creating student/staff reports as necessary
16. School Register report - goes to the BOE office after the last day of school
17. Complete Rollover process (the process is done yearly. March-June  
This is necessary to start each school year for July 1st)

❖ ***NJSMArt Submission State Reporting***

1. SID Management Submission (Snapshot deadlines October & June every year)  
Updating all student SID management requirements throughout the entire school year. Multiple file uploads are required.
2. State Assessment Submission  
Assigning all staff/students testing grades 3-8 to the appropriate tests and testing administrator. This process is done with the testing coordinator
3. Staff/Student Course Submission (practice session is always spring/ Official submission is due by early August) This submission associates teachers/subject matter to their specific students
4. EOY Submission (Official submission due first week of August)  
Make sure all 8th grade graduates are now inactive before submitting.  
The inactivation of 8th grade graduates is a separate submission.

❖ ***Child Study Team Support***

1. Work with CST Coordinator to:
2. Schedule coverage for CST meetings.
3. Send Monthly homeless report to the State liaison
4. Enter Master Special Education Teacher Schedule/Enter in Realtime
5. Enter Master paraprofessional schedule
6. Create Individual paraprofessional schedules
7. Create sub folders for paraprofessionals including:  
Para schedules  
Lunch Duty/AM/PM additional duties schedules  
Period schedules  
Refer paraprofessional to CST secretary for IEP review  
Shred all schedules/IEP notes at end of the year  
These schedules are done in the summer. CST secretary is a 10 month employee.

❖ ***Guidance Counselor Support***

1. Organize all 8th grade applications for students not attending NHS  
Complete the applications with all required documents requested

(Usually includes transcripts, current report card, testing documents, attendance/ discipline records. Copy all information and mail to appropriate school)

2. Organize all 8th grade student files for high school transfer. Print transcripts/record cards to include before transfer. Drive all NHS files to their guidance department. Drive or mail to other High School students will be attending. (ie Sussex Tech/Pope John)

❖ ***Choice School Application Coordinator***

1. Coordinate all the Interdistrict School Choice deadlines mandated by the state  
(Found on choice website)
2. Collect/maintain all applications for prospective students
3. Update Website yearly with new application paperwork
4. Liaison between the choice families and their resident districts
5. Liaison with GHS BOE transportation personnel
6. Update any choice changes in Realtime (School or address changes)

❖ ***Organize Kindergarten Registration & Orientation***

1. Coordinate all registration paperwork for families coming into register
2. Create flyer for registration - send to Town hall to advertise as well as local newspapers
3. Add events to the staff calendar and on our website. Update paperwork on website if needed
4. Orientation - held in early June/or summer. Coordinate new student paperwork/health forms for new parents
5. Enter all new (K) students into Realtime after the new school year calendar is approved

❖ ***Honor Roll Reports/Awards***

1. Run Honor Roll reports each Marking Period (Realtime)
2. Create Honor roll certificates for students grades 3-8 all Marking Periods
3. Maintain honor roll reports for office file
4. Send honor roll list to local newspapers

❖ ***8th grade advisor assistance***

1. Create promotion program for 8th grade ceremony- make copies as needed
2. Coordinate 8th grade award lists
3. Create proofs of academic/special awards to send to Roxbury Engraving for the plaques. Get approval for plaques with principal/purchasing to create a Purchase Order
4. Order plaques (Usually takes a week to 10 days) Coordinate a p/u time & drive to get them or have them shipped if possible.

❖ ***PTA Office Liaison***

1. PTA support to assist with any scheduling for in school events  
le. Book Fairs/Holiday gift shop

## **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations.

**Approved by:** Green Township BOE

**Date:** 11/15/23

**Revised:**

## **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE: PAYROLL & BENEFITS CLERK**

**QUALIFICATIONS:**

1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment and software packages.
4. Experience with a human resources information system.
5. Good interpersonal and communication skills. High level of interpersonal skills required to interact with employees, leaders, vendors and others.
6. Required criminal history check and proof of U.S. citizenship or resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** School Business Administrator or HR Director

**JOB GOAL:**

To assist in the administration of the district's payroll and benefits program, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient administration of the payroll and benefits program.

**PERFORMANCE RESPONSIBILITIES:**

1. Posts payroll transactions to various ledgers, journals, and registers; and assists in preparing, adjusting, and closing journal entries and prepares various payroll reports. Reviews payroll transactions for accuracy and completeness, verifies against appropriate documentation, and forwards for processing; inputs payroll data into the computer for tracking, manipulation, and reporting purposes; and compiles and prepares specialized payroll reports for department. Researches payroll records to assist in the identification and resolution of problems, errors, or inadequacies of payroll information.
2. Records employee information such as personal data, compensation and benefits information. Updates employee information. Examines employee files to answer questions from authorized individuals. May administer aptitude tests, answer phones, and perform other clerical functions.
3. Performs related functions such as:
  - a. Research and answer employee questions regarding pay policies;
  - b. Prepare payroll actions and handle payroll errors;
  - c. Act as a liaison for communication and problem solving;
  - d. Human Resource notices (W-4s and direct deposit requests);
  - e. Audit and review various payroll data (timecards, bonuses, payments);
  - f. Review salary changes, new hire information and status changes;
  - g. Functions as first point of contact for benefit vendors and internal customers;

- h. Assist in preparing withholding, social security, and tax returns.
- 4. Compiles and processes payroll information including data entry of timesheets, deductions, and related data. May also be responsible for calculation of over time, incentive pay, shift differential etc. Calculates pay by multiplying applicable hours by rate. Prepares deductions for authorized and mandatory deductions. May enter data on hires, terminations, and wage adjustments. Prepares and maintains periodic payroll reports to include earnings, tax, and deduction summaries. Serves as the primary contact for employee payroll related questions, inquiries, and concerns.
- 5. Prepares financial statements, income statements, and cost reports to reflect financial condition of the district
- 6. Coordinates and assists with implementation of specific district benefit programs for benefit-eligible employees. Consult, advise and act as liaison to employees, insurance carriers, health care providers and the hospital community at large. Analyzes and prioritizes workflow and serves as lead trainer for support staff.
- 7. Assists Manager with annual Open Enrollment process and other special projects as needed. Originates and implements informational sessions. Maintains a high level of knowledge and skill regarding State and Federal laws and regulations governing employee benefits and how they pertain to benefit plans administration, e.g., ERISA, COBRA, HIPAA. Monitors administration of existing programs at the Benefits Center to assure compliance with federal, state, and other applicable regulations. Develops and maintains learning plan to ensure expertise through variety of reading, research, learning programs, seminars, etc. Conducts new hire orientations, both group and individual, explaining options and benefits packages.
- 8. Creates and updates the departmental or district SOP Manual:
  - a. Researches need for updates to Benefits Plan Document;
  - b. Explains insurance benefits;
  - c. Summary Plan Descriptions as necessary.
- 9. Administers Retirement Program, handles retirement paperwork.
- 10. Organizes job functions and work assignments to be able to effectively complete assignments within established time frames.
- 11. Provides customer support for behavioral health appeals, difficult or sensitive claims resolution and for claims resolution for executive staff.
- 12. Maintains confidentiality of sensitive correspondence, records and information.
- 13. Performs other related duties as assigned by the superintendent or school business administrator. Serves as backup to other Board Office staff as necessary.

#### Payroll Functions

- 1. Payroll Transfer for operating account, payroll agency, state unemployment insurance, Summer pay, pension payments, and FSA funds.
- 2. Report and update pension payments through DCRP, MBOS, TPAF & PERS
- 3. Process FICA contribution in NJ Homeroom

4. Send Summer pay transfer to TD Bank for processing
5. Merge payroll in CDK for check register and Board meeting approval
6. Enter funds in FSA for withdrawal
7. Maintain payroll files in confidential site
8. Notify employees of payroll timesheet submission schedule
9. Process payroll twice a month, on the 15 th and the 30 th , or the day closest to that date or the last day in school before a weekend or Holiday near the dates.
10. Provide Business Administrator with agency checks and supporting documents to be signed and mail to various investment companies, NJEA and court ordered wage garnishments.
11. Print, review and update Healthcare invoices and give to accounts payable clerk for processing.

#### Contracts

1. Calculate and assign new salaries for employees each year. Follow CBA for step and salary requirements.
2. Update CDK Personnel files for insurance benefits based on the new salary.
3. Create new contracts and provide to employees for signature and upon return, get Board President Signature to confirm employment.
4. Keep a binder full of contracts for every employee for reference to salary, step, start date and vacation, sick and personal day availability. Give a completely signed contract back to the employee, one to HR and keep one in binder.

#### New Employee Documentation

1. Enroll new employees in CDK Personnel to assign employee numbers for SMART school reporting. Give number to Superintendent Secretary for data retrieval.
2. Enroll new employee in R&L payroll system
3. Ensure all paperwork is filled out and bank account information is provided
4. Maintain personnel file for reference
5. Enroll new employees in Healthcare Benefits of their choice, medical, dental, and/or vision or give a waiver form to be paid out twice a year, if full time and not taking medical benefits.
6. Assign new employee R&L payroll number to receive and view paycheck through the website. All paychecks are direct deposit.
7. Enter W4, Federal & State information into R&L.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

|                                 |                                                    |
|---------------------------------|----------------------------------------------------|
| <u>N.J.S.A.</u> 18A:6-7.1       | Criminal history record                            |
| <u>N.J.S.A.</u> 18A:16-1        | Officers and employees in general                  |
| <u>N.J.S.A.</u> 18A:16-2        | Physical examinations; requirement                 |
| <u>N.J.S.A.</u> 18A:17-2        | Tenure of secretarial and clerical employees       |
| <u>N.J.S.A.</u> 18A:4-14, -14.1 | Uniform system of bookkeeping for school districts |
| <u>N.J.S.A.</u> 18A:34-2        | Care and keeping of textbooks and accounting       |
| <u>N.J.A.C.</u> 6A:23A-16       | Double-entry bookkeeping and GAAP accounting       |
| <u>N.J.A.C.</u> 6A:32-6         | School employee physical examinations              |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE:           MAIN OFFICE SECRETARY**

**QUALIFICATIONS:**

1. High school diploma; basic secretarial training
2. Minimum experience in receptionist or school office work as determined by the board
3. Knowledge of automated office equipment, word processing and basic secretarial skills
4. Strong analytical, communication and human relations skills; works cooperatively with others
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Good organizational skills with a knowledge of school district activities, programs and curriculum requirements
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**           Building principal

**JOB GOAL:**

To provide an organized, efficient and welcoming centralized communication and confidential information gathering hub for both internal and external school environments.

**PERFORMANCE RESPONSIBILITIES:**

- Professional and courteous greeter that promotes and ensures secure building safety, appropriately answer and direct daily email, mail, and phone inquiries and requests
- Schedule outgoing and distribute incoming district wide postal, UPS and FedEx packages
- Validate, distribute and monitor building visitors
- Super-User for *Realtime* school data computer program efficient in student: add new student and transfer student demographics and access, input of attendance, tardiness, and early pickup, data – register, transfer, deactivate 8<sup>th</sup> grade, official transcripts and grades, schedule changes, discipline entries, locker assignment, fine holds, progress reports and grades access, and parent portal/contact updates
- Daily coordination of dropped off items to distribute to applicable student
- Relay daily communication to school nurse, principal, teachers, transportation as needed
- Kindergarten registration- update forms, review completeness, input into *Realtime*, create schedule, provide parent emails for class list distribution create confidential paper student record, manage nurses health student folder
- Review *Pick Up Patrol*, an automated web application for the student dismissal process, maintain accurate entries, make necessary requested changes, and distribute dismissal report to subs
- Maintain website communication postings – calendar, counselor corner, digital backpack
- Update parent-student handbook, class supply and summer reading lists, parent portal content
- Coordinate and schedule staff calendar events and field trip requests
- Obtain and manage confidential locked student cumulative records
- Register and orient prospective students: kindergarten, transfer and choice; contact outside school districts for information to coordinate and process accurate student school records,
- Annually update staff mailboxes, telephone directory and student/parent handbook
- Circulate lunch menus daily and update homeroom lunch count lists
- Revise emergency operation plan and maintain emergency backpack with current student information
- Create paraprofessional folders that contains important school information including their schedules
- Reprogram school bells, student schedules, and number count of actual school days (if snow day occurred) for all early dismissal or delayed opening days, assemblies, testing etc.
- Schedule, maintain and publish staff and buildings school calendar and events
- Order and distribute student agenda books for grades 3-8
- Create, prepare and assemble all large school assemblies' programs: Veteran's Day, Winter & Spring Music Concerts, Art Fair, School Play, (K) promotion and (8)graduation

- Assist with quarterly certificates (proofing/mailling): Honors, High Honors, Student Awards
- Prepare working paper requests
- Complete high school application school records requests
- Distribute NJSLA Testing results- copy, and file testing results to student cumulative file and mail testing results to parents
- Orchestrate student dismissal-prepare After Care and Pick Up reports
- Coordinate main office dismissal procedures with dismissal team
- Dismissal notifications to parents if student is brought back to premises and/or student's dismissal plan changes
- Timely lamination of all items for staff
- Coordinate all monthly school and community based events and programs with a weekly distribution to the district
- Be a school liaison for school PTA, Green Township and local agencies to assist and promote their upcoming events and activities.
- Order and maintain office supplies

Routine use of: fax, scanner, copier, shredder, walkie-talkie, mailing scale, computer, school bell system, intercom and overhead paging system, and professional phone skills.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

## **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

## **GREEN TOWNSHIP SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**B-2**

**TITLE: AFFIRMATIVE ACTION OFFICER**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional or Educational Services Certificate
2. Minimum experience in curriculum review and staff development activities as determined by the board
3. Demonstrated knowledge of federal and state anti-discrimination laws and regulations
4. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Lead Person/CSA

**SUPERVISES:** All aspects of the charter school's affirmative action/equity plan

**JOB GOAL:**

To ensure equal educational opportunity for all students in the charter school and equal employment opportunity for all employees in compliance with current statute and code.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership for the charter school's affirmative action team, development of the comprehensive equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.
2. Oversees the implementation of the charter school's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct discriminatory patterns and practices.
3. Participates in the ongoing review and development of the charter school's educational equality and equity policies.
4. Reviews school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and charter school policies.
5. Makes recommendations for corrective measures when necessary.
6. Notifies all students and staff of charter school grievance procedures for handling discrimination complaints and administers the grievance process. If assigned, investigates specific complaints and preserves evidence that may be useful in determining the validity of those complaints.
7. Acts as liaison between charter school and the community organizations, contractors, vendors and others concerned with equal opportunity employment.
8. Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.
9. Monitors inservice training, recreational or social programs to determine if there is equal access for all employees.
10. Develops and coordinates required professional development programs for certificated and non-certificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, religion, disability or socioeconomic status.
11. Conducts the required annual internal charter school monitoring to ensure continuing compliance with state and federal statutes and code governing educational equity.
12. Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.
13. Reviews curriculum guides, guidance services, standardized tests, curricular and extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.
14. Develops guidelines for professional staff to develop non-discriminatory school and classroom practices.

15. Ensures the inclusion of a multicultural curriculum and required courses related to the history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.
16. Reviews the organizational aspects of the interscholastic athletic programs to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.
17. Monitors equal access to programs and facilities and a harassment-free school environment for all students and employees.
18. Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.
19. Performs other related duties as may be assigned by the superintendent and/or required by law, code or board policy.

## **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

|                                         |                                                                       |
|-----------------------------------------|-----------------------------------------------------------------------|
| <u>N.J.S.A.</u> 10:5                    | Law Against Discrimination                                            |
| <u>N.J.S.A.</u> 18A:4A-1 <u>et seq.</u> | Legislative finding and declaration                                   |
| <u>N.J.S.A.</u> 18A:6-5                 | Inquiry as to religion and religious tests prohibited                 |
| <u>N.J.S.A.</u> 18A:6-6                 | No sex discrimination                                                 |
| <u>N.J.S.A.</u> 18A:16-2                | Physical examinations; requirement                                    |
| <u>N.J.S.A.</u> 18A:18A-17              | Facilities for handicapped persons                                    |
| <u>N.J.S.A.</u> 18A:26-1, -1.1          | Citizenship of teachers, etc.                                         |
| <u>N.J.S.A.</u> 18A:29-2                | Equality of compensation for male and female teachers                 |
| <u>N.J.S.A.</u> 18A:35-1                | Course in history of the United States in high school                 |
| <u>N.J.S.A.</u> 18A:35-28               | Required holocaust and genocide instruction                           |
| <u>N.J.S.A.</u> 18A:36-20               | Discrimination; prohibition                                           |
| <u>N.J.A.C.</u> 5:23-7                  | Barrier free subcode of the uniform construction code                 |
| <u>N.J.A.C.</u> 6A:7                    | Managing equality and equity in education                             |
| <u>N.J.A.C.</u> 6A:8                    | Standards and assessment                                              |
| <u>N.J.A.C.</u> 6A:9                    | Professional standards                                                |
| <u>N.J.A.C.</u> 6A:9C                   | Professional development for teaching staff member and school leaders |
| <u>N.J.A.C.</u> 6A:15                   | Bilingual education                                                   |
| <u>N.J.A.C.</u> 6A:16                   | Programs to support student development                               |
| <u>N.J.A.C.</u> 6A:32-6                 | School employee physical examinations                                 |
| <u>N.J.A.C.</u> 6A:32-14                | State and federally mandated programs and services                    |

Americans with Disabilities Act, 42 U.S.C.A. Section 12101 et seq.

Executive Order 11246 as amended

Equal Pay Act of 1963 as amended, 29 U.S.C.A. Section 201

Title IX of the Education Amendments, of 1972, 20 U.S.C.A. Section 1681

Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunities Act of 1972, 42 U.S.C.A. Section 2000 et seq.

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C.A. Section 794 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Meritor Savings Bank v. Vinson, 477 U.S. 57 (1986)

School Board of Nassau County v. Arline, 480 U.S. 273 (1987)

Vinson v. Superior Court of Alameda County, 740 P.2d 404 (Cal. Sup. Ct. 1987)

Multi-Year Equity Plan for the Academic Year 2001-2001 through 2002-2003

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

## **GREEN TOWNSHIP SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**B-3**

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**TITLE: PUBLIC INFORMATION OFFICER**

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**11/23**

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**QUALIFICATIONS:**

1. Degree in communication, journalism or related field
2. Minimum experience as determined by the board
3. Demonstrated knowledge of public relations and communication programs for an educational organization
4. Strong communication and interpersonal skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Lead Person/CSA

**SUPERVISES:** The charter school's public information program

**JOB GOAL:**

To develop and maintain a climate of open communications between the charter school and the community-at-large and to promote strategies to provide information about the school and evaluate public opinion regarding them.

**PERFORMANCE RESPONSIBILITIES:**Publications and Contact with the Public

1. Serves as information liaison within the charter school and with the news media and school/community organizations.
2. Responds to requests for public information about the charter school's policies and programs.
3. Supervises and coordinates the preparation and distribution of all charter school publications and news releases.
4. Works with Lead Person/CSA, school principal and technology services to coordinate the creation of a "Reverse 9-1-1" system to contact the public, to supplement and enhance open methods of communicating urgent messages.
5. Assists the Lead Person/CSA in interpreting public opinion about education issues and the school system and in developing policies that promote good public relations.
6. Plans and supervises the periodic polling of public opinion regarding the charter school and/or current issues in education.
7. Maintains a current mailing list of residents and community groups with interests in educational affairs.

Meetings

1. Arranges for press conferences as required and prepares press kits for distribution to reporters covering board meetings.
2. Develops and maintains a speakers' bureau and a listing of volunteer resource specialists to serve community organizations.
3. Speaks at public meetings on matters related to the charter school's programs and policies as requested by the Lead Person/CSA.
4. Meets regularly with PTA/PTO representatives, community leaders and business groups to encourage community involvement in the schools.

Planning and Goal Setting

1. Is responsible for the development and implementation of a plan for internal and external communication to keep all stakeholders informed of charter school policies, programs, and special events. Participates in review of communications with parents, staff, other agencies, and the community that are required by law or administrative code to ensure compliance.
2. Sets objectives for the charter school's public information program and periodically updates those objectives.
3. Stays current with communications, policies and procedures at other schools and districts, in order to be familiar with

new technologies and with alternative ways of effectively communicating with students, parents and the public.

#### Budgets

1. Plans an annual budget in consultation with school administrators.
2. Serves as an advisor for the development of school budget/referenda presentations and prepares related publications.
3. Informs the Lead Person/CSA about cost-effective ways to communicate with the public and helps prepare a communications budget to accomplish those goals.

#### Other

1. Performs other related duties as may be assigned.

**TERMS OF EMPLOYMENT:** Salary and work year 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18:16-2 Physical examinations; requirement  
N.J.A.C. 6A:32-6 School employee physical examinations  
N.J.A.C. 6A:32-14 State and federally mandated programs and services

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**GREEN TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**B-4 / C-6**

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**TITLE: TRANSPORTATION CLERK / ACCOUNTS PAYABLE & RECEIVABLE**

**QUALIFICATIONS:**

1. High School diploma; courses in bookkeeping, accounting and business mathematics
2. Minimum experience as determined by the board
3. Knowledge of state laws and regulations governing pupil transportation
4. Demonstrated skills in personnel management, route scheduling, and cost containment
5. Effective bookkeeping skills and demonstrated proficiency in data processing and use of automated office equipment
6. Good interpersonal and communication skills
7. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** School Business Administrator/Superintendent

**SUPERVISES:**

**JOB GOAL:**

To oversee the operation of the school transportation program and to ensure the safe and efficient transport of pupils to curricular and extracurricular activities. To assist in the administration of the school's business operations so as to provide the maximum services for the financial resources available, with a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

**PERFORMANCE RESPONSIBILITIES:**

Overall responsibilities

1. Assumes responsibility for the safe and efficient operation of the school transportation program.
2. Ensures compliance with all laws, regulations and board policy related to school transportation.
3. Prepares all transportation records and reports as required by law, code or board policy.
4. Oversees notification, documentation and arrangements for parents/guardians providing written statements waiving the transportation services (N.J.A.C. 6A:27-1.4).
5. Prepares all bus routes; determines bus stops, pick-up times; and ensures compliance with bus capacity limitations.
6. Develops and administers a transportation program to meet the needs of the daily instructional program, field trips and extracurricular activities.
7. Arranges for the transportation of pupils with disabilities as determined by the child study team.
8. Works cooperatively with principal to make arrangements for bus emergency evacuation drills at all schools.
9. Contacts Bus Companies to advise of delayed openings, early dismissals, and snow days.
10. Responds to transportation inquiries by the public and handles all complaints.
11. Investigates complaints of inappropriate behavior by transportation staff while on duty and preserves evidence in order to have fair inquiries and prompt resolution of complaints.
12. Maintains a detailed log of transportation complaints, incidents and problem situations, in order to record the investigation and resolutions of these problems and to identify any recurrent patterns of problem situations.
13. Performs other related job duties as assigned.

Financial Record-Keeping

1. Maintains a complete and systematic set of records in the form prescribed by the commissioner of education of all financial transactions of the school.
2. Records detail of school financial transactions in appropriate journals and subsidiary ledgers
3. Prepares financial statements, including income statements, and cost reports to reflect financial condition of the school.

4. Traces errors and records adjustments to correct charges or credits posted to incorrect amounts.
5. Reconciles accounts payable checks with bank statements and verifies bank balance with statements.
6. Assists in the daily operation and accuracy of accounts payable.
7. Monitors cash flow and assists the school business administrator in investing funds and in preparing monthly reports.
8. Maintains confidentiality of sensitive correspondence, records and information.
9. Performs other duties as assigned by the Lead Person/CSA or school business administrator.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

## **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

|                            |                                                                                                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A.</u> 2C:12-1    | Assault                                                                                                                                       |
| <u>N.J.S.A.</u> 18A:6-7.1  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception                     |
| <u>N.J.S.A.</u> 18A:16-2   | Physical examinations; requirement                                                                                                            |
| <u>N.J.S.A.</u> 18A:18A-2  | Purchases, contracts, agreements, advertising; exceptions                                                                                     |
| <u>N.J.S.A.</u> 18A:22-8.6 | Cost of transportation over hazardous routes; designation as separate budget line item; authority of commissioner to cut line item restricted |
| <u>N.J.S.A.</u> 18A:25-2   | Authority over pupils                                                                                                                         |
| <u>N.J.S.A.</u> 18A:39     | Transportation to and from schools                                                                                                            |
| <u>N.J.S.A.</u> 27:1B-25   | State aid to counties and municipalities                                                                                                      |
| <u>N.J.A.C.</u> 6A:27      | Student transportation                                                                                                                        |
| <u>N.J.A.C.</u> 6A:27-9    | Contracting for transportation services                                                                                                       |
| <u>N.J.A.C.</u> 6A:28      | School ethics commission                                                                                                                      |
| <u>N.J.A.C.</u> 6A:32-6    | School employee physical examinations                                                                                                         |

Commercial Motor Vehicle Act of 1986; 49 U.S.C. 3701 et seq.

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Employee/supervisor training, 49 CFR 382.1202, 1203 school bus drivers, 49 CFR 382.103

Omnibus Transportation Employee Testing Act of 1991, 49 U.S.C. 2717 et seq. (regulations prohibited in 1994)



**JOB TITLE: DIRECTOR/SUPERVISOR OF BUILDINGS & GROUNDS**

**QUALIFICATIONS:**

1. Valid Certified Educational Facilities Manager (CEFM) Certificate.
2. Valid Black Seal License Boiler Operator's License.
3. Minimum of 3 years experience in plant operations and maintenance; general repairs, electrical, plumbing, HVAC, carpentry, painting, groundskeeping and custodial duties
4. Ability to supervise and coordinate the staff, duties, and activities of the Department
5. Demonstrated knowledge of school construction, school architecture/engineering, fire safety systems/equipment, safety laws and regulations, QSAC/PEOSH laws and regulations, school compliance practices; Right To Know/Haz. Comm., AHERA, Bloodborne Pathogens, Silica Exposure, Chemical Hygiene, Integrated Pest Management, Indoor Air Quality, Lead in Drinking Water, etc.
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** School Business Administrator

**SUPERVISES:** All Custodial, Maintenance and Groundskeeping Department personnel.

**JOB GOAL:** Direct the general operation and maintenance of the school's physical plant and grounds. Maintain a continuing survey of all buildings, grounds, and equipment. Ensure safety conditions are constantly met. Inspect the building to determine that it is being kept in clean and comfortable condition. Provide the best physical environment possible for the safety, welfare, and educational advantage of pupils and staff.

**ACTS AS:** Asbestos/AHERA Coordinator  
Integrated Pest Management Coordinator  
NJ PEOSH Air Quality Officer  
District Right To Know Officer  
Chemical Hygiene Officer

**PERFORMANCE RESPONSIBILITIES:**

General

1. Report any hazardous conditions to the School Business Administrator/Board Secretary.
2. Evaluates the performance of all maintenance, Custodial, Maintenance and Groundskeeping staff in accordance with board policy.
3. Recommends appointments, transfers, promotions and disciplinary action relating to Custodial, Maintenance and Grounds staff.
4. Ensure that all equipment and machinery is properly maintained and in good working order.

5. Prepare budget estimates on items pertaining to Buildings and Grounds.
6. Work with various regulatory agencies to ensure the district's operations are consistent with current state and federal regulations.
7. Prepare specifications for custodial and maintenance supplies, and maintenance work that is to be performed by outside contractors.
8. Keep records of all overtime work done by members of his department and rectify such overtime to the payroll department.
9. He/she shall maintain a liaison with the Principal and Administration Team of each building to determine the needs for immediate and long-term work to be done within that building.
10. Provide assistance to the School Business Administrator in the completion and execution of the district's Long Range Facility Plan (LRFP).
11. Communicate and coordinate technology projects with the IT Department.
12. Submit reports to the School Business Administrator as requested.
13. Perform other duties as requested by the School Business Administrator.

#### Planning and Scheduling of Maintenance

1. Assumes responsibility for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's school building, office facilities and grounds.
2. Plans and implements a program of required preventive maintenance for each school building.
3. Establishes appropriate maintenance, grounds keeping, security and custodial requirements for each school building and installation.
4. Directs the maintenance of all buildings and grounds.
5. Maintains schedules of work for each individual building and ensures that proper supplies are on hand in each building.
6. Establishes and supervises summer cleaning programs and schedules.
7. Ensures proper maintenance/preventative maintenance and operation of department equipment, including motorized vehicles, tools and machinery.
8. Directs the preparation of playing fields, grounds and other necessary facilities for athletics and other school activities.

#### Environmental and Health Responsibilities

1. Develops long and short range maintenance and facilities plans/programs (HVAC Equipment, Standard Operating Procedures; Custodial and Maintenance, LRFP, etc.) to ensure resources are effectively utilized; oversee implementation.
2. Assumes responsibility for the implementation of the district's school Integrated Pest Management policy, plan and notifications as required by statute.
3. Provides proper notification of pesticide applications, maintains required records, and responds to inquiries regarding the pest management program.
4. Provides proper notification of soil contamination and other identified hazards including construction hazards, maintains required records, and responds to inquiries regarding any notifications.
5. Oversees the appropriate use, storage and disposal of hazardous substances.
6. Participates in the development and implementation of the exposure control plan.
7. Monitors the use and regular maintenance of the heating, ventilation and air conditioning systems (HVAC).
8. Monitors the use and regular maintenance of the school building fire alert and suppression systems.
9. Oversees school building water treatment systems (if applicable) and implements the regular water testing protocols.

10. Manages building improvements and repair work performed by outside contractors. Resolves construction related disputes and compliance issues.
11. Assumes responsibility for Right-to-Know data practices, procedures and record-keeping under the direction of the school business administrator.
12. Maintains procedural manuals and log books for maintenance tasks and equipment operations in accordance to local, state, and federal guidelines/regulations.
13. Works in consultation with the school nurse in developing and executing environmental accommodations related to student health and safety and implementing specific cleaning, training, and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
14. Works directly with local city officials and others to resolve problems associated with care and maintenance of buildings and grounds.
15. Ultimately assumes responsibility for all adequate school compliance practices, to include but not limited to - Right To Know/Haz. Comm., AHERA, Bloodborne Pathogens, Silica Exposure, Chemical Hygiene, Integrated Pest Management, Indoor Air Quality, Lead in Drinking Water.

#### Hiring and Work Assignments

1. Recruits, screens, recommends for hiring, assigns and supervises all Custodial, Maintenance and Groundskeeping staff.
2. Assigns staff to work locations and maintains a schedule of tasks for workers.
3. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

#### Purchasing

1. Recommends for purchase necessary equipment and supplies and maintains an inventory of them.
2. Determines and establishes detailed specifications pertaining to supplies, materials, equipment and local contract work.

#### Building Guidelines, Regulations and Training

1. Establishes guidelines for the division of responsibility for minor in-school repairs and emergency repairs.
2. Keeps abreast of new work methods, procedures and equipment.
3. Ensures that standards consistent with all applicable local, state and federal laws are maintained.
4. Organizes and implements an orientation program on proper operation and maintenance of school facilities for departmental personnel.
5. Attends training sessions or assigns appropriate staff to obtain necessary instruction.

#### Inspections

1. Inspects all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
2. Inspects and maintains fire alarm safety systems and fire extinguishers on a regularly scheduled basis.

#### Budgeting

1. Prepares and administers the budget for maintenance, grounds, security and custodial supplies and equipment.
2. Supervises and inspects the improvement and renovation work performed by outside contractors, and verifies that the terms of all such contracts have been fulfilled before authorizing final payments.
3. Confers with school principals, architects and other parties in budgeting and making plans for landscaping, planning and maintenance of various school grounds.

## Record-Keeping and Implementation of Policy

1. Maintains all records that are required by board policy, statute or administrative code.
2. Interprets and enforces board policies regarding school maintenance, safety and security procedures.

### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

### **Legal References:**

N.J.S.A. 13:1F-19 through -33 School Integrated Pest Management Act  
N.J.S.A. 18A:6-2 Instruction in accident and fire prevention  
N.J.S.A. 18A:11-1 General mandatory powers and duties  
N.J.S.A. 18A:17-42 et seq. Public School Safety Law  
N.J.S.A. 18A:17-49 through -52 Buildings and grounds supervisors to be certified  
N.J.S.A. 18A:18A-1 et seq. Public schools contracts law  
N.J.S.A. 18A:18A-37 Award of purchases, contracts, agreements educational facilities managers  
N.J.S.A. 18A:22-8 Contents of budget; program budgeting system  
N.J.S.A. 18A:41-1 et seq. Fire, school security drills  
See particularly:  
N.J.S.A. 18A:41-5  
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)  
N.J.S.A. 34:5A-1 et seq. Worker and Community Right to Know Act  
See particularly:  
N.J.S.A. 34:5A-10.1 through -10.5  
N.J.S.A. 34:6A-25 et seq. New Jersey Public Employees Occupational Safety and Health Act  
N.J.S.A. 58:10B-24.6 et seq. Hazardous discharge site remediation  
N.J.A.C. 5:11-8.5 Licensing of operating engineers and boiler operators  
N.J.A.C. 5:23-7 Barrier free subcode of the uniform construction code  
N.J.A.C. 6A:26 Educational facilities  
See particularly:  
N.J.A.C. 6A:26-12 Operation and maintenance of facilities  
N.J.A.C. 6A:26-16.1 Certified educational facilities manager  
N.J.A.C. 6A:26A Comprehensive maintenance plans  
N.J.A.C. 7:30-13.1 et seq. Integrated Pest Management

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE:** FOOD SERVICES SUPERVISOR

**QUALIFICATIONS:**

1. Baccalaureate degree or equivalent training in business, administration, food services management or related field; Food Manager Certificate
2. Minimum experience in menu planning, food purchasing and food service as determined by the board
3. Demonstrated knowledge of principles of nutrition, food preparation, health and safety regulations and federal and state guidelines governing school food services programs
4. Ability to effectively market the food services program to students, staff and community, and manage the financial aspects of the program
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** School Business Administrator

**SUPERVISES:** Cook/Managers, Kitchen and Cafeteria Workers

**JOB GOAL:**

To provide leadership in developing and maintaining the charter school's food services program.

**PERFORMANCE RESPONSIBILITIES:**

Overall

1. Assumes responsibility for the operation of the charter school's food services program in accordance with board policies and local, state/federal requirements.
2. Assists in the development of policy relevant to the food services program.

Administration and budget

1. Prepares and administers the food service budget. Establishes financial goals and objectives for the food service program.
2. Purchases and maintains an inventory of all foods, supplies and equipment; is responsible for the purchase, transport and distribution of government commodities.
3. Maintains cafeteria accounting procedures in accordance with charter school standards and state/federal regulations; and coordinates the audit of cafeteria accounts with the board's auditor.
4. Conducts the required annual survey to determine eligibility for free and reduced price meals or free milk; verifies applications.
5. Determines if the student population requires the development of a school breakfast program and prepares a plan for submission to the state department of agriculture.

6. Processes all applications, records and reports required under state/federal laws and regulations.
7. Evaluates the food services program; keeps the administration and the board informed of the food services operation and makes recommendations for changes in programs, procedures, facilities and equipment that would improve quality and efficiency.
8. Cooperates with school principals and custodians in maintaining healthful and sanitary conditions in the school cafeterias.

#### Supervision of food preparation

1. Plans and supervises the preparation and serving of menus at all schools and special meals required for d charter school-sponsored events and ensures that state and federal nutritional guidelines are met.
2. Consults with the school nurse regarding special dietary needs and serious food allergies of students and staff.
3. Conducts frequent inspections of all school kitchens and cafeterias to ensure that high standards of nutrition, cleanliness, health and safety are being maintained; makes recommendations for improvement.
4. Develops and implements standards for food storage and meal preparation and service, including health and safety regulations, standardized recipes and menus, portion control system and prices charged for meals and other food items.
5. Checks all bills and purchase orders for accuracy before presenting them to the school business administrator for payment.
6. Supervision of food service staff.
7. Determines personnel needs; interviews and recommends appointment of all food service employees.
8. Observes and evaluates the performance of all food service personnel.
9. Establishes standards for the professional development of food service personnel. Arranges for relevant inservice training, including nutrition, food storage and preparation, sanitation and safety, and equipment use and care.

#### Other

1. Develops and maintains effective communication with parents, students and the community.
2. Maintains a high level of professional competency through participation in workshops, seminars, meetings and other appropriate activities.
3. Performs other related duties as assigned by the school business administrator or superintendent.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of trustees.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:18A-1 et seq.</u> | Public Schools Contracts Law                                                                                              |
| <u>N.J.S.A. 18A:4-14</u>          | Uniform system of bookkeeping for school districts                                                                        |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:18A-5a. (6)</u>   | Exceptions to requirements for advertising                                                                                |
| <u>N.J.S.A. 18A:18A-6</u>         | Standards for purchase of fresh milk; penalties; rules and regulations                                                    |
| <u>N.J.S.A. 18A:27-3</u>          | Employment for school year                                                                                                |
| <u>N.J.S.A. 18A:33-3</u>          | Cafeterias for pupils                                                                                                     |
| <u>N.J.S.A. 18A:33-4</u>          | School lunch; availability to all children                                                                                |
| <u>N.J.S.A. 18A:33-9</u>          |                                                                                                                           |
| Through 14                        | Mandated breakfast for certain schools                                                                                    |
| <u>N.J.S.A. 18A:58-7.1</u>        | School lunch program                                                                                                      |
| <u>N.J.A.C. 2:36</u>              | Child nutrition programs                                                                                                  |
| See Particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 2:36-1.7</u>          | Local school nutrition policy                                                                                             |
| <u>N.J.A.C. 2:55</u>              | School milk purchase regulations                                                                                          |
| <u>N.J.A.C. 5:18-3.4(e)</u>       | Fire protection systems                                                                                                   |
| <u>N.J.A.C. 6A:23A-16</u>         | Double entry bookkeeping and GAAP accounting                                                                              |
| <u>N.J.A.C. 6A:23A-16.5</u>       | Supplies and equipment                                                                                                    |
| <u>N.J.A.C. 6A:23A-21</u>         | Management of public school contracts                                                                                     |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                                     |
| <u>N.J.A.C. 8:24</u>              | Retail food establishments and food and beverage vending machines chapter XII                                             |
| <u>N.J.A.C. 8:24-11.3</u>         | Food manager certification                                                                                                |
| <u>N.J.A.C. 8:52-3.4</u>          | Food surveillance                                                                                                         |

National School Lunch Act, 7 CFR 210, 215, 220 and 245

Occupational Safety and Health Standards, 29 CFR 1910.263,

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**TITLE:** WEBMASTER

**QUALIFICATIONS:**

1. B.A. or B.S. degree with substantial coursework (12+ credits) in computer technology, programming, networked electronic communication, or related field
2. Minimum technical experience as determined by the board, appropriate to the hardware and software used by the district
3. Demonstrated technical knowledge of the hardware and software necessary to operate and maintain a website for an educational organization, with specific knowledge of the hardware and software used by the district
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Strong communication and interpersonal skills

**REPORTS TO:** Lead Person/CSA

**SUPERVISES:** The charter school's electronic network for interfacing with the public.

**JOB GOAL:**

To administer the upkeep of the web site, making necessary updates, verifying HTML validity and ensuring that all links stay active in order to link the district to parents, students, and other electronic visitors.

**PERFORMANCE RESPONSIBILITIES:**

Website

1. Adds timely information to the charter school's web site in order to provide information about the charter school to students, parents, other charter school community members and the news media. Participates in review of electronic communications with parents, staff, other agencies, and the community.
2. Troubleshoots and repairs bugs and problems. Ensures that images are delivered to the viewer at sufficiently high speed and quality.
3. Sets objectives for the charter school 's web-based information program and plans an annual budget in consultation with school administrators. Works closely and cooperatively with other persons having public information functions. Creates new ways to serve internet-users.
4. Supervises and coordinates the preparation and timely electronic posting of all charter school publications and news releases. Creates image links and ensures that content is current. For example, provides parents, students and residents with electronic access on a timely basis to the annual charter school "report card" from NJ Department of Education.
5. Devises a web request procedure/regulation that allows for regular and expedited requests and includes evaluation criteria of requested web submissions.
6. Monitors use of the web site and responds to web inquiries and requests for public information about the charter school's policies and programs. Monitors web site traffic and tabulates web usage statistics. Provides periodic statistical reports to the lead person/CSA and school board.
7. Assists the lead person/CSA in interpreting public opinion about education issues and the school system and in developing policies that promote good electronic delivery of public information.

8. Develops and maintains a listing of resources for adding content to the charter school's web site in order to maintain good community relations.
9. Uses the charter school's web site to encourage community involvement in the schools. Designs, modifies, installs and supports charter school-wide computer network.
10. Edits web content, optimizes web navigation, enforces style consistency, and adds new information to benefit visitors. Communicates effectively orally and in written form. Exhibits excellent grammar, punctuation, spelling and proof-reading skills. Routinely demonstrates the ability to accomplish multiple priorities while adhering to deadlines.

#### Training and interaction with staff

1. Creates and conducts staff training programs. Attends meeting and training sessions, and develops documents and tools for demonstrations on electronic resources, as assigned. Speaks at educational classes and at public meetings on matters related to the charter school's programs and policies, as requested by the superintendent.
2. Works flexible hours and coordinates with staff to provide timely information on a regular basis and also in emergency situations.

#### Other

1. Performs other related duties as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                                  |                                                                                                                        |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 2A:38A-1 et seq.</u> | Computer System                                                                                                        |
| <u>N.J.S.A. 2C:20-25</u>         | Computer Related Theft                                                                                                 |
| <u>N.J.S.A. 18A:6-7.1</u>        | Criminal history record                                                                                                |
| <u>N.J.S.A. 18A:7A-11</u>        | Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills |
| <u>N.J.S.A. 18A:16-1</u>         | Officers and employees                                                                                                 |
| <u>N.J.S.A. 18A:36-35</u>        | School Internet websites; disclosure of certain student information prohibited                                         |
| <u>N.J.A.C. 6A:30</u>            | Evaluation of the performance of school districts                                                                      |
| 17 <u>U.S.C.</u> 101             | United States Copyright Law                                                                                            |
| 47 <u>U.S.C.</u> 254(h)          | Children's Internet Protection Act                                                                                     |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: REGISTRAR and DATA MANAGEMENT SPECIALIST**

**QUALIFICATIONS and ESSENTIAL SKILLS:**

1. Degree in communication, information technology, education or other field related to the job duties.
2. Experience that is directly related to the duties and responsibilities specified.
3. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization.
4. Strong communication and interpersonal skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Knowledge of student records, registration, residency, recruitment and retention issues.
7. Skill in organizing resources and establishing priorities.
8. Knowledge of the rules, regulations, and laws regarding student records.
9. Ability to maintain confidentiality of records and information.
10. Knowledge of admissions standards and residency requirements.
11. Ability to communicate effectively orally and in writing.
12. Ability to gather and analyze statistical data and generate reports.
13. Ability to follow up, good with details, ability to deal with many issues concurrently.
14. Computer literacy.

**REPORTS TO:** Superintendent

**SUPERVISES:** The school's admissions, enrollment and student records

**JOB GOAL:** To provide data services including student records management

**PERFORMANCE RESPONSIBILITIES**

Registration and record-keeping

1. Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, coordinates lottery and graduation, and implements applicable student policies, in accordance with accreditation standards and privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. As appropriate to the position, reviews and processes student applications and/or documents; reviews and/or compiles and updates student credentials needed for admissions status; monitors progress of applicants.
3. Provides administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
4. Meets with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the pre-enrollment interview by the ADA by law / regulations.
5. Will assist with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing form notices.
6. Coordinates registration of students, compiling, evaluating, and retaining student records, and policy interpretation

and advisement as appropriate, oversees grade and transcript processing; coordinates academic information for graduation clearance; compiles statistical information and prepares reports; may provide special program certifications, as appropriate.

7. Applies knowledge of financial aid policies, procedures, and eligibility requirements.
8. Maintains confidentiality of student records.
9. Develops and maintains recordkeeping systems and procedures.

#### Data Processing & Database management

1. Administers the database for student information system.
  - a. Sets up all validation tables upon which all school and student information is based.
  - b. Assigns and maintains user files and security levels.
  - c. Creates and maintains the school calendar in the software program.
2. Generates and uploads data for purposes of meeting state reporting and testing requirements, including but not limited to:
  - a. NJ Smart (EOY, 10/15,12/1 submissions)
  - b. NJ Fall Survey
  - c. ASSA
  - d. HSPA Test
  - e. GEPA Test
  - f. NJ Ask Test
3. Performs PowerSchool End of Year process each summer.
4. Assists in the creation and implementation of the district master schedule every school year.
5. Updates charter school class lists, student schedules, teacher schedules, study halls, and homeroom rosters to insure accuracy on a daily basis.
6. Performs PowerSchool End of Year process each summer.
7. Assists staff from other units in the district with the analysis of data and the completion of local, state and federal reports.

#### Training and documentation

1. Conducts in-service programs to keep personnel trained and informed in the use of applications and developments in the field of electronic data processing in education.
2. Develops, trains, and supervises data processing staff.
3. Provides individual training to new and/or current school personnel including secretaries and administrators on use and troubleshooting of system.
4. Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities and providing instructions to others.
5. Responds to inquiries and requests to provide training and assistance from system users for purposes of providing information and/or directions.
6. Implements new program updates from software vendor and advises users to insure proper and maximum utilization.
7. Well-versed in Direct Database Export to produce a valid report of requested information based on specific needs of user in respective area of responsibility.

#### Academic information and grading

1. Responsible for maintaining the accuracy of the student's computer information file to include pertinent demographic information, academic history, grades, GPA calculations, and class rank for the charter school.
2. Establishes procedure for teachers to report and verify grades and or comments to allow for timely input and output of reported information, i.e. report cards, progress reports, and transcripts.
3. Responsible for generating the honor roll reports every marking period.
4. Powergrade support
5. Applies knowledge of academic standards governing student probation, suspension, and/or expulsion.
6. Applies knowledge of academic advisement procedures.
7. Coordinates the grade petition process, responses to inquiries concerning academic performance, and resolves problems regarding the management of student records. May monitor academic standing, coordinate probation and suspension actions, and/or administer dean's lists, as appropriate to unit requirements.
8. Verifies accuracy of transcripts; handles transcript requests.

#### Meetings, communications and correspondence

1. Communicates with students, parents, staff, the press and the public.
2. Coordinates the preparation and distribution of school publications pertaining to admissions and enrollment.
3. Assists in all admissions special events such as: open house, career day, orientations, school tours, etc. as assigned.
4. Responds to requests for public information about the district's admissions, enrollment, policies and programs. Arranges for press coverage of programs that would attract student enrollment.
5. Speaks at public meetings and with groups of students and teachers on matters related to the district's admissions, programs and policies as requested by the superintendent.
6. Meets regularly with PTA/PTO representatives, community leaders and business groups to encourage community involvement in the schools, leading to increased interest in admissions and enrollment.
7. Creates and maintains a cooperative relationship and open communication with those holding similar positions in other schools and districts in the region and state.

#### Budgeting and purchasing

1. Sets objectives for the charter school's admissions, registration and data management operations and assists with an annual budget when assigned.
2. Assists the business administrator on purchasing supplies needed for the data processing department and works with vendors to purchase equipment and resolve issues with software and equipment.

#### Other

1. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
2. Maintains privacy and integrity of data.
3. Performs other related duties as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.A.C. 6A:30 Evaluation of the performance of school districts  
N.J.A.C. 6A:32-6.3 Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: REGISTRAR, ADMISSIONS & ENROLLMENT**

**QUALIFICATIONS:**

1. Degree in communication, information technology, education or other field related to the job duties.
2. Three years of experience that is directly related to the duties and responsibilities specified.
3. Demonstrated knowledge of admissions, enrollment, and student records for an educational organization.
4. Strong communication and interpersonal skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Knowledge of student recruitment and retention issues.
7. Skill in organizing resources and establishing priorities.
8. Knowledge of the rules, regulations, and laws regarding student records.
9. Ability to maintain confidentiality of records and information.
10. Knowledge of admissions standards.
11. Ability to communicate effectively orally and in writing.
12. Ability to gather and analyze statistical data and generate reports.
13. Ability to follow up, good with details, ability to deal with many issues concurrently.
14. Computer literacy.

**REPORTS TO:** Lead Person/CSA

**SUPERVISES:** The school's admissions, enrollment and student records

**JOB GOAL:**

To provide information about the school, enroll students and maintain student records.

**PERFORMANCE RESPONSIBILITIES**

Registration and record-keeping

1. Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, coordinates graduation, and implements applicable student policies, in accordance with accreditation standards and privacy laws; may coordinate acceptance and receipt of fees, as appropriate to the position.
2. As appropriate to the position, reviews and processes student applications and/or documents; reviews and/or compiles and updates student credentials needed for admissions status; monitors progress of applicants.
3. Provides administrative support, which may include scheduling meetings and events, maintaining various office files, initiating and drafting correspondence, and other related duties.
4. Meets with newly enrolled students and parents in person or on the phone to review forms and explain the enrollment and planning process. Will address some specifics on the completion of the forms not allowed to be covered in the enrollment interview by the ADA by law / regulations.
5. Will assist with the collection of all paperwork by responding to specific questions during the form completion process. Will follow up on missing forms until file is complete. Will act on all missing forms notices.

6. Sets objectives for the charter school's admissions program and assists with an annual budget when assigned.
7. Coordinates registration of students, compiling, evaluating, and retaining student records, and policy interpretation and advisement as appropriate, oversees grade and transcript processing; coordinates academic information for graduation clearance; compiles statistical information and prepares reports; may provide special program certifications, as appropriate.
8. Applies knowledge of academic standards governing student probation, suspension, and/or expulsion.
9. Applies knowledge of academic advisement procedures.
10. Applies knowledge of financial aid policies, procedures, and eligibility requirements.
11. Maintains confidential records.
12. Develops and maintains recordkeeping systems and procedures.
13. Coordinates the grade petition process, responses to inquiries concerning academic performance, and resolves problems regarding the management of student records. May monitor academic standing, coordinate probation and suspension actions, and/or administer dean's lists, as appropriate to unit requirements.
14. Communications with students, parents, staff, the press and the public
15. Coordinates the preparation and distribution of school publications pertaining to admissions and enrollment.
16. Assist in all admissions special events such as: open house, career day, orientations, school tours, etc. as assigned.
17. Responds to requests for public information about the charter school's admissions, enrollment, policies and programs. Arranges for press coverage of programs that would attract student enrollment.
18. Speaks at public meetings and with groups of students and teachers on matters related to the charter school district's admissions, programs and policies as requested by the superintendent.
19. Meets regularly with PTA/PTO representatives, community leaders and business groups to encourage community involvement in the school, leading to increased interest in admissions and enrollment.

#### Other

1. May lead, guide, and train staff/student employees, interns, and/or volunteers performing related work; may participate in the recruitment of volunteers, as appropriate to the area of operation.
2. Performs other related duties as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:7A-11 Annual report of local school district; contents; annual report of commissioner; report of improvement of basic skills  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.A.C. 6A:30 Evaluation of the performance of school districts

N.J.A.C. 6A:32-6.3 Requirements of physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:**                    **Civil Rights Compliance Officer (Title IX Section 504)**

**QUALIFICATIONS:**

**REPORTS TO:**            Lead Person/CSA

**JOB GOAL:**

**PERFORMANCE RESPONSIBILITIES:**

1. Organize and maintain files which will contain a written record of all of the actions and procedures as required by law. Such files will contain copies of records and reports required to be kept.
2. Prepare and certify the reports and audits required by law and to compile any and all other reports, statistics, charts, and graphs as may be required by law or the lead person/CSA.
3. Prepare all required letterheads and posters to be displayed; to include the phrase "The XYZ Charter School does not discriminate in its program offerings, or student activities regardless of race, color, national origin, sex and disability.
4. Monitor the operation of this program with regards to its effect upon the Board members, employees, students, and the Charter School to bring to the attention of the lead person/CSA revisions and/or updating that may be appropriate, and to recommend to the lead person/CSA those steps which should be taken to improve school diversity and insure harassment-free programs.
5. Keep abreast of current OCR (Federal/State) developments, modifications, law, regulations and trends in the field of education as they relate to non-discrimination and anti-harassment programs, and to suggest any necessary changes.
6. Keep appropriate records with regard to the Board's recruiting, hiring, promotion, transfer, and in-service education activities to facilitate the Board's Policy against discrimination.
7. Provide representatives of bargaining units with information about the discrimination and harassment policy and procedures and to act as liaison officer with such representatives concerning the policy and procedures.
8. Be available for consulting with employees with regard to their rights and responsibilities concerning discrimination and harassment when so requested or when it appears that such consultation is warranted.
9. Serve as liaison officer with all federal, state, and local government compliance or investigation officers in all matters involving discrimination and harassment complaints or required reports.
10. Review job titles and job descriptions in order to determine whether they correlate with job requirements and to assure that requirements of training, experience, certification, licensing, and/or skills do not unnecessarily impede or bar the utilization of qualified applicants and employees.
11. Periodically examine recruiting methods and employment procedures to assure that they do not illegally discriminate against qualified applicants.
12. Provide inservice training to all employees concerning Title VI (race, color, national origin) Title IX (sex /gender) and Section 504-disability, expressly inservices concerning the school's Discrimination and Harassment Policy.
13. Investigate sources of books, videos, et.al., which are directed at youth from grades K-5 whereas they will not be exposed to sexual and anti-harassment language which may be offensive to naive youth.
14. The compliance office (Title IX/504 Coordinator's) should make on-site reviews at all schools buildings including community schools to ensure that building managers are in compliance with federal and state guidelines concerning civil rights issues and to ensure that building administrators and staff are adhering to anti-harassment treatment in respect to all students regardless to race, color, national origin, sex/gender, disability (Federal guidelines).
15. Keep a school year record of all out of school suspensions by sex, race, disability and reasons for said suspensions. Prepare charts for school to show percentages of the above category and the teachers in each schools who have the

most suspensions. Also, the same type of charts, (race, color, national origins, sex, and disability) for school expulsions.

16. Conduct investigations of alleged discrimination and harassment complaints. The compliance officer (Title IX/Section 504) Coordinator should have access to board level management people (where there is no conflict of interest) to assist in complex harassment and discrimination investigation cases, or be able to hire retired administrators and supervisors, human resource persons, counselors, in some cases select teachers who may be trained to become investigators and pay them at a rate equal to a substitute teacher, plus mileage.
17. The coordinator should have great "people skills", be an excellent spokesperson and trainer, and a person who "makes things happen".

## **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

## **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 evaluation of certified staff.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

|                                |                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5-1 et seq.</u> | Law Against Discrimination                                                                                                |
| <u>N.J.S.A. 18A:6-7.1</u>      | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>       | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>       | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>       | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>       | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>       | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>     | Residence requirements prohibited                                                                                         |
| <u>N.J.S.A. 18A:26-2</u>       | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>         | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>       | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>       | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>       | Notice of intention to resign required                                                                                    |
| <u>N.J.S.A. 18A:37</u>         | Discipline of pupils                                                                                                      |
| <u>N.J.S.A. 18A:46</u>         | Classes and facilities for handicapped children                                                                           |
| <u>N.J.A.C. 6A:7</u>           | Managing for equality and equity in education                                                                             |
| <u>N.J.A.C. 6A:8</u>           | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>           | Professional licensure and standards                                                                                      |

See particularly:

N.J.A.C. 6A:9-3.3 Professional standards for teachers

|                            |                                                                   |
|----------------------------|-------------------------------------------------------------------|
| <u>N.J.A.C. 6A:9B-5</u>    | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>    | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-10.3</u> | Special education                                                 |
| <u>N.J.A.C. 6A:9C-3</u>    | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:16</u>      | Programs to support student development                           |
| <u>N.J.A.C. 6A:14</u>      | Special education                                                 |
| <u>N.J.A.C. 6A:32-4</u>    | Employment of teaching staff                                      |
| <u>N.J.A.C. 6A:32-6</u>    | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>    | Student records                                                   |
| <u>N.J.A.C. 6A:32-8</u>    | Attendance and pupil accounting                                   |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

20 U.S.C. 1400 et seq., Individuals With Disabilities Education Act (IDEA), reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. - General Administrative Regulation EDGAR

34 CFR 77.1 et seq. - General Administrative Regulation EDGAR

34 CFR 300 - Assistance to States for the Education of Children with Disabilities

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of trustees of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: SCHOOL ANTI-BULLYING SPECIALIST**

**QUALIFICATIONS:**

Statutory requirements: "When a school guidance counselor, school psychologist, or another individual similarly trained is currently employed in the school, the principal shall appoint that individual to be the school anti-bullying specialist. If no individual meeting this criteria is currently employed in the school, the principal shall appoint a school anti-bullying specialist from currently employed school personnel."

1. Valid New Jersey Educational Services Certificate and school counselor, social worker, student assistance coordinator, psychologist or other related endorsement, or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge theories of individual and group counseling techniques
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

\*Must complete the required Department of Education training program in harassment, intimidation and bullying.

**REPORTS TO:** Principal

**JOB GOAL:** To carry out the statutory duties of the school anti-bullying specialist.

**PERFORMANCE RESPONSIBILITIES:**

**A. Statutory Duties**

1. The school anti-bullying specialist shall:
  - a. Chair the school safety team;
  - b. Lead the investigation of incidents of harassment, intimidation, and bullying in the school; and
  - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, and bullying in the school.
2. The school anti-bullying specialists shall meet at least twice a school year with the school anti-bullying coordinator in the district, once in the first semester and once in the second semester, to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.

**B. Investigations and incident reports**

1. The anti-bullying specialist will lead the investigation that is initiated by the school principal within one day of the report of an incident. The building principal may appoint additional personnel to assist in the investigation;
2. The specialist will complete the report as soon as possible, within a maximum of 10 school days; and
3. Within two school days from completing the investigation, the results will be reported to the superintendent who

will make recommendations on training, discipline, counseling, intervention services, or other action.

C. Related duties

1. Meetings and correspondence

- a. The anti-bullying specialist will speak at a board hearing on the incident if called by the board;
- b. Arranges meetings, prepares agendas and handles follow up activities as necessary;
- c. Receives and routes incoming calls and correspondence;
- d. Prepares correspondence, notices and reports; and
- e. Maintains a well-organized up-to-date filing system

2. Other

- a. Maintains confidentiality as required and appropriate; and
- b. Performs other tasks related to the efficient operation of the office as assigned.
- c. Performs the anti-bullying duties in addition to any other existing responsibilities.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

The anti-bullying duties will be in addition to any other existing responsibilities.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 10/18/23

Revised:

Legal References:

|                                  |                                              |
|----------------------------------|----------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>        | Criminal history record                      |
| <u>N.J.S.A. 18A:16-1</u>         | Officers and employees in general            |
| <u>N.J.S.A. 18A:16-2</u>         | Physical examinations; requirement           |
| <u>N.J.S.A. 18A:17-2</u>         | Tenure of secretarial and clerical employees |
| <u>N.J.S.A. 18A: 37-13 to 32</u> | The "Anti-Bullying Bill of Rights Act"       |
| <u>N.J.A.C. 6A:9B</u>            | State board of examiners and certification   |

See particularly:

|                            |                                       |
|----------------------------|---------------------------------------|
| <u>N.J.A.C. 6A:9B-12.2</u> | Student assistance coordinator        |
| <u>N.J.A.C. 6A:9B-12.5</u> | School social worker                  |
| <u>N.J.A.C. 6A:9B-12.8</u> | School counselor                      |
| <u>N.J.A.C. 6A:9B-12.9</u> | School psychologist                   |
| <u>N.J.A.C. 6A:32-6</u>    | School employee physical examinations |

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986

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**TITLE: DISTRICT ANTI-BULLYING COORDINATOR**

**QUALIFICATIONS:**

Statutory requirements: "The superintendent of schools shall appoint the district anti-bullying coordinator. The superintendent shall make every effort to appoint an employee of the school district to this position. "

1. Valid New Jersey Educational Services Certificate and school counselor, social worker, student assistance coordinator, psychologist or other related endorsement, or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge theories of individual and group counseling techniques
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

\*Must complete the required Department of Education training program in harassment, intimidation and bullying.

**REPORTS TO:** Superintendent

**JOB GOAL:** To carry out the statutory duties of the district anti-bullying coordinator.

**PERFORMANCE RESPONSIBILITIES:**

**A. Statutory Duties**

The district anti-bullying coordinator shall:

1. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students;
2. Collaborate with school anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation, and bullying of students in the district;
3. Provide data, in collaboration with the superintendent of schools, to the Department of Education regarding harassment, intimidation, and bullying of students;
4. Execute such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools;
5. Meet at least twice a school year, once in the first semester and once in the second semester, with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district; and
6. Assist the school board and the anti-bullying specialist to meet timelines and deadlines.

**B. Related duties**

1. Meetings and correspondence
  - a. Arranges meetings, prepare agendas and handles follow up activities as necessary;
  - b. Receives and routes incoming calls and correspondence;
  - c. Prepares correspondence, notices and reports; and
  - d. Maintains a well-organized up-to-date filing system.

2. Other

- a. Maintains confidentiality as required and appropriate; and
- b. Performs other tasks related to the efficient operation of the office as assigned.
- c. The anti-bullying duties will be in addition to any other existing responsibilities.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

The anti-bullying duties will be in addition to any other existing responsibilities.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**Legal References:**

|                                  |                                              |
|----------------------------------|----------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>        | Criminal history record                      |
| <u>N.J.S.A. 18A:16-1</u>         | Officers and employees in general            |
| <u>N.J.S.A. 18A:16-2</u>         | Physical examinations; requirement           |
| <u>N.J.S.A. 18A:17-2</u>         | Tenure of secretarial and clerical employees |
| <u>N.J.S.A. 18A: 37-13 to 32</u> | The "Anti-Bullying Bill of Rights Act"       |
| <u>N.J.A.C. 6A:9B</u>            | State board of examiners and certification   |
| See particularly:                |                                              |
| <u>N.J.A.C. 6A:9B-12.2</u>       | Student assistance coordinator               |
| <u>N.J.A.C. 6A:9B-12.5</u>       | School social worker                         |
| <u>N.J.A.C. 6A:9B-12.8</u>       | School counselor                             |
| <u>N.J.A.C. 6A:9B-12.9</u>       | School psychologist                          |
| <u>N.J.A.C. 6A:32-6</u>          | School employee physical examinations        |

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986

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**TITLE:** BUS DRIVER

**QUALIFICATIONS:**

1. Valid Commercial Driver's License
2. Minimum safe driving experience as determined by the board
3. Sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs
4. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment (if a regular employee of the district)

**REPORTS TO:** Transportation Supervisor

**JOB GOAL:**

To transport pupils in a safe and efficient manner and perform all activities related to the operation of the school bus.

**PERFORMANCE RESPONSIBILITIES:**

Safety, maintenance and inspection requirements

1. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
2. Notifies transportation supervisor of any mechanical malfunctions and/or safety hazards.
3. Performs interior bus cleaning duties daily, cleans windows and exterior as needed, and refuels the vehicle.
4. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
5. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.

Driving and safe bus operations

1. Adheres to established routes, designated bus stops and keeps to assigned time schedule.
2. Transports only authorized pupils and ensures that all students have left the bus at the end of the route.
3. Receives training on and as required implements accommodations when transporting students with disabilities.
4. Obeys all traffic laws and observes mandatory school bus safety regulations.
5. Reports all accidents and pupil injuries immediately to the principal and the school business administrator and completes required reports.
6. If ticketed as a result of an accident or traffic stop by police, the bus driver will pay any fines and court costs, and will attend driving safety classes if so ordered by the municipal court judge.
7. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus driver is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by: Green Township BOE

Date: 4/17/24

Revised:

**LEGAL REFERENCES:**

|                             |                                                                                                   |
|-----------------------------|---------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 2C:12-1</u>     | Assault                                                                                           |
| <u>N.J.S.A. 18A:6-7.1</u>   | Criminal history                                                                                  |
| <u>N.J.S.A. 18A:7-7.1c</u>  | Employment of applicant on emergent basis, conditions                                             |
| <u>N.J.S.A. 18A:16-2</u>    | Physical examinations; requirement                                                                |
| <u>N.J.S.A. 18A:25-2</u>    | Authority over pupils                                                                             |
| <u>N.J.S.A. 18A:39-17</u>   | Names, certain information relative to bus drivers to be filed by secretary of board of education |
| <u>N.J.S.A. 18A:39-18</u>   | Information on bus drivers furnished by contactor                                                 |
| <u>N.J.S.A. 18A:39-19.1</u> | Bus driver required to submit certain information to commissioner; notice of pending charges      |
| <u>N.J.S.A. 18A:39-20</u>   | Approval                                                                                          |
| <u>N.J.S.A. 18A:39-27</u>   | Bus driver required to be on bus when pupil present; exception                                    |
| <u>N.J.S.A. 39:3B-25</u>    | Use of cell phone prohibited while driving school bus, exception; fines                           |
| <u>N.J.S.A. 39:5D-1</u>     | Commercial driver license                                                                         |
| <u>N.J.A.C. 6A:27</u>       | Student transportation                                                                            |

See particularly:

|                            |                                       |
|----------------------------|---------------------------------------|
| <u>N.J.A.C. 6A:27-11</u>   | Safety                                |
| <u>N.J.A.C. 6A:27-12.1</u> | Drivers and aides                     |
| <u>N.J.A.C. 6A:32-6</u>    | School employee physical examinations |

Immigration and Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986

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**TITLE: CUSTODIAN**

**QUALIFICATIONS:**

1. Black Seal License or ability to obtain within 1 year of employment
2. Minimum experience as determined by the board
3. Knowledge of plant operations; primarily cleaning methods and procedures and handling of hazardous materials
4. Ability to read, write and communicate effectively
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Supervisor of Buildings and Grounds/Principal

**JOB GOAL:** To provide a safe, clean and comfortable school environment.

**PERFORMANCE RESPONSIBILITIES:**

Building Security

1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Checks daily to ensure that all exit and fire doors are operational/working properly during the hours of building occupancy.

Building Maintenance

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Assists with monitoring/controlling heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
3. Cleans and dusts classrooms, offices, library and faculty room daily; empties waste baskets in these areas.
4. Cleans corridors after each school day, and during the day when their condition requires it.
5. Cleans and sanitizes bathroom fixtures and floors daily, and replenishes paper and soap supplies as needed.
6. Cleans and sanitizes all drinking fountains daily.
7. Cleans cafeteria dining areas after use.
8. Executes environmental accommodations related to student health and safety and implements specific cleaning directions and other required measures to further the protection of students and/or staff members with potentially life-threatening allergies and/or physical disabilities.
9. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
10. Cleans chalkboards daily.
11. Moves furniture or equipment within the building as required for various activities and as directed by the Supervisor of Buildings and Grounds or Principal.
12. Complies with all laws and procedures for the storage and disposal of recyclables, trash, waste, and debris.
13. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Supervisor of Buildings and Grounds .
14. Cleans all windows on both the inside and outside as scheduled.
15. Keeps all floors in a clean and attractive condition and in a good state of preservation.

Grounds maintenance

1. Keeps the grounds free from rubbish and debris.
2. Shovels, salts, and/or sweeps sidewalks, steps, driveways and parking areas as necessary.
3. Displays the U.S. flag during school hours on days when school is in session.
4. Assists in performing minor grounds-keeping chores including grass cutting, tree trimming, leaf raking and removal of litter, to maintain the grounds in a safe and attractive condition.

Other

1. Required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**annual**

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

Approved by:

Date: 11/13/23

Revised: Drew J. Vanderzee CEFM

**Legal References:**

|                                                 |                                                       |
|-------------------------------------------------|-------------------------------------------------------|
| <u>N.J.S.A. 13:1E-99.11</u><br>through 99.39    | Solid waste management                                |
| <u>N.J.S.A. 13:1F-19</u>                        | School Integrated Pest Management Act                 |
| <u>N.J.S.A. 18A:6 7.1</u>                       | Criminal history record                               |
| <u>N.J.S.A. 18A:16 1</u>                        | Officers and employees                                |
| <u>N.J.S.A. 18A:16 2</u>                        | Physical examinations; requirement                    |
| <u>N.J.S.A. 18A:17 3, 4</u>                     | Tenure of janitorial employees                        |
| <u>N.J.S.A. 18A:17 41</u>                       | Rules and regulations governing janitorial employees  |
| <u>N.J.S.A. 18A:41 2</u>                        | Fire and smoke doors closed                           |
| <u>N.J.S.A. 34:5A 1 et seq.</u>                 | N.J. Worker and Community Right to Know Act           |
| <u>N.J.S.A. 34:7 1</u>                          | License necessary                                     |
| <u>N.J.A.C. 6A:26</u>                           | Educational facilities                                |
| See particularly:<br><u>N.J.A.C. 6A:26-12.1</u> | Facilities maintenance requirements                   |
| <u>N.J.A.C. 6A:26-20.1 et seq.</u>              | Comprehensive maintenance plans                       |
| <u>N.J.A.C. 6A:32-6</u>                         | School employee physical examinations                 |
| <u>N.J.A.C. 7:26A-1.1 et seq.</u>               | Recycling rules                                       |
| <u>N.J.A.C. 8:59-1 et seq.</u>                  | N. J. Worker and Community Right to Know Act          |
| <u>N.J.A.C. 12:90-8.1 et seq.</u>               | Licensing of operating engineers and boiler operators |
| <u>N.J.A.C. 12:100-4.2</u>                      | Adoption by reference                                 |

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

C-8

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**TITLE:** SCHOOL SECURITY OFFICER (SSO)

#### **QUALIFICATIONS:**

1. Retired law enforcement required
2. Minimum experience as determined by the board
3. Knowledge of child welfare and compulsory education laws and regulations
4. Strong interpersonal and communication skills
5. Required criminal history background check with demonstrated unblemished career as law enforcement officer
6. Proof of U.S. citizenship or legal resident alien status
7. Valid weapon carry permit as assigned by the Superintendent of New Jersey State Police, with board authorization to carry a weapon on school property. (N.J.S.A. 2C:39-5),(N.J.S.A. 2C:39-6)
8. First Aid/CPR/AED Certified

**REPORTS TO:** Superintendent / Principal

**SUPERVISES:** Safety of persons on school grounds

#### **JOB GOAL:**

To protect the physical safety and welfare of students, staff, visitors, and all school-related stakeholders.

#### **PERFORMANCE RESPONSIBILITIES:**

- 1) To protect lives and property of all stakeholders.
- 2) Refrain completely from functioning as a school disciplinarian. The school security officer is not to be involved in the enforcement of disciplinary infractions that do not constitute violations of the

law.

- 3) Patrols district buildings and grounds to protect against illegal entry, acts of violence, vandalism, illegal drug activity, arson, and theft.
- 4) Patrols school grounds to observe unauthorized persons or vehicles, parking violations, and overall security of the outside area including exterior lighting and emergency access routes.
- 5) Abide by school board policies and consult with and coordinate activities through the superintendent.
- 6) To investigate criminal activity committed on or adjacent to school property.
- 7) Conducts staff training in the areas of security, restraint training and emergency procedures.
- 8) Assist the School Administration in the investigation and research of any and all school safety issues as directed by the Administration.
- 9) To periodically and systematically inspect the building and grounds.
- 10) Conducts regular inspections of windows, doors, and other points of entry to ensure that they are secure.
- 11) Monitor school and board property cameras and patrol school properties.
- 12) Shall assist NJSP, Sheriff's Department, or other law enforcement in investigations that involve students or staff members when deemed appropriate by district administration.
- 13) Detains unauthorized persons; calls for police assistance in accordance with the district's security plan/crisis management plan.
- 14) Shall assist in traffic control, recess supervision, and lunch supervision as assigned.
- 15) Notifies police, fire department, or other appropriate authority of any situation requiring immediate attention.
- 16) Shall collect information concerning safety issues both inside and outside of the building, reporting to the Superintendent.
- 17) Shall construct a biannual security assessment report for submission to the Superintendent.
- 18) Facilitates, updates, and assists in the construction of the Crisis Management Plan, as needed.
- 19) Shall assist the administration in the identification and reporting of emergency situations.
- 20) Shall have knowledge of building and grounds and be able to supply blueprints of same to Law Enforcement and First Responders, as needed.

- 21) Shall investigate reports of residency fraud and discrepancies concerning students; legal residence in accordance with New Jersey Administrative Code and board policy, as requested.
- 22) Shall create and conduct staff workshops on safety and security, as requested.
- 23) Shall be responsible for special projects related to safety and security as directed by the Superintendent.
- 24) Shall attend active-shooter training as determined by the Superintendent.
- 25) Shall attend student safety and security training as determined by the Superintendent.
- 26) Shall oversee and participate in fire and security drills and lock downs.
- 27) Shall provide security for special school events or functions, such as concerts, at the request of the principal or the Superintendent
- 28) The school security officer shall participate and attend court proceedings in connection with charges, summonses, student residency matters and other law enforcement actions.
- 29) Records all observations and conditions, and reports unusual occurrences or property damage to superiors and documents rule violations.
- 30) Submits written reports of all incidents of vandalism, violence, illegal drug activity, and security violations to appropriate school personnel.
- 31) Performs other duties as may be assigned by the Superintendent.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board.

#### **ANNUAL**

**EVALUATION:** Performed by Superintendent

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **Legal References:**

N.J.S.A. 18A:6- 7.1 Criminal history record

|                           |                                                                             |
|---------------------------|-----------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:16- 1</u> | Officers and employees                                                      |
| <u>N.J.S.A. 18A:16- 2</u> | Physical examinations; requirement                                          |
| <u>N.J.A.C. 6A:16</u>     | Programs to support student development                                     |
| See particularly:         |                                                                             |
| <u>N.J.A.C 6A:16-5.1</u>  | School safety and security plans                                            |
| <u>N.J.A.C 6A:16-5.3</u>  | Incident reporting of violence, vandalism, and alcohol and other drug abuse |
| <u>N.J.A.C 6A:16-11</u>   | Reporting potentially missing or abused children                            |
| <u>N.J.A.C. 6A:32-6</u>   | School employee physical examinations                                       |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

C-8

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**TITLE:** NIGHT SHIFT HEAD CUSTODIAN

**QUALIFICATIONS:**

1. Black Seal License; high school diploma or equivalent training
2. Experience in plant operation and minor maintenance; cleaning methods and procedures, minor misc. repairs, heating and ventilation, sufficient to perform the assigned tasks and work independently. Ability to understand and respond to a wide variety of potential emergencies including fire safety systems, heat, plumbing, electrical, access, refrigeration and other safety problems that arise
3. Supervisory ability and ability to maintain effective working relationships with fellow workers, teachers, administrators, parents and students/school community. Ability to respond to emergencies as needed. On 24-hour call for emergencies and Required to carry a District-issued cell phone. Normal work hours are Monday through Friday, 2:30pm to 10:30 pm. Ability to work courteously and cooperatively with any contractors/vendors working at night
4. Demonstrated knowledge of fire/safety laws and proper handling of hazardous materials
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status. Must demonstrate a stable work history
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.
7. Ability to communicate effectively in English, both orally and in writing. Ability to give basic instructions to others.
8. Ability to perform long periods of standing, climbing, bending, stooping, moving of furniture, and walking; frequent lifting of objects weighing approximately 50 pounds (or more) and a valid driver's license.

**REPORTS TO:** Supervisor of Buildings and Grounds, Building Principal

**SUPERVISES:** All custodians or night workers under his/her authority

**JOB GOAL:**

To oversee the custodial operations of individual school facilities and ensure a safe, clean, and comfortable school environment; to carry out administrative tasks required to maintain and operate the plant to the required standards, as directed by the Supervisor of Buildings and Grounds.

**PERFORMANCE RESPONSIBILITIES**

Goals and Worker Activities

- A. Provide service during evening and night hours.
1. Respond to all ranges of emergencies while on duty.
  2. Identify maintenance problems and perform minor emergency repairs on building and equipment to include doors, locks, lighting, windows, plumbing, and heating equipment, and report uncorrectable malfunctions to the Supervisor of Buildings and Grounds in a timely manner to minimize damage and injury. Troubleshoot or diagnose a problem and determine root causes and corrective action.
  3. Contacts the Supervisor of Buildings and Grounds to arrange any call in trade services (plumbers, electricians, etc.) with emergency situations.
  4. Lock and unlock outside and inside building doors, following established schedules, or specific instructions for special events, registered parties, etc.

5. Service outside entries and sidewalks, including shoveling snow, salting walks, picking up litter, emptying trash, rectifying vandalism to outdoor furniture, etc.
6. Respond to calls for emergency clean up of spills, body fluids, broken glass, and floods, etc. Use a two-way radio to communicate with other shift staff as needed.
- B. Monitor equipment and systems. Follow procedures to make or request any required repairs.
  1. Check the temperature on all food service refrigerators and freezers every night. Report deviations from normal, per night shift manual procedure.
  2. Check outside lighting monthly. Report repairs for replacement, as required.
  3. Check exterior doors to make sure they are latching/locking properly, once per shift. Repair or report as required.
  4. Complete job orders as assigned.
  5. Prepare and distribute factual night reports to involved day shift staff. Report needed Work Orders (WO) to the Maintenance and Repair Service (MARS).
- C. Perform lead worker responsibilities.
  1. Help new employees learn all of the building/position.
  2. Provide hands-on training.
  3. Promote good relationship skills and work habits by setting a good example.
- D. Utilize remaining work time in a constructive manner. Determine priorities to utilize extra time in a productive and efficient manner.
  1. Clean areas as assigned (offices, public areas, classrooms, etc.)
  2. Collect recycle material and trash and get it out to the pick up area.
  3. Assist with cleaning responsibilities including scrubbing floors, cleaning rooms, carpets, etc., as assigned.

#### Inspections and monitoring

1. Assists with monitoring/controlling heat, ventilation and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity while ensuring that daily am temperatures are satisfactory for the arrival of staff and students..
2. Conducts periodic inspections and tests of electrical installations in the school to ensure their safe condition.
3. Plans and oversees all night maintenance and repair work in the building.
4. Works independently and uses sound judgment. Performs duties promptly and efficiently under pressure of deadlines.
5. Helps to maintain an inventory and recommends purchase of supplies, tools, equipment, and fuel.
6. Ensures that all fire/safety and environmental laws and regulations relating to the plant maintenance and operation are enforced.

#### Communications, logs, monitoring and reports

1. Maintains preventative maintenance logs and other records as required; Boiler Logs, Fire Extinguisher Logs, etc..
2. Provides input into the evaluation of the performance of custodians in accordance with board policy.

#### Unique requirements for night shift operations

1. Work flexible hours, primarily 2nd shift: 2:30p. to 10:30 pm., but which may encompass a rotating schedule to include weekends and holidays.
2. Learns and follows all procedures outlined in the Custodial SOP.
3. Communicates information and needed repairs to day shift staff for further follow up or repair.
4. Performs related duties as required for daily operation of the school(s).

#### **TERMS OF**

**EMPLOYMENT:**  
board of education.

Salary and work year to be determined by the

#### **annual**

**evaluation:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved by:

Date:  
Revised:

**Legal References:**

|                                                                          |                                                       |
|--------------------------------------------------------------------------|-------------------------------------------------------|
| <u>N.J.S.A. 13:1E-99.11</u><br>through 99.39                             | Solid waste management                                |
| <u>N.J.S.A. 13:1F-19</u>                                                 | School Integrated Pest Management Act                 |
| <u>N.J.S.A. 18A:6 7.1</u>                                                | Criminal history record                               |
| <u>N.J.S.A. 18A:16 1</u>                                                 | Officers and employees                                |
| <u>N.J.S.A. 18A:16 2</u>                                                 | Physical examinations; requirement                    |
| <u>N.J.S.A. 18A:17 3, 4</u>                                              | Tenure of janitorial employees                        |
| <u>N.J.S.A. 18A:17 41</u>                                                | Rules and regulations governing janitorial employees  |
| <u>N.J.S.A. 18A:41 2</u>                                                 | Fire and smoke doors closed                           |
| <u>N.J.S.A. 34:5A 1 et seq.</u>                                          | N.J. Worker and Community Right to Know Act           |
| <u>N.J.S.A. 34:7 1</u>                                                   | License necessary                                     |
| <u>N.J.A.C. 6A:26</u><br>See particularly:<br><u>N.J.A.C. 6A:26-12.1</u> | Educational facilities                                |
| <u>N.J.A.C. 6A:26-20.1 et seq.</u>                                       | Facilities maintenance requirements                   |
| <u>N.J.A.C. 6A:32-6</u>                                                  | Comprehensive maintenance plans                       |
| <u>N.J.A.C. 7:26A-1.1 et seq.</u>                                        | School employee physical examinations                 |
| <u>N.J.A.C. 8:59-1 et seq.</u>                                           | Recycling rules                                       |
| <u>N.J.A.C. 12:90-8.1 et seq.</u>                                        | N. J. Worker and Community Right to Know Act          |
| <u>N.J.A.C. 12:100-4.2</u>                                               | Licensing of operating engineers and boiler operators |
|                                                                          | Adoption by reference                                 |

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE:** **PRINCIPAL / Coordinator of Instruction**

**QUALIFICATIONS:**

1. Valid New Jersey Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Superintendent/Assistant Superintendent

**SUPERVISES:** All certified and noncertified staff assigned to the school

**JOB GOAL:**

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

**PERFORMANCE RESPONSIBILITIES:**

School Leadership

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

Curriculum and Instruction

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes and supervises all curricular and extracurricular activities.

Supervision and evaluation of school staff

1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.

Office management and administrative efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.

2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

#### Scheduling

1. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

#### Contact with Students

1. Greets students in a friendly and dependable manner during their morning arrival whenever possible.
2. Supervises dismissal.
3. Receives reports of harassment, intimidation and bullying.
4. Interacts appropriately with students during the school day.
5. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
6. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.

#### Contact with Parents, Guardians, and the Local Community

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
2. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
3. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
4. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

#### Implements Policies that are Adopted by the School Board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
  - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school

- employee or contracted service provider witnessed or received reliable information regarding any such incident;
- b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

#### Other

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

**TERMS OF EMPLOYMENT:** Work year and salary to be determined by the board

**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 evaluation of certified staff.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 13:1F-19 et. seq.</u> | School integrated pest management                                                                                         |
| <u>N.J.S.A. 18A:6-1</u>           | Corporal punishment of pupils                                                                                             |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-1</u>          | Officers and employees in general                                                                                         |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:17-46</u>         | Act of violence; report by school employee; notice of action taken; annual report                                         |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:25-5</u>          | Annual report; filing and penalty for failure to file                                                                     |
| <u>N.J.S.A. 18A:25-6</u>          | Suspension of assistant superintendents, principals and teachers                                                          |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers                                                                                                   |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence in requirement prohibited                                                                                       |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required                                                                                                     |
| <u>N.J.S.A. 18A:26-10</u>         | Suspension of certificate for wrongful cessation of performance of duties                                                 |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                                                                                                      |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.S.A. 18A:37-15</u>         | Anti-Bullying Bill of Rights                                                                                              |
| <u>N.J.S.A. 18A:40</u>            | Promotion of health and prevention of disease                                                                             |
| <u>N.J.S.A. 18A:40A</u>           | Substance abuse                                                                                                           |

|                                   |                                                                                               |
|-----------------------------------|-----------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:41-1 et seq.</u>  | Fire drills and fire protection                                                               |
| <u>N.J.S.A. 18A:46-5.1</u>        | Basic child study team services; provision by boards of education and state operated programs |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                 |
| <u>See particularly:</u>          |                                                                                               |
| <u>N.J.A.C. 6A:7-1.6</u>          | Professional Development                                                                      |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                      |
| <u>See particularly:</u>          |                                                                                               |
| <u>N.J.A.C. 6A:8-3.1</u>          | Implementation of the Core Curriculum Standards                                               |
| <u>N.J.A.C. 6A:9</u>              | Professional standards                                                                        |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                    |
| <u>See particularly:</u>          |                                                                                               |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                    |
| <u>N.J.A.C. 6A:9B-9</u>           | Instructional certificates                                                                    |
| <u>N.J.A.C. 6A:9B-11.3</u>        | Authorization                                                                                 |
| <u>N.J.A.C. 6A:9B-11.5</u>        | Principal                                                                                     |
| <u>N.J.A.C. 6A:9B-13</u>          | Acting administrators                                                                         |
| <u>N.J.A.C. 6A:9C</u>             | Professional development for teaching staff members and school leaders                        |
| <u>See particularly:</u>          |                                                                                               |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                             |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                        |
| <u>See particularly:</u>          |                                                                                               |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                          |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                              |
| <u>N.J.A.C. 6A:10-5.1 et seq.</u> | Components of principal evaluation                                                            |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                       |
| <u>N.J.A.C. 6A:17</u>             | Students at risk of not receiving a public education                                          |
| <u>N.J.A.C. 6A:23A</u>            | Fiscal accountability, efficiency and budgeting procedures                                    |
| <u>N.J.A.C. 6A:26A</u>            | Comprehensive maintenance plans                                                               |
| <u>N.J.A.C. 6A:27-11.2</u>        | Evacuation drills and safety education                                                        |
| <u>N.J.A.C. 6A:28-3</u>           | Filing of disclosure statements                                                               |
| <u>N.J.A.C. 6A:30</u>             | Evaluation of the school district                                                             |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                           |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                         |
| <u>N.J.A.C. 6A:32-12</u>          | Student behavior                                                                              |
| <u>N.J.A.C. 12:100-4.2</u>        | Adoption by reference                                                                         |

Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.

Bloodborne Pathogen Standard, 29 CFR 1910.1030

8 U.S.C.A. 1100 et seq.      Immigration Reform and Control Act of 1986,

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450

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**TITLE: ELEMENTARY EDUCATION TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

1. To provide an approved elementary education program and establish a class environment that fosters learning and personal growth;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Develops lesson plans and classroom learning activities

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.

Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

5. Budgets class time effectively.
6. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

#### Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

#### Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

#### Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

### **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**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 evaluation of certified staff.

### **NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

Approved by: Green Township BOE

Date: 11/15/23

Revised:

### **LEGAL REFERENCES:**

|                    |                                                                                                                           |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|
| N.J.S.A. 7F        | Comprehensive Educational Improvement and Financing Act                                                                   |
| N.J.S.A. 18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| N.J.S.A. 18A:6-10  | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| N.J.S.A. 18A:16-2  | Physical examinations; requirement                                                                                        |
| N.J.S.A. 18A:25-2  | Authority over pupils                                                                                                     |

|                                   |                                                                   |
|-----------------------------------|-------------------------------------------------------------------|
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                          |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                     |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                  |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                  |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                          |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                         |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                  |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                            |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                                              |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                     |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                          |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                              |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                               |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                        |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-10.1</u>        | Preschool through grade three certification requirements          |
| <u>N.J.A.C. 6A:9B-10.11</u>       | Elementary school with subject matter specialization              |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                            |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                              |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                  |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                           |
| <u>N.J.A.C. 6A:32</u>             | School district operations                                        |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                   |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                   |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: SCHOOL LIBRARY MEDIA SPECIALIST**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Library Media Specialist Endorsement
2. Minimum experience as determined by the board
3. Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents
4. Effective problem-solving, human relations, and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal

**SUPERVISES:** Media Aide

**JOB GOAL:**

To develop and coordinate educational media services and assist teachers and students in the effective use of the media center and information technology as a learning resource to support the school's curriculum and to develop students' information literacy skills.

**PERFORMANCE RESPONSIBILITIES:**

Media Center, basic operations

1. Is responsible for the operation and supervision of the school media center.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instructs teachers and students on use of the system.
3. Coordinates library skills instruction with classroom instruction and works to achieve state curriculum content standards and district educational goals and objectives.
4. Evaluates, selects and requisitions new media center materials.
5. Prepares and administers the media center budget.
6. Supervises the clerical activities necessary for the effective operation of the media center.
7. Supervises the work performance of the media aide.

Work directly with students

1. Provides a sequential program of library skills instruction and instructs students in the use of various types of materials and information technology.
2. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
3. Presents and discusses materials with a class studying a particular topic at the request of the teacher.

### Work with teachers

1. Collaborates with teachers to integrate information literacy competencies across the curricula.
2. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
3. Informs teachers and other staff of new acquisitions for the media center.
4. Conducts inservice education for teachers in the effective evaluation, selection and use of media and maintains professional library materials for teacher use.

### Other

1. Promotes relationships with external information sources and participates in electronic networks and resource sharing systems to expand the media center's capacity to access information globally.
2. Maintains professional competence and continuous improvement through inservice education and other professional development activities.
3. Performs such other related duties as may be assigned.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

### **LEGAL REFERENCES:**

|                             |                                                                                                                       |
|-----------------------------|-----------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>   | Criminal history record                                                                                               |
| <u>N.J.S.A. 18A:16-1</u>    | Officers and employees                                                                                                |
| <u>N.J.S.A. 18A:16-2</u>    | Physical examinations; requirement                                                                                    |
| <u>N.J.S.A. 18A:27-10</u>   | Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15 |
| <u>N.J.S.A. 18A:37</u>      | Discipline of pupils                                                                                                  |
| <u>N.J.A.C. 6A:7</u>        | Managing for equality and equity in education                                                                         |
| <u>N.J.A.C. 6A:9</u>        | Professional licensure and standards                                                                                  |
| <u>See particularly:</u>    |                                                                                                                       |
| <u>N.J.A.C. 6A:9-3.3</u>    | Professional standards for teachers                                                                                   |
| <u>N.J.A.C. 6A:9B</u>       | State board of examiners and certification                                                                            |
| <u>See particularly:</u>    |                                                                                                                       |
| <u>N.J.A.C. 6A:9B-5</u>     | General certification policies                                                                                        |
| <u>N.J.A.C. 6A:9B-8</u>     | Requirements for instructional certificate                                                                            |
| <u>N.J.A.C. 6A:9B-12.14</u> | School library media specialist                                                                                       |
| <u>N.J.A.C. 6A:9C-3</u>     | Required professional development for teachers and school leaders                                                     |
| <u>N.J.A.C. 6A:10</u>       | Educator effectiveness                                                                                                |
| <u>See particularly:</u>    |                                                                                                                       |

|                                   |                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                           |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                               |
| <u>N.J.A.C. 6A:10-5.1 et seq.</u> | Components of principal evaluation                                                                             |
| <u>N.J.A.C. 6A:10-6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                            |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                          |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: SPECIAL EDUCATION TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and appropriate Special Education Endorsement or eligibility
2. Minimum experience as determined by the board
3. Demonstrated knowledge of effective teaching methods and ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal, School Counseling Services Director

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To provide an approved special education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Instruction and Pupil Contact

1. Provides instruction to classified pupils in accordance with each pupil's individualized education program.
2. Works cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each pupil and provides support instruction in the regular classroom or resource center as assigned.
3. Provides home instruction to confined special education pupils as assigned.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.

Develops Lesson Plans and Classroom Learning Activities

1. Develops lesson plans and instructional materials and provides individualized and small group instruction to meet the needs of each pupil.
2. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
3. Consults with members of the child study team regarding each pupil's educational program, academic program and personal growth.
4. Meets at least once annually with the case manager, parents and other professional staff to review and revise the individualized education program and placement of each assigned pupil.

### Contact with Parents and Community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

### Planning and Coordination

1. Participates in the development of the district's plan for special education.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.

### Professional Contacts and Other Activities

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

## **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

## **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 evaluation of certified staff.

### **NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

Approved by: Green Township BOE

Date: 11/15/23

Revised:

### **LEGAL REFERENCES:**

|                                |                                                                                                                           |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5-1 et seq.</u> | Law Against Discrimination                                                                                                |
| <u>N.J.S.A. 18A:6-7.1</u>      | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>       | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>       | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>       | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>       | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>       | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>     | Residence requirements prohibited                                                                                         |

|                                   |                                                 |
|-----------------------------------|-------------------------------------------------|
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                        |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                       |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required          |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                            |
| <u>N.J.S.A. 18A:46</u>            | Classes and facilities for handicapped children |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education   |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                        |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards            |
| See particularly:                 |                                                 |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers             |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification      |
| See particularly:                 |                                                 |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                  |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate      |
| <u>N.J.A.C. 6A:9-9.5</u>          | Special education                               |
| <u>N.J.A.C. 6A:9B-10.3</u>        | Special education                               |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers  |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                          |
| See particularly:                 |                                                 |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members            |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development         |
| <u>N.J.A.C. 6A:14</u>             | Special education                               |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority             |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations           |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                 |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                 |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. - General Administrative Regulation EDGAR

34 CFR 77.1 et seq. - General Administrative Regulation EDGAR

34 CFR 300 - Assistance to States for the Education of Children with Disabilities

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: K-12 SUBJECT AREA TEACHER\***

\*As defined in N.J.A.C. 6A:9B-9 Instructional certificates

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Develops lesson plans and classroom learning activities

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board-adopted curricula and textbooks, and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.

Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.

6. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
7. Supervises pupils in out-of-classroom activities as assigned.

#### Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

#### Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

#### Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations.

### **NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

Approved by: Green Township BOE

Date: 11/15/23

Revised:

### **LEGAL REFERENCES:**

|                           |                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 7F</u>        | Comprehensive Educational Improvement and Financing Act                                                                   |
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>  | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>  | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>  | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>  | School register; keeping                                                                                                  |

|                                   |                                                                   |
|-----------------------------------|-------------------------------------------------------------------|
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                     |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                  |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                  |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                          |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                         |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                  |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                            |
| <u>N.J.A.C. 18A:37</u>            | Discipline of pupils                                              |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and education in education                  |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                          |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                              |
| See particularly:                 |                                                                   |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                               |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                        |
| See particularly:                 |                                                                   |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-9.1</u>         | Authorizations-general                                            |
| <u>N.J.A.C. 6A:9B-9.2</u>         | Endorsements and authorizations                                   |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                            |
| See particularly:                 |                                                                   |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                              |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                  |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                           |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                   |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:** **BILINGUAL EDUCATION TEACHER, ESL & ELL**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and grade level and/or content area endorsement and Bilingual Education Endorsement or eligibility
2. Demonstrated language proficiency and knowledge of effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To provide an approved bilingual education program that fosters English proficiency, academic learning and personal growth.

**PERFORMANCE RESPONSIBILITIES:**

Curriculum and lesson plans

1. Works to achieve the New Jersey Student Learning Standards charter school goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities for English as a Second Language (ESL) students / English Language Learners (ELL).
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

Classroom activities and work with students

1. Participates in the assessment of the English proficiency of pupils whose native language is other than English; helps to identify pupils eligible for bilingual education and/or English as a Second Language programs or other services designed to improve English language proficiency.
2. Assesses pupil academic progress, English proficiency and personal growth toward stated objectives of instruction. Assesses annually to determine pupils ready to exit the bilingual/ESL program.
3. Maintains records of pupils' educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Identifies academic and support services needs of limited English proficient pupils and cooperates with other professional staff members in assessing and resolving learning problems.
5. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning for English as a Second Language (ESL) students / English Language Learners (ELL).
6. Budgets class time effectively.
7. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction

of facts.

8. Supervises pupils in out-of-classroom activities as assigned.

#### Maintains good relations with parents

1. Communicates with parents through conferences and other means to inform them about the school program, discuss pupil progress and encourage their involvement in the development and review of program objectives.
2. Works cooperatively with the charter school's bilingual parent advisory committee.

#### Other

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Makes effective use of community resources to enhance the instructional program.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Notifies the school principal promptly with information relevant to orderly charter school operations, such as observations about gang activity, signs of student depression, or signs of child abuse.
6. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                            |                                                                                                                           |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>   | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>   | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>   | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>   | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>   | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>   | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>     | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>   | No tenure for noncitizens                                                                                                 |

|                              |                                                |
|------------------------------|------------------------------------------------|
| <u>N.J.S.A. 18A:28-5</u>     | Tenure of teaching staff members               |
| <u>N.J.S.A. 18A:28-8</u>     | Notice of intention to resign required         |
| <u>N.J.S.A. 18A:35-15-26</u> | Bilingual education programs                   |
| <u>N.J.S.A. 18A:37</u>       | Discipline of pupils                           |
| <u>N.J.A.C. 6A:7</u>         | Managing for equality and equity in education  |
| <u>N.J.A.C. 6A:8</u>         | Standards and assessment                       |
| <u>N.J.A.C. 6A:9</u>         | Professional licensure and standards           |
| <u>See particularly:</u>     |                                                |
| <u>N.J.A.C. 6A:9-3.3</u>     | Professional standards for teachers            |
| <u>N.J.A.C. 6A:9B</u>        | State board of examiners and certification     |
| <u>See particularly:</u>     |                                                |
| <u>N.J.A.C. 6A:9B-5</u>      | General certification policies                 |
| <u>N.J.A.C. 6A:9B-8</u>      | Requirements for instructional certificate     |
| <u>N.J.A.C. 6A:9B-9.2</u>    | Endorsements and authorizations                |
| <u>N.J.A.C. 6A:9B-10.5</u>   | Bilingual/bicultural education                 |
| <u>N.J.A.C. 6A:9C-3</u>      | Required professional development for teachers |
| <u>N.J.A.C. 6A:15</u>        | Bilingual education                            |
| <u>N.J.A.C. 6A:16</u>        | Programs to support student development        |
| <u>N.J.A.C. 6A:32-4</u>      | Employment of teaching staff                   |
| <u>N.J.A.C. 6A:32-5.1</u>    | Standards for determining seniority            |
| <u>N.J.A.C. 6A:32-6</u>      | School employee physical examinations          |
| <u>N.J.A.C. 6A:32-7</u>      | Student records                                |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: HEALTH AND PHYSICAL EDUCATION TEACHER\***

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Health and Physical Education Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

\*This sample reflects the endorsement for a teacher eligible to teach both health and physical education in all grades. Teachers may be eligible to teach health or physical education with the appropriate endorsement.

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Students as assigned

**JOB GOAL:**

To promote pupils' safety, wellness, health maintenance and physical fitness; provide pupils with an understanding of the relationship of a healthy body to healthy behaviors; and to cultivate knowledge and skills that are conducive to good physical and mental health.

**PERFORMANCE RESPONSIBILITIES:**

Develops lesson plans and classroom learning activities

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by teaching skills in comprehensive health and physical education using curriculum and instructional materials adopted by the board of education.
2. Works cooperatively with other health and physical education teachers and regular classroom teachers in planning an effective comprehensive school health program.
3. Participates in curriculum development activities, faculty meetings and school-level planning.
4. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

Instruction and pupil contact

5. Provides health, safety, family life education and/or physical education instruction as assigned.
6. Provides appropriate safety instruction and makes safety checks on equipment and field areas to ensure the overall safety of pupils. Assumes responsibility proper use and storage of physical education equipment.

7. Establishes and maintains standards of pupil behavior needed to provide an orderly, productive learning environment.
8. Evaluates each pupil's growth in health/physical education related knowledge and skills and maintains records of pupils' progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
9. Identifies pupil needs, and cooperates with other professional staff members in helping pupils solve health, behavior and learning problems.

#### Contact with parents and community

10. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
11. Upholds and enforces school rules, administrative regulations and board policy.

#### Professional contacts and activities

12. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.

#### Other

13. Performs other duties within the scope of his/her employment and certification as may be assigned.

### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

### **LEGAL REFERENCES:**

|                            |                                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>  | Criminal history record; employees in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>   | Dismissal and reduction in compensation of under tenure in public school system                                            |
| <u>N.J.S.A. 18A:16-2</u>   | Physical examinations; requirement                                                                                         |
| <u>N.J.S.A. 18A:25-2</u>   | Authority over pupils                                                                                                      |
| <u>N.J.S.A. 18A:25-4</u>   | School register; keeping                                                                                                   |
| <u>N.J.S.A. 18A:26-1</u>   | Citizenship of teachers, etc.                                                                                              |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited                                                                                           |
| <u>N.J.S.A. 18A:26-2</u>   | Certificates required; exception                                                                                           |

|                                        |                                                    |
|----------------------------------------|----------------------------------------------------|
| <u>N.J.S.A. 18A:27</u>                 | Employment and contracts                           |
| <u>N.J.S.A. 18A:28-3</u>               | No tenure for noncitizens                          |
| <u>N.J.S.A. 18A:28-5</u>               | Tenure of teaching staff members                   |
| <u>N.J.S.A. 18A:28-8</u>               | Notice of intention to resign required             |
| <u>N.J.S.A. 18A:35-5</u><br>through -8 | Maintenance of physical training courses; features |
| <u>N.J.S.A. 18A:37</u>                 | Discipline of pupils                               |
| <u>N.J.S.A. 18A:43</u>                 | Accident insurance for pupils                      |
| <u>N.J.A.C. 6A:7</u>                   | Managing for equality and equity in education      |
| <u>N.J.A.C. 6A:8</u>                   | Standards and assessment                           |
| <u>N.J.A.C. 6A:9</u>                   | Professional licensure and standards               |
| See particularly:                      |                                                    |
| <u>N.J.A.C. 6A:9-3.3</u>               | Professional standards for teachers                |
| <u>N.J.A.C. 6A:9B</u>                  | State board of examiners and certification         |
| See particularly:                      |                                                    |
| <u>N.J.A.C. 6A:9B-5</u>                | General certification policies                     |
| <u>N.J.A.C. 6A:9B-8</u>                | Requirements for instructional certificate         |
| <u>N.J.A.C. 6A:9B-9.2</u>              | Endorsements and authorizations                    |
| <u>N.J.A.C. 6A:9B-10.8</u>             | Health and physical education                      |
| <u>N.J.A.C. 6A:9C-3</u>                | Required professional development for teachers     |
| <u>N.J.A.C. 6A:10</u>                  | Educator effectiveness                             |
| See particularly:                      |                                                    |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u>      | Evaluation of teaching staff members               |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u>      | Components of teacher evaluation                   |
| <u>N.J.A.C. 6A:16</u>                  | Programs to support student development            |
| <u>N.J.A.C. 6A:14-4.1(b)</u>           | Programs and instruction                           |
| <u>N.J.A.C. 6A:32-5.1</u>              | Standards for determining seniority                |
| <u>N.J.A.C. 6A:32-6</u>                | School employee physical examinations              |
| <u>N.J.A.C. 6A:32-7</u>                | Student records                                    |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

D-11

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**TITLE:** READING SPECIALIST

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and Reading Specialist Endorsement
2. Demonstrated ability to provide leadership in the development of reading programs, evaluation of curricula and diagnosis of reading problems
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Lead Person/CSA /Designated Supervisor

**SUPERVISES:** Pupils

**JOB GOAL:**

To help provide an instruction and learning environment which fosters the ability of each pupil to master reading skills appropriate to age, grade level and individual potential.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides leadership and coordination in the regular program of reading instruction; observes reading instruction in classrooms and consults with teachers as requested.
2. Directs a charter school-wide assessment program to determine the reading abilities of all pupils and to identify those needing remediation or enrichment.
3. Plans and administers a program to provide remedial and advanced reading instruction.
4. Develops lesson plans and instructional materials.
5. Provides individual and small group instruction in order to meet the needs of each pupil.
6. Monitors pupil progress toward State standards and charter school objectives of reading instruction; develops and maintains records and reports as necessary.
7. Interprets pupil needs and reading progress to classroom teachers and parents.
8. Evaluates the charter school's reading program and makes recommendations for improvements as appropriate.
9. Recommends adoption and use of varied reading instruction materials.
10. Plans and conducts inservice workshops pertinent to methods and materials appropriate to various levels of reading instruction.
11. Consults with members of the child study team at individual case conferences as requested.
12. Interprets reading test results to the administration, teaching staff and the community.
13. Participates in school-level planning, faculty meetings, committees and other school system groups.
14. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
15. Upholds and enforces school rules, administrative regulations and board policy.

16. Performs other duties within the scope of his/her employment and certification as may be assigned.

## TERMS OF

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1 et seq.</u> | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 7F</u>                | Comprehensive Education Improvement and Financing Act                                                                     |
| <u>N.J.S.A. 9:2.4.2</u>           | Children's records                                                                                                        |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                                    |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                                      |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                                |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                                |
| <u>N.J.A.C. 6A:9B-12.13</u>       | Reading specialist                                                                                                        |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                                   |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                                                                              |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                                       |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                                     |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                           |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:** EARLY CHILDHOOD EDUCATION TEACHER

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Teacher of Preschool through Grade 3 Endorsement or eligibility
2. Demonstrated knowledge of effective early childhood teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal or Center Director

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To provide an approved early childhood education program and establish a class environment that fosters learning and personal growth; to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Develops lesson plans and classroom learning activities

1. Works to enhance the educational experiences of young children through the creation of a supportive learning environment and the use of developmentally appropriate materials and practices.
2. Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.
3. Implements the approved curriculum and uses appropriate learning activities designed to foster learning at each child's developmental level. Works to achieve district educational goals and objectives and the New Jersey Student Learning Standards.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Balances teacher-directed and child-initiated experiences.
5. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.

Instruction and pupil contact

6. Observes children in a variety of settings and evaluates the cognitive, social, emotional and physical skills of pupils and maintains records of progress toward stated objectives of instruction.
7. Develops and uses age-appropriate assessment tools and maintains records of pupil's development and educational progress in class record books and/or approved forms and summarizes these marks for reporting purposes.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.

9. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.

10. Budgets class time effectively.

Contact with parents and community

11. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.

12. Assists in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs and from the school day to after-school child care programs.

13. Makes effective use of community resources to enhance the instructional program

Professional contacts and activities

14. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.

15. Participates in school-level planning, faculty meetings/committees and other school system groups.

Other

16. Upholds and enforces school rules, administrative regulations and board policy.

17. Performs other duties within the scope of his/her employment and certification as may be assigned.

**TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 7F Comprehensive Educational Improvement and Financing Act

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over pupils

N.J.S.A. 18A:25-4 School register; keeping

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirement prohibited

N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27 Employment and contracts

N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

|                                   |                                                                           |
|-----------------------------------|---------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                    |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                                                      |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                             |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                  |
| See particularly:                 |                                                                           |
| <u>N.J.A.C. 6A:8-2.4</u>          | Authority for requirement to establish early childhood education programs |
| <u>N.J.A.C. 6A:8-3.4</u>          | Requirements for early childhood education programs                       |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                      |
| See particularly:                 |                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                       |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                |
| See particularly:                 |                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                            |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                |
| <u>N.J.A.C. 6A:9B-9</u>           | Instructional certificates                                                |
| <u>N.J.A.C. 6A:9B-10.1</u>        | Preschool through grade three certification requirements                  |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers                            |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                    |
| See particularly:                 |                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                          |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                       |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                     |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                           |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                           |

Early Childhood Education Program Expectations: Standards of Quality, PTM# 1503.18, September 2002

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: K-12 ART TEACHER\***

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**\*As defined in N.J.A.C. 6A:9B-9 Instructional certificates**

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Class management and instruction

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
8. Budgets class time effectively.

9. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises pupils in out-of-classroom activities as assigned.
12. Works with students to leave the art room clean at the end of class time.

#### Meetings and professional development

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Makes effective use of community resources to enhance the instructional program.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Fulfills the following duties specific to art instruction:
  - a. Instruct pupils in art appreciation and the fundamentals of creating artistic items;
  - b. Prepare participatory lesson plans and establish course goals including art appreciation;
  - c. Select instruments and other materials for courses;
  - d. Demonstrate method and procedure to pupils;
  - e. Observe and evaluate pupils' work to determine student progress or to make suggestions for improvement;
  - f. Accompany pupils on field trips to art exhibits and museums;
  - g. Instruct pupils to take "virtual trips" to art museums, via internet;
  - h. Specialize in teaching one or more types of art;
  - i. Direct planning and supervision of student contests and arranging of art exhibits.
  - j. Works closely with the phys ed instructor for rehearsal and performances of song and dance arrangements that will be presented on stage.
  - k. Assists with videotaping of performances.
  - l. Serves as master-of-ceremonies at art exhibits or discussions to school audiences.
  - m. Makes recommendations for improvements to art programs presentations.
  - n. Makes recommendations for inclusion of art in other curriculum areas.
6. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

**NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 7F</u>                | Comprehensive Educational Improvement and Financing Act                                                                   |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                                    |
| <u>N.J.A.C. 18A:37</u>            | Discipline of pupils                                                                                                      |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and education in education                                                                          |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                                      |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                                |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                                |
| <u>N.J.A.C. 6A:9B-9.1</u>         | Authorizations-general                                                                                                    |
| <u>N.J.A.C. 6A:9B-9.2</u>         | Endorsements and authorizations                                                                                           |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                                    |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                                          |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                                       |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                                     |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                           |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:                   SUBSTITUTE TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Substitute Teacher Instructional Certificate.
2. Ability to maintain a positive learning environment.
3. Strong interpersonal and communication skills.
4. Ability to follow lesson plans, left by the permanent teacher.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:**           Principal

**SUPERVISES:**         Pupils, and when assigned, a classroom aide

**JOB GOAL:**

1. To manage a classroom in the absence of the regular teacher.
2. To deliver lesson presentations in a way that is age-appropriate for the class.

**PERFORMANCE RESPONSIBILITIES:**

Duties Upon Arrival

1. Reports to office upon arrival at school.
2. Checks for messages or materials requiring immediate attention.
3. Requests clarification of school rules and procedures, if necessary.
4. Arrives in the classroom on schedule to greet students and remains in the assigned classroom so that students are effectively supervised.

Implements lesson plans and classroom learning activities

1. Maintains discipline and classroom control in order to promote active learning in the classroom while teaching the outlined lesson and implementing the lesson plan(s).
2. Maintains as fully as possible the established routines and procedures of the school and classroom to which he/she is assigned.
3. Delivers lesson presentations in a way that is age-appropriate for the class and meets the individual needs, interests and ability levels of all pupils.
4. Budgets class time effectively.

Student well-being

- a. Ensures the adequate supervision to assure health, welfare, and safety of all students.

- b. Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
  - c. Reports all student injuries, accidents, illnesses, and discipline problems to the appropriate authority immediately or as soon as reasonably possible.
  - d. Follows the schedule during the school day and remains in the assigned classroom until all students have been dismissed for the day.
  - e. Follows all policies, rules and procedures established for regular teachers and which good teaching practice dictates.
  - f. Completes evaluation report form at the end of the day and checks out with authorized personnel prior to leaving at the end of the day.
5. Determines if his/her services will be required for the next school day, following the district protocol for making substitute teacher assignments.

#### Professional responsibilities and record-keeping

1. Maintains and respects the confidentiality of student and school personnel information.
2. Cooperates with other professional staff members.
3. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
4. Collects and places students' papers in an appropriate location.
5. Returns instructional materials, equipment and keys to proper place.

#### Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Models non-discriminatory practices in all areas.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Daily salary to be determined by the board.

**ANNUAL EVALUATION** Performance of this job will be evaluated in accordance with New Jersey State law and the provisions of the board's policy on evaluation of substitute teachers.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                    |                                                                                                                           |
|--------------------|---------------------------------------------------------------------------------------------------------------------------|
| N.J.S.A. 7F        | Comprehensive Educational Improvement and Financing Act                                                                   |
| N.J.S.A. 18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| N.J.S.A. 18A:6-10  | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| N.J.S.A. 18A:16-2  | Physical examinations; requirement                                                                                        |
| N.J.S.A. 18A:25-2  | Authority over pupils                                                                                                     |

|                                   |                                                                   |
|-----------------------------------|-------------------------------------------------------------------|
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                          |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                     |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                  |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                  |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                          |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                         |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                  |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                            |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                                              |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                     |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                          |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                              |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                               |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                        |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-10.1</u>        | <u>Preschool through grade three certification requirements</u>   |
| <u>N.J.A.C. 6A:9B-10.11</u>       | Elementary school with subject matter specialization              |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                            |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                              |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                  |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                           |
| <u>N.J.A.C. 6A:32</u>             | School district operations                                        |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                      |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                   |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                   |

8 U.S.C.A. 1100 et seq. Immigration Reform and Control Act of 1986,

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: K-12 MUSIC TEACHER\***

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility
2. Demonstrated knowledge of subject specialty and effective teaching methods
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**\*As defined in N.J.A.C. 6A:9B-9 Instructional certificates**

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To provide an approved education program and establish a class environment that fosters learning and personal growth; to help pupils to develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Class management and instruction

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning and skills development in the classroom. Teaches pupils through an approved course of study using board-adopted curricula, textbooks and other appropriate teaching materials.
2. Develops lesson plans and instructional materials and provides opportunities for individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Assesses pupil academic progress and personal growth toward stated objectives of instruction.
5. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
7. Establishes and maintains standards of pupil behavior needed to achieve a music classroom climate conducive to learning.
8. Budgets class time effectively.
9. Communicates with parents through conferences and other means to inform them about the school music program and to discuss pupil progress.

10. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Supervises pupils in out-of-classroom activities as assigned.
12. Works with students to leave the music practice area clean at the end of class time.

#### Meetings and professional development

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Participates in school-level planning, faculty meetings/committees and other school system groups.
3. Makes effective use of community resources to enhance the instructional program.
4. Upholds and enforces school rules, administrative regulations and board policy.
5. Fulfills the following duties specific to music instruction:
  - a. Instruct pupils in music appreciation and the fundamentals of performing music for an audience;
  - b. Prepare participatory lesson plans and establish course goals including music appreciation and performance of songs, both vocal and instrumental;
  - c. Select instruments and other materials for courses;
  - d. Demonstrate method and procedure to pupils;
  - e. Observe and evaluate pupils' work to determine student progress or to make suggestions for improvement;
  - f. Accompany pupils on field trips to musical presentations;
  - g. Instruct pupils to take "virtual trips" to concert halls or musical presentations, via internet;
  - h. Specialize in teaching one or more types of music, such as group choral;
  - i. Direct planning and supervision of student contests and arranging of art exhibits.
  - j. Work closely with the phys ed instructor for rehearsals and performances of song and dance arrangements for presentation on stage.
  - k. Determine the individual musical strengths of individual students and assigns roles in concerts and stage musical performances that develop and showcase these talents.
  - l. Assist with videotaping of performances.
  - m. Serve as master-of-ceremonies at musical presentations to school audiences.
  - n. Make recommendations for improvements to musical presentations.
  - o. Make recommendations for possible new concerts, songs and stage productions.
6. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

**NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### LEGAL REFERENCES:

|                                           |                                                                                                                           |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 7F</u>                        | Comprehensive Educational Improvement and Financing Act                                                                   |
| <u>N.J.S.A. 18A:6-7.1</u>                 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u><br>school system | Dismissal and reduction in compensation of persons under tenure in public                                                 |
| <u>N.J.S.A. 18A:16-2</u>                  | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>                  | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>                  | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>                  | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>                | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>                  | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>                    | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>                  | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>                  | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>                  | Notice of intention to resign required                                                                                    |
| <u>N.J.A.C. 18A:37</u>                    | Discipline of pupils                                                                                                      |
| <u>N.J.A.C. 6A:7</u>                      | Managing for equality and education in education                                                                          |
| <u>N.J.A.C. 6A:8</u>                      | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>                      | Professional licensure and standards                                                                                      |
| <u>See particularly:</u>                  |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>                  | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B</u>                     | State board of examiners and certification                                                                                |
| <u>See particularly:</u>                  |                                                                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>                   | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-8</u>                   | Requirements for instructional certificate                                                                                |
| <u>N.J.A.C. 6A:9B-9.1</u>                 | Authorizations-general                                                                                                    |
| <u>N.J.A.C. 6A:9B-9.2</u>                 | Endorsements and authorizations                                                                                           |
| <u>N.J.A.C. 6A:9C-3</u>                   | Required professional development for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:10</u>                     | Educator effectiveness                                                                                                    |
| <u>See particularly:</u>                  |                                                                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u>         | Evaluation of teaching staff members                                                                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u>         | Components of teacher evaluation                                                                                          |
| <u>N.J.A.C. 6A:16</u>                     | Programs to support student development                                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>                 | Standards for determining seniority                                                                                       |
| <u>N.J.A.C. 6A:32-6</u>                   | School employee physical examinations                                                                                     |
| <u>N.J.A.C. 6A:32-7</u>                   | Student records                                                                                                           |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:** BASIC SKILLS TEACHER

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility, or alternative route certification, in accordance with State law and regulations.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

1. To support the district's instructional program by assessing the academic deficiencies of the students, planning remediation in reading, writing, or mathematics, and providing supplemental instruction to remedy those deficiencies;
2. To help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and
3. To maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Assessment/Evaluation

1. Identifies students with substantial academic deficiencies by evaluation of available test and observational data, by consultation with staff members, and by recommendations made by other personnel.
2. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the academic strengths and weaknesses of students referred for services.
3. Assesses, on a regular basis, the extent to which students have acquired the objectives set for them.

Develops lesson plans and learning activities

1. Develops instructional goals and specific instructional objectives for each student selected for remedial teaching.
2. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each student under his or her care.
3. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning using board-adopted curriculum and other appropriate learning activities.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Prepares for instructional periods and shows evidence of preparation upon request of administrative and supervisory staff.
5. In cooperation with the building principal and director of special services, properly groups students for remedial instruction after consideration of the learning style and level of academic functioning of each student.

6. Sets specific objectives wherever possible in lesson preparation and lesson plans and carries through presentation to effectively achieve these objectives.
7. Plans class activities and lesson presentations that are age-appropriate for the student or group of students, and that meet the individual needs, interests and ability levels of all pupils.

#### Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.
6. Uses instructional technology proficiently in order to achieve specific goals and objectives set for students.
7. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.

#### Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

#### Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

#### Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities.
3. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**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 evaluation of certified staff.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 7F</u>                | Comprehensive Educational Improvement and Financing Act                                                                   |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                                    |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                                                                                                      |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                                             |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                                      |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                                |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                                |
| <u>N.J.A.C. 6A:9B-10.1</u>        | Preschool through grade three certification requirements                                                                  |
| <u>N.J.A.C. 6A:9B-10.11</u>       | Elementary school with subject matter specialization                                                                      |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                                    |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                                          |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                                   |
| <u>N.J.A.C. 6A:32</u>             | School district operations                                                                                                |
| <u>See particularly:</u>          |                                                                                                                           |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                                                                              |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                                       |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                                     |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                           |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                                                                           |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: TITLE I READING SPECIALIST**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate and Elementary Education/ Elementary School with Subject Matter Specialization Endorsement or eligibility, or alternative route certification, or other appropriate certification as determined by the chief school administrator and approved by the NJ Department of Education, in accordance with State law and regulations.
2. Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities, with demonstrated knowledge of improving literacy for Title I students.
3. Minimum experience as determined by the School Board.
4. Ability to maintain a positive learning environment.
5. Strong interpersonal and communication skills.
6. Must have a working knowledge of computers and instructional technology.
7. Must be able to clearly explain Title I, NCLB, and other concepts concerning the need to raise academic achievement of Title I students.
8. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment.

**REPORTS TO:** Principal

**SUPERVISES:** Title I pupils, and when assigned, student teachers and classroom aides

**JOB GOALS:**

1. To help Title I students develop reading skills and learning attitudes in small group and individual instruction in order to provide a good foundation for continued education;
2. To support the district's instructional program by assessing the academic deficiencies of the students, planning remediation in reading, writing, or mathematics, and providing supplemental instruction to remedy those deficiencies; and
3. To maintain good relationships with parents and other staff members.

**PERFORMANCE RESPONSIBILITIES:**

Assessment/Evaluation

1. Helps classroom teachers to identify students with reading deficiencies by evaluation of available test and observational data, by consultation with staff members, and by recommendations made by other personnel.
2. Uses appropriate standardized test instruments, informal diagnostic tasks, and observations to assess the reading abilities, strengths and weaknesses of Title I students referred for services.
3. Assesses, on a regular basis, the academic and behavioral progress of Title I students, keeps appropriate records and prepares progress reports on how students have met the literacy objectives set for them.
4. Interprets student reading progress and reading test results to the administration, teaching staff, parents and community as requested.

Develops lesson plans and learning activities

1. Develops instructional goals and specific instructional objectives for each Title I student selected for remedial

teaching.

2. Selects appropriate instructional materials and media to achieve the goals and objectives specified for each Title I student under his or her care.
3. Works to achieve state reading standards and district educational goals and objectives by promoting active learning using board-adopted curriculum and other appropriate learning activities.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to meet the needs of each pupil. Prepares for instructional periods and shows evidence of preparation upon request of administrative and supervisory staff.
5. In cooperation with the building principal, properly groups students for remedial instruction after consideration of the learning style and level of academic functioning of each student. Cooperates with other members of the staff in planning instructional goals and methods.
6. Sets specific objectives wherever possible in lesson preparation and lesson plans and carries through presentation to effectively achieve these objectives.
7. Plans activities that are age-appropriate for the student or group of students, and that meet the individual needs, interests and ability levels of all Title I pupils receiving supplemental reading instruction.
8. Assists in the selection of books and other instructional materials.

#### Instruction and pupil contact

1. Maintains regular attendance in order to provide a coherent instructional program.
2. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
3. Maintains accurate and up-to-date records of pupil's attendance and educational progress in class record books and/or board approved forms or computer files and summarizes these data entries for reporting purposes.
4. Identifies pupil needs and provides instruction appropriate to those needs.
5. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning. Maintains order in the classroom in a fair and just manner.
6. Translates lesson plans into learning experiences so as to efficiently utilize the available time for instruction, and budgets instructional time effectively.
7. Makes detailed lesson plans for a substitute teacher to follow whenever it is known that sick or personal leave has to be taken.
8. Uses instructional technology proficiently in order to achieve specific literacy goals and objectives set for Title I students.
9. Devises written and oral assignments and tests that require analytical and critical thinking as well as infusing the instruction with other content areas.
10. Supervises pupils in out-of-classroom activities during the assigned workday.

#### Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress in improving literacy.
2. Makes effective use of community resources to enhance the instructional program.
3. Makes provision for being available to parents and students for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
4. Conducts parenting and parent literacy programs as assigned. Outlines the parent's responsibilities and opportunities to support student learning.
5. Encourages parent participation including for parents with limited English proficiency and disabilities.

#### Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving reading problems. Facilitates literacy development across the school and content areas by serving as a literacy specialist at the school.
2. Retains focus and gives priority to raising the academic achievement of Title I students while accomplishing other tasks.
3. Maintains professional competence and continuous improvement through inservice education and other professional growth activities. Participates in inservice training as assigned. Keeps appropriate records of professional training in order to show compliance with State requirements for professional development.
4. Participates in school-level planning, faculty meetings/committees and other school system groups.
5. Participates in IEP meetings when assigned.

#### Other

1. Assists in planning and completing the local Title I application.
2. Upholds and enforces school rules, administrative regulations and board policy. Assists the administration in implementing all policies and/or rules governing student life and conduct.
3. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities.
4. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Work year and salary to be determined by the board.

**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 evaluation of certified staff.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                           |                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 7F</u>        | Comprehensive Educational Improvement and Financing Act                                                                   |
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>  | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>  | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>  | Authority over pupils                                                                                                     |

|                                   |                                                                   |
|-----------------------------------|-------------------------------------------------------------------|
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                          |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                     |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                  |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                  |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                          |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                         |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                  |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                            |
| <u>N.J.S.A. 18A:37</u>            | Discipline of pupils                                              |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                     |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                          |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                              |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                               |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                        |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-10.2</u>        | Preschool through grade three certification requirements          |
| <u>N.J.A.C. 6A:9B-10.11</u>       | Elementary school with subject matter specialization              |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                            |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                              |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                  |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                           |
| <u>N.J.A.C. 6A:32</u>             | School district operations                                        |
| <u>See particularly:</u>          |                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                   |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                   |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**TITLE: GIFTED AND TALENTED TEACHER**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate
2. Gifted endorsement or graduate level work in gifted education preferred
3. Minimum of five years teaching experience
4. Ability to maintain a positive learning environment
5. Strong interpersonal and communication skills
6. Demonstrates effective problem solving, communications, organization, planning, and record keeping
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

**REPORTS TO:** Principal/Designated Administrator

**SUPERVISES:** Pupils, and when assigned, student teachers and classroom aides

**JOB GOAL:**

To oversee the identification of students in each grade who are gifted and talented. To provide instructional services, in-service training, and support that will enable each identified gifted and talented student to master the skills appropriate to age, grade level, and individual capacity.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists building principals in conjunction with the building level selection team if applicable, in identifying gifted students.
2. In cooperation with regular classroom teachers, provides direct instruction to 3rd, 4th, 5th, and 6th grade students identified as gifted.
3. Develops and implements a flexible, curriculum-based, enrichment program designed to meet the gifted pupils' academic needs while nurturing collaboration through group interaction.
4. Serves as a resource person for classroom teachers, providing materials, ideas, and differentiated instructional methods, to ensure appropriate educational experiences for gifted students in the regular classroom.
5. Collaborates with the other gifted/talented specialists in the district to develop in-service training for colleagues, designed to foster the use of differentiated instructional strategies in order to meet the needs of gifted learners in the regular classroom, as well as parent information sessions.
6. Creates an environment in which the gifted can use their strengths, safely explore new areas of thought and action, and feel intellectually challenged while developing personal and interpersonal skills.
7. Interprets identified students needs and progress to the classroom teacher and the parent.
8. Confers with parents concerning individual students.
9. Develops and maintains records and reports as are necessary to assess the effectiveness of the Gifted Cluster Program.
10. Assists in developing recommendations for the adoption and use of varied instructional materials, including textbooks, reference works, kits, trade books, audiovisual/technological aids.
11. Consults with members of the Child Study Team as needed.
12. Assumes other appropriate professional responsibilities as delegated by the principal or the Supervisor of Curriculum and Instruction.

Develops lesson plans and classroom learning activities

1. Works to achieve the New Jersey Student Learning Standards and district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum, board-adopted curricula and textbooks, and other appropriate learning activities.
2. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil.

3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Plans class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all pupils.

#### Instruction and pupil contact

1. Monitors pupil academic progress and personal growth toward stated objectives of instruction.
2. Maintains records of pupil's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
3. Identifies pupil needs and provides instruction appropriate to those needs.
4. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
5. Budgets class time effectively.
6. Devises written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
7. Supervises pupils in out-of-classroom activities as assigned.

#### Contact with parents and community

1. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
2. Makes effective use of community resources to enhance the instructional program.

#### Professional contacts and activities

1. Cooperates with other professional staff members in assessing and resolving learning problems.
2. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
3. Participates in school-level planning, faculty meetings/committees and other school system groups.

#### Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations.

#### **NOTE: Pursuant to NJSA 18A:25-3. Teaching etc., on holidays not required**

"No teaching staff member shall be required to perform his duties on any day declared by law to be a public holiday and no deduction shall be made from such member's salary by reason of the fact that such a public holiday happens to be a school day and any term of any contract made with any such member which is in violation of this section shall be void."

Approved by: Green Township BOE  
Date: 11/15/23  
Revised:

#### LEGAL REFERENCES:

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A-7F</u>            | Comprehensive Educational Improvement and Financing Act                                                                   |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:25-4</u>          | School register; keeping                                                                                                  |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                                    |
| <u>N.J.A.C. 18A:37</u>            | Discipline of pupils                                                                                                      |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and education in education                                                                          |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>              | Professional standards                                                                                                    |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                                |
| <u>N.J.A.C. 6A:9B-9</u>           | Instructional certificates                                                                                                |
| <u>N.J.A.C. 6A:9B-11.3</u>        | Authorization                                                                                                             |
| <u>N.J.A.C. 6A:9B-9</u>           | Instructional endorsements                                                                                                |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                                    |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                                          |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                                   |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                                                                              |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                                       |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                                     |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                           |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

E-1

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**TITLE:**         **ATTENDANCE OFFICER**

**QUALIFICATIONS:**

1. High school diploma; college-level coursework in human behavior, child development; or related field preferred
2. Valid New Jersey driver's license
3. Knowledge of child welfare and compulsory education laws and regulations and minimum experience as determined by the board.
4. Demonstrated ability to work successfully with children and adults and sensitivity to cultural diversity
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**         Lead Person/CSA, his/her designee

**JOB GOAL:**

To monitor student attendance to minimize tardiness and truancy problems that inhibit access to educational opportunities in accordance with law, regulations and board policies.

**PERFORMANCE RESPONSIBILITIES:**

1. Maintains daily contact with all schools to monitor undocumented absences and excessive tardiness; confers with parents and makes home calls when necessary.
2. Supervises the keeping of daily attendance registers and tardiness records.
3. Collates monthly attendance reports from all schools and compiles monthly charter school attendance reports and prepares an annual report on attendance and related matters.
4. Counsels students regarding absenteeism and tardiness to gain their cooperation and identify any underlying problems that may warrant intervention by a social worker, psychologist or other professional staff member.
5. Advises parents of their legal responsibility to ensure school attendance; issues five-day notices as required under law.
6. Confers regularly with building principals, school nurses, teachers and child study team members regarding students who are chronically absent/tardy.
7. Handles all court matters pertaining to attendance problems; prepares necessary reports; and attends pre-trial conferences and/or court sessions as required.
8. Investigates challenges to students' legal residence in accordance with law and board policy.
9. Performs all duties specified in state law, administration code and in accordance with board policy and procedures.
10. Performs other related duties as may be assigned by the Lead Person/CSA or his/her designee.

**TERMS OF**

**EMPLOYMENT:**         Salary and work year to be determined by the board of trustees.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

|                                |                                                                                             |
|--------------------------------|---------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>      | Criminal history record                                                                     |
| <u>N.J.S.A. 18A:16-2</u>       | Physical examinations; requirement                                                          |
| <u>N.J.S.A. 18A:38-1</u>       | Attendance at school free of charge                                                         |
| <u>N.J.S.A. 18A:38-25</u>      | Attendance required of children between six and 16; exceptions                              |
| <u>N.J.S.A. 18A:38-26</u>      | Days when attendance required; exceptions                                                   |
| <u>N.J.S.A. 18A:38-27</u>      | Truancy and juvenile delinquency defined                                                    |
| <u>N.J.S.A. 18A:38-28</u>      | Truants' return to parents                                                                  |
| <u>N.J.S.A. 18A:38-29</u>      | Warning and arrest of vagrants or habitual truants                                          |
| <u>N.J.S.A. 18A:38-30</u>      | Assistance of sheriff, police officers, etc.                                                |
| <u>N.J.S.A. 18A:38-31</u>      | Violations of article by parents or guardians; penalties                                    |
| <u>N.J.S.A. 18A:38-32</u>      | District and county vocational school attendance officers' appointment                      |
| <u>N.J.S.A. 18A:38-33</u>      | Tenure of attendance officers in city districts                                             |
| <u>N.J.S.A. 18A:38-34, -35</u> | Attendance officers in counties other than counties of first class; duties; terms; salaries |
| <u>N.J.A.C. 6A:16-10</u>       | Reporting of allegations of child abuse and neglect                                         |
| <u>N.J.A.C. 6A:17</u>          | Students at risk of not receiving a public education                                        |
| <u>N.J.A.C. 6A:32-6</u>        | School employee physical examinations                                                       |
| <u>N.J.A.C. 6A:32-8</u>        | Attendance and pupil accounting                                                             |
| <u>N.J.A.C. 6A:32-13.1</u>     | Student attendance                                                                          |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

**TITLE: SCHOOL NURSE (Instructional)**

**QUALIFICATIONS:**

1. Valid New Jersey School Nurse Certificate
2. Demonstrated expertise in school health nursing practice and emergency procedures
3. Knowledge of child growth and development, community and family dynamics, current health issues and wellness education
4. Knowledge of community health and social services resources and ability to communicate effectively with nonschool health professionals and social service agencies
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal and School Counseling Services Director

**SUPERVISES:** Health Room Aide

**JOB GOAL:**

To promote health and safety in the school environment and provide health services to students, faculty and staff; to assist with the teaching of sound health practices.

**PERFORMANCE RESPONSIBILITIES:**

Overall

1. Works in cooperation with the school physician, other school health professionals (e.g. dentist, noncertified nurses, optometrist), members of the staff, parents and community health professionals to ensure a healthy school climate and to minimize absence due to illness.
2. Promotes healthy/safe school environment by assisting the administration and staff to maintain safe and sanitary conditions throughout the school. Reports problems promptly to the principal.

Surveys, Screening and Record-Keeping

1. Conducts health services and screening programs as required by law and/or board policies.
2. Schedules and supervises health surveys of students and staff. Assists the school physician with physical examinations; makes referrals and conducts follow-up activities as necessary.
3. Maintains up-to-date health records on all students, maintains separate records of immunizations for the purpose of immunization record auditor and ensures their confidentiality. Is responsible for maintaining confidential health records for students and staff.

Direct medical services provided to students

1. Provides emergency care in case of sudden illness and administers first-aid in case of injury to students or staff according to established policies and procedures.
2. Is responsible for the availability and maintenance of required medical supplies and equipment.
3. Oversees the secure storage of medications, monitors expiration dates and appropriately disposes of medications as necessary.
4. Administers prescribed medication to students in accordance doctor's orders and with law and board policy.
5. Designates school staff and provides training and supervision to the designated staff for the emergency administration of epinephrine for students known to be at risk and response to first time allergic reactions at school or school

activities.

6. Oversees staff training and the development and implementation of individual protocols and accommodations to prevent life threatening allergic reactions.
7. Oversees the development and implementation of individualized health care plans and individualized emergency health care plans for students with diabetes.
8. Oversees the development and implementation of accommodations required for other medical conditions.
9. Provides appropriate response to Do Not Resuscitate (DNR) orders.
10. Manages the regular testing and maintenance of AED equipment. Designates staff and provides training in the emergency use of the AED equipment and response to sudden cardiac arrest.
11. Writes and updates annually accommodation plans for staff and students under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.
12. Helps prevent and control communicable disease through inspections, lectures, exclusion and re-admission of students and staff in keeping with state and local health regulations and school policies.
13. Provides notifications regarding contagious conditions including but not limited to disease and infestations to staff and parents/guardians and oversees development and implementation of classroom and school wide protocols to prevent the spread of contagion and infestation.
14. Oversee the development and implementation of the district exposure plan (bloodborne pathogens and hazardous substances).
15. Notifies principal or his/her designee to arrange for immediate examination of any pupil who appears to be under the influence of alcohol or other drugs.
16. Confers with and advises students, parents, and staff members on matters pertaining to the health and safety of students. Participates in the development and implementation of the district's emergency and crisis management plan.
17. Assists the principal and the child study team in the identification and placement of students with disabilities who need special education services.
18. Provides special health care and related services to meet the needs of students with disabilities.
19. Administers the district random drug testing program (if applicable).
20. Develops and enforces the school eye protection program as required by statute and administrative code

#### Health Education

1. Participates in the development of a comprehensive health education curriculum including CPR training for students in grades 9-12.
2. Upon request, assists teachers with instruction of certain health units. Provides information and training on health matters at staff meetings and in-service training. Serves as a resource to teachers and administrators on health matters.
3. Collaborates with community and other nonschool health agencies to meet the health needs of children and families.
4. Provides information to parents and children in a format that allows them to make better choices that improve their health.

#### Administrative activities

1. Assists the principal with the preparation of the school's health budget.
2. Assists in the development of policies and procedures for comprehensive health education and services.
3. Develops and maintains the annual school nursing plan in conjunction with the chief school administrator and the school physician. The annual school nursing plan will include a description of basic nursing services provided; a summary of specific medical needs of individual students and how they will be addressed; a description of emergency nursing services; detailed nursing assignments for all school buildings; and a description of nursing and additional medical services to nonpublic schools.
4. Prepares health and safety reports as required by law and/or requested by the principal.
5. Reports any suspicion of child abuse to the Division of Child Protection and Permanence and building principal or his/her designee.
6. Serves on committees as assigned in order to incorporate essential health care information into the deliberations and reports of these committees.

7. Serves as advisor to the school wellness committee.

#### Other

1. Maintains professional competence through inservice education and participation in other professional development activities. Receives training in the treatment of asthma and maintains a valid current Cardiopulmonary Resuscitation certificate as required by law and administrative code.
2. Performs such other appropriate duties as required under law or as may be assigned by the principal or student personnel services director.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be established by the board of education.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:17-46 Violence, vandalism and substance abuse incident report

N.J.S.A. 18A:27-10 Nontenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15

N.J.S.A. 18A:28-5 Tenure of teaching staff member

N.J.S.A. 18A:29-4.2 Payment of school nurse according to teachers salary guide

N.J.S.A. 18A:37 Discipline of pupils

N.J.S.A. 18A:40 Promotion of health and prevention of disease

N.J.S.A. 18A:40A Substance abuse

See particularly:

N.J.S.A. 18A:40A-12 Reporting of pupils under influence or believed to be using anabolic steroids; examination; report; return home; treatment; evaluation of possible need and referral

N.J.S.A. 18A:40A-13 Immunity for educational and medical personnel, officers or agents because of actions taken by virtue of act

N.J.S.A. 18A:40A-14 Civil immunity for educational personnel reporting pupils

N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-3.3 Professional standards for teachers

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C. 6A:9B-5 General certification policies

|                                   |                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                     |
| <u>N.J.A.C. 6A:9B-12.3</u>        | School nurse                                                                                                   |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers                                                                 |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                         |
| <u>See particularly:</u>          |                                                                                                                |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                           |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                               |
| <u>N.J.A.C. 6A:10-6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals |
| <u>N.J.A.C. 6A:14-3.4</u>         | Evaluation                                                                                                     |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                        |
| <u>See particularly:</u>          |                                                                                                                |
| <u>N.J.A.C. 6A:16-1.4</u>         | District policies and procedures                                                                               |
| <u>N.J.A.C. 6A:16-2</u>           | General provisions for school health services                                                                  |
| <u>N.J.A.C. 6A:16-3</u>           | Comprehensive alcohol, tobacco and other drug abuse program                                                    |
| <u>N.J.A.C. 6A:16-4</u>           | Procedures for alcohol, tobacco and other drug abuse intervention                                              |
| <u>N.J.A.C. 6A:16-5.1</u>         | School safety and security plans                                                                               |
| <u>N.J.A.C. 6A:16-5.3</u>         | Incident reporting of violence, vandalism and substance abuse                                                  |
| <u>N.J.A.C. 6A:16-8</u>           | Intervention and referral services                                                                             |
| <u>N.J.A.C. 6A:16-11</u>          | Reporting potentially missing or abused children                                                               |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                            |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                          |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                |
| <u>N.J.A.C. 8:6.1-1.1(j)</u>      | Universal precautions                                                                                          |
| <u>N.J.A.C. 8:57-4.1-4.16</u>     | Immunization monitoring                                                                                        |
| <u>N.J.A.C. 12:100-4.2</u>        | Adoption by reference                                                                                          |

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Bloodborne Pathogen Standard, 29 CFR 1910.1030

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational exposure to hazardous chemicals in laboratories standard, 29 CFR 1910.1450

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

E-3

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**TITLE:**                    **SCHOOL SOCIAL WORKER**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. Minimum experience working with families and community health and social services agencies as determined by the board
3. Demonstrated knowledge of laws and regulations governing special education
4. Effective problem-solving, human relations and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**        Principal

**JOB GOAL:**

To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

**PERFORMANCE RESPONSIBILITIES:**

Observation, Evaluation and Assessment of Students

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
3. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
4. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
5. Observes pupils in classroom and/or playground.
6. Interviews pupils as indicated.
7. Observes children in special education classes on an ongoing basis.

Interaction with Students, Parents, School and Community

1. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
2. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.

4. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
5. Counsels groups of students and/or parents regarding social adjustment problems.
6. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.
7. Assists in upholding and enforcing department rules, administrative regulations and board policy.
8. Maintains professional competence through inservice education and participation in professional development activities.
9. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
10. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
11. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
12. Assumes other related duties/assignments assigned by the superintendent or student personnel services director.

## **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

|                                |                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5-1 et seq.</u> | Law Against Discrimination                                                                                                 |
| <u>N.J.S.A. 18A:6-7.1</u>      | Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A18A:6-10</u>         | Dismissal and reduction in compensation of persons under tenure in public school system                                    |
| <u>N.J.S.A18A:16-2</u>         | Physical examinations; requirement                                                                                         |
| <u>N.J.S.A18A:26-1</u>         | Citizenship of teachers, etc.                                                                                              |
| <u>N.J.S.A18A:26-1.1</u>       | Residence requirements prohibited                                                                                          |
| <u>N.J.S.A18A:26-2</u>         | Certificates required; exception                                                                                           |
| <u>N.J.S.A18A:27</u>           | Employment and contracts                                                                                                   |
| <u>N.J.S.A18A:28-3</u>         | No tenure for noncitizens                                                                                                  |
| <u>N.J.S.A18A:28-5</u>         | Tenure of teaching staff members                                                                                           |

|                                   |                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A.18A:28-8</u>           | Notice of intention to resign required                                                                         |
| <u>N.J.S.A.18A:46</u>             | Classes and facilities for handicapped children                                                                |
| See particularly:                 |                                                                                                                |
| <u>N.J.S.A.18A:46-5.1</u>         | Basic child study team services; provision by boards of education and state operated programs                  |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                                  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                           |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                            |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                     |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                 |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                     |
| <u>N.J.A.C. 6A:9B-12.5</u>        | School social worker                                                                                           |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                              |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                         |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                           |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                               |
| <u>N.J.A.C. 6A:10-6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals |
| <u>N.J.A.C. 6A:14</u>             | Special education                                                                                              |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                        |
| <u>N.J.A.C. 6A:17</u>             | Students at risk of not receiving a public education                                                           |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                            |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                          |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act, (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

29 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. - General Administrative Regulation EDGAR

34 CFR 77.1 et seq. - General Administrative Regulation EDGAR

34 CFR 300 - Assistance to States for the Education of Children with Disabilities

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

E-4

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**TITLE:            SPEECH-LANGUAGE SPECIALIST**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement
2. Demonstrated comprehensive knowledge in the field of speech-language pathology
3. Ability to effectively apply the principles of assessment, treatment and prevention of speech, language and hearing disorders
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**                      Principal

**JOB GOAL:**

To help reduce or eliminate speech and hearing impediments that may interfere with the students' ability to derive full benefit from the district's educational program.

**PERFORMANCE RESPONSIBILITIES:**

1. Makes assessments, analyses and classifications of students' communication competencies and characteristics.
2. Plans, prepares and delivers treatment programs for children with speech and language deficiencies.
3. Provides diagnostic evaluations of pupils referred to the child study team for communication disorders and participates in team conferences related to those pupils.
4. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for speech correction and identifies pupils in need of related services.
5. Provides individual and small group intervention sessions with students who have been classified.
6. Conducts classes in language stimulation.
7. Maintains close liaison with the child study team and serves as a case manager as assigned.
8. Keeps those records necessary for each child and completes all required local, state and federal reports.
9. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group inservice experiences for staff and parents.
10. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.
11. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
12. Assists in proper referrals of individuals to agencies and specialists in the community.
13. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
14. Maintains professional competence through inservice education and other professional growth activities.
15. Assumes other related duties as assigned by the superintendent of schools or the student personnel director.

## TERMS OF

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5</u>              | Law Against Discrimination                                                                                                |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                                     |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirement prohibited                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                                    |
| <u>N.J.S.A. 18A:46</u>            | Classes and facilities for handicapped children                                                                           |
| <u>N.J.S.A. 18A:46-19.4</u>       | Nonpublic school pupil requiring services of certified speech-language specialist; provision of                           |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                                             |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                                      |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                                |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                                |
| <u>N.J.A.C. 6A:9B-12.6</u>        | Speech-language specialist                                                                                                |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                                    |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                                          |
| <u>N.J.A.C. 6A:10-6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals            |
| <u>N.J.A.C. 6A-14</u>             | Special education                                                                                                         |

See particularly:

|                           |                                                |
|---------------------------|------------------------------------------------|
| <u>N.J.A.C. 6A:14-3</u>   | Services                                       |
| <u>N.J.A.C. 6A:14-4</u>   | Program criteria; speech language services     |
| <u>N.J.A.C. 6A:14-6</u>   | Requirements for services in nonpublic schools |
| <u>N.J.A.C. 6A:16</u>     | Programs to support student development        |
| <u>N.J.A.C. 6A:32-4</u>   | Employment of teaching staff                   |
| <u>N.J.A.C. 6A:32-5.1</u> | Standards for determining seniority            |
| <u>N.J.A.C. 6A:32-6</u>   | School employee physical examinations          |
| <u>N.J.A.C. 6A:32-7</u>   | Student records                                |
| <u>N.J.A.C. 6A:32-8</u>   | Attendance and pupil accounting                |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.

20 U.S.C.A. 794 et seq. - Section 504 of the Rehabilitation Act of 1973

34 CFR 76.1 et seq. and 34 CFR 77.1 et seq. - General Administrative Regulation EDGAR

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 56 U.S.L.W. 4095 (U.S. January 20, 1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**TITLE: GUIDANCE COUNSELOR**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Counselor Endorsement or eligibility
2. Minimum experience as determined by the board; knowledge of computerized master schedule development desirable
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques, elementary/secondary school guidance program design and career educational information and placement
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Principal

**JOB GOAL:**

To help students achieve personal fulfillment by providing them with guidance and counseling services to make successful personal, educational and occupational life plans.

**PERFORMANCE RESPONSIBILITIES:**

Direct assistance to students

1. Assists students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Works with students in evolving educational and career plans in terms of such evaluation.
2. Provides information and prepares recommendations to colleges for admissions and scholarships, as well as to potential employers and other agencies.
3. Maintains a close relationship with the child study team following directives and recommendations as needed.
4. Maintains a close relationship with the student assistance coordinator and the anti-bullying specialist following directives and recommendations as needed.
5. Registers students new to the school, provides orientation and information relative to school procedures, curriculum and extracurricular opportunities.
6. Arranges for summer work and/or enrollment in summer school programs to make up noted deficiencies.
7. Provides for a smooth transition from elementary school to high school/middle school, which may include orientation programs for students and parents.

Transition to College and Career

1. Works closely with and involves parents in planning students' career plans, and assists in the resolution of school-related problems.
2. Assists in the organization and administration of standardized test programs. Provides timely notice and information to students and parents of opportunities to take SAT, ACT and AP exams.
3. Works to prevent students from dropping out of school, and assists those that do in finding alternative educational programs and/or employment.

Office Management

1. Maintains a professional office environment.

2. When a co-worker is unavailable, whenever possible provides interim assistance to students or parents with urgent needs.
3. Maintains student records and ensures their confidentiality.
4. Works closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
5. Gathers information on colleges and careers. Keeps this information accessible to students and parents in an organized arrangement.
6. Deals with confusion and emergencies in a friendly, supportive, calm manner. Assists agitated or confused students in re-composing themselves during situations where the student has a problem or personal setback.
7. Notifies students of upcoming opportunities to meet with college recruiters, job fairs, and outside career counselors.

#### Program Evaluation

1. Assists in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
2. Participates in follow-up studies of former students for the purpose of improving services and evaluating the effectiveness of the educational program being offered by the school.
3. Uses the internet to gather current information about colleges and career programs. Compares on-line and published information with first-hand accounts from returning graduates in order to gain a full, current picture of the actual situation, rather than relying on outdated impressions.
4. Retains essential information for parents and students such as college graduation rates.
5. Shares research and findings with colleagues and students in order to improve counseling services.

#### Other

1. Maintains professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other duties within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:6-10 Tenure Employees Hearing Law  
N.J.S.A. 18A:16-1 Officers and employees in general

|                                   |                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                             |
| <u>N.J.S.A. 18A:25-2</u>          | Authority of pupils                                                                                            |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                  |
| <u>N.J.S.A. 18A:26-1.1</u>        | Residence requirements prohibited                                                                              |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                               |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                       |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                      |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                               |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                         |
| <u>N.J.S.A. 18A:40A</u>           | Substance abuse                                                                                                |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                                  |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                       |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                           |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                            |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                     |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                 |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                     |
| <u>N.J.A.C. 6A:9B-12.8</u>        | School counselor                                                                                               |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                              |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                         |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                           |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                               |
| <u>N.J.A.C. 6A:10-6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                        |
| <u>N.J.A.C. 6A:17</u>             | Students at risk of not receiving a public education                                                           |
| <u>N.J.A.C. 6A:30</u>             | Evaluation of the performance of school districts                                                              |
| <u>N.J.A.C. 6A:32-4</u>           | Employment of teaching staff                                                                                   |
| <u>N.J.A.C. 6A:32-5.1</u>         | Standards for determining seniority                                                                            |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                          |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                |
| <u>N.J.A.C. 6A:32-8</u>           | Attendance and pupil accounting                                                                                |
| <u>N.J.A.C. 6A:32-12</u>          | Student behavior                                                                                               |

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

E-7

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**TITLE:           LEARNING DISABILITIES TEACHER-CONSULTANT**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess children's learning characteristics, design appropriate instructional strategies and plan educational programs
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**                   Principal

**JOB GOAL:**

To effectively assess pupils' learning characteristics and design appropriate instructional plans in order to enable each pupil to maximize his/her learning potential.

**PERFORMANCE RESPONSIBILITIES:**

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
3. Assists in the development and coordination of an appropriate individualized education program for each pupil requiring special education and/or related services. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
4. Consults with classroom teachers, administrators and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.
5. Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
6. Participates in the development and delivery of inservice programs and parent seminars related to learning disabilities and effective teaching methods.
7. Works to keep the community informed of the special education program and the role of the learning disability teacher-consultant.
8. Serves as a case manager as assigned and maintains appropriate case records.
9. Maintains professional competence through inservice education and other professional growth activities.
10. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.

11. Performs other related duties as assigned by the superintendent of schools or the student personnel services director.

## TERMS OF

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                   |                                                                                                                           |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5</u>              | Law Against Discrimination                                                                                                |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>          | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-1</u>          | Officers and employees                                                                                                    |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:26-1</u>          | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                                          |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                                    |
| <u>N.J.S.A. 18A:46</u>            | Classes and facilities for handicapped children                                                                           |
| See particularly:                 |                                                                                                                           |
| <u>N.J.S.A. 18A:46-5.1</u>        | Basic child study team services; provision by boards of education and state operated programs                             |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                                             |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                                  |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                                      |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9-3.3</u>          | Professional standards for teachers                                                                                       |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                                |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                            |
| <u>N.J.A.C. 6A:9B-9</u>           | Requirements for educational services certificate                                                                         |
| <u>N.J.A.C. 6A:9B-12.10</u>       | Learning disabilities teacher-consultant                                                                                  |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                                    |
| See particularly:                 |                                                                                                                           |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                                      |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                                          |

N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

N.J.A.C. 6A:14 Special education

N.J.A.C. 6A:16 Programs to support student development

N.J.A.C. 6A:32-4 Employment of teaching staff

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 6A:32-7 Student records

N.J.A.C. 6A:32-8 Attendance and pupil accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**GREEN TOWNSHIP SCHOOL DISTRICT**

**JOB DESCRIPTION**

**E-8**

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**TITLE:           SCHOOL PSYCHOLOGIST**

**QUALIFICATIONS:**

1. Valid New Jersey Educational Services Certificate and School Psychologist Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, psychological evaluation and counseling services
4. Strong interpersonal and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:**                   Principal

**JOB GOAL:**

To enable pupils to derive the fullest benefits from school by promoting their sense of self and by evaluating and working to ameliorate psychological or mental health problems that may interfere with their adjustment to school and the education program offered to them.

**PERFORMANCE RESPONSIBILITIES:**

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Administers, scores and evaluates standard psychological tests for the purpose of assessing the intellectual, educational, emotional, social and behavioral characteristics of those students referred.
3. Interprets the results of psychological testing and assists in the development and coordination of an appropriate individualized education plan for each pupil requiring special education and/or related services and participates in the ongoing evaluation of the academic progress and educational placement of classified pupils.
4. Serves as a case manager as assigned and maintains appropriate case records.
5. Provides psychological counseling to students, parents and staff and, as needed, makes referrals to appropriate community resources.
6. Assists in the development and delivery of inservice programs and parent seminars.
7. Keeps the staff and community informed of the schools' psychological services.
8. Maintains professional competence through continuing education and other professional growth activities.
9. Observes pupils in classrooms and other school settings.
10. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.
11. Cooperates with personnel of community health and social welfare agencies.
12. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
13. Performs other related duties as may be assigned by the superintendent or student personnel services

director.

## TERMS OF

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination  
N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception  
N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirements prohibited  
N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27 Employment and contracts  
N.J.S.A. 18A:28-3 No tenure for noncitizens  
N.J.S.A. 18A:28-5 Tenure of teaching staff members  
N.J.S.A. 18A:28-8 Notice of intention to resign required  
N.J.S.A. 18A:40A Substance abuse  
N.J.S.A. 18A:46 Classes and facilities for handicapped children  
See particularly:  
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs  
N.J.S.A. 18A:46-11 Psychological and other examinations  
N.J.A.C. 6A:7 Managing equality and equity in education  
N.J.A.C. 6A:9 Professional licensure and standards  
See particularly:  
N.J.A.C. 6A:9-3.3 Professional standards for teachers  
N.J.A.C. 6A:9B State board of examiners and certification  
See particularly:  
N.J.A.C. 6A:9B-5 General certification policies  
N.J.A.C. 6A:9B-9 Requirements for educational services certificate  
N.J.A.C. 6A:9B-12.9 School psychologist  
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders  
N.J.A.C. 6A:10 Educator effectiveness  
See particularly:  
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members  
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation  
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

|                           |                                         |
|---------------------------|-----------------------------------------|
| <u>N.J.A.C.</u> 6A:14     | Special education                       |
| <u>N.J.A.C.</u> 6A:16     | Programs to support student development |
| <u>N.J.A.C.</u> 6A:32-4   | Employment of teaching staff            |
| <u>N.J.A.C.</u> 6A:32-5.1 | Standards for determining seniority     |
| <u>N.J.A.C.</u> 6A:32-6   | School employee physical examinations   |
| <u>N.J.A.C.</u> 6A:32-7   | Student records                         |
| <u>N.J.A.C.</u> 6A:32-8   | Attendance and pupil accounting         |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq  
Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)  
Honig v. Doe, 484 U.S. 305 (1988)  
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)  
Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**GREEN TOWNSHIP SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**E-10**

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**TITLE:           SCHOOL PHYSICIAN/MEDICAL INSPECTOR**

**QUALIFICATIONS:**

1. Valid Medical Certificate, licensed to practice medicine and surgery in New Jersey
2. Broad knowledge of child health and development and understanding of laws and code governing school health programs
3. Experience in the delivery of medical services as determined by the board
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent

**SUPERVISES:** School nurses and other health services staff

**JOB GOAL:**

To ensure the health and safety of students and staff through participation in the development of policies and procedures related to physical examinations/health screenings, school site health/safety standards and oversight of the school health services.

**PERFORMANCE RESPONSIBILITIES:**

1. Directs and supervises the conduct of physical examinations or health screenings of students and staff and oversees the delivery of school health services.
2. Consults with parents of children with identified illness, physical defects or other health-related conditions and makes recommendations for follow-up medical evaluation and/or treatment.
3. Provides advice and assistance in the development of district policies and procedures related to health, safety and emergency medical procedures.
4. Assists in the development of the district's annual School Nursing Plan.
5. Prescribes standing orders for medical emergencies and medications including each school's supply of epinephrine.
6. Reviews and approves Do Not Resuscitate (DNR) orders and provides instruction to school staff.
7. Plans and administers a communicable disease control program and reports incidents of disease as required by law.
8. Ensures that all required health records are maintained in the prescribed format and in a manner which retains medical confidentiality.
9. Consults with the school nurse regarding the administration of medication.
10. Participates in case conferences with the child study team, as requested.
11. Examines students to determine medical eligibility to participate in interscholastic sports; reviews reports from other licensed physicians regarding student eligibility and provides parents with written notification of approval or disapproval for athletic participation.
12. Reviews and approves doctor's reports and/or examines students to determine eligibility for home instruction.
13. Serves as a school district liaison to the state and local departments of health and community health agencies.
14. Responds to emergency medical calls related to injuries, illness or suspected substance abuse.
15. Participates in the development of a comprehensive school health program and services and the planning and implementation of related inservice education activities.
16. Informs the community of the school health program and interprets school health policies and practices.
17. Performs other duties within the scope of certification and contractual agreement.

**TERMS OF**

**EMPLOYMENT:** Contract and salary to be determined annually 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:40 Promotion of health and prevention of disease  
See particularly:  
N.J.S.A. 18A:40-1 Employment of medical inspectors, optometrists, nurses; salaries; terms; rules  
N.J.S.A. 18A:40-3 Lectures to teachers  
N.J.S.A. 18A:40-4 Examination for physical defects and screening of hearing of pupils; health records  
N.J.S.A. 18A:40-12.5 Policy for emergency administration of epinephrine to public school pupils  
N.J.S.A. 18A:40-12.6 Administration of epinephrine; primary responsibility; parental consent  
N.J.S.A. 40A-12 Reporting of pupils under influence; examination; report; return home; evaluation of possible need for treatment; referral for treatment  
N.J.A.C. 6A:16 Programs to support student development  
See particularly:  
N.J.A.C. 6A:16-2 General provisions for school health services  
N.J.A.C. 6A:16-3 Comprehensive alcohol, tobacco and other drug abuse programs  
N.J.A.C. 6A:16-4 Procedures for alcohol, tobacco and other drug abuse intervention  
N.J.A.C. 6A:16-5.1 School safety and security plans  
N.J.A.C. 6A:16-5.3 Incident reporting of violence, vandalism and alcohol and other drug abuse  
N.J.A.C. 6A:16-8 Intervention and referral services  
N.J.A.C. 6A:16-11 Reporting of allegations of child abuse and neglect  
N.J.A.C. 12:100-4.2 Safety and health standards for public employees' occupational exposure to bloodborne pathogens

Bloodborne Pathogens Standard, 29 CFR 1910.1030

Title X Part F Section 1061 Health Services and Section 9526 Sex Education

Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

## **GREEN TOWNSHIP SCHOOL DISTRICT**

## **JOB DESCRIPTION**

**E-11**

**TITLE: DIRECTOR OF SPECIAL EDUCATION**

**QUALIFICATIONS:**

1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) for supervisor or school principal.
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** CSA

**SUPERVISES:** Child study team members, guidance counselors, certified and noncertified special education and health services personnel

**JOB GOAL:**

To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

**PERFORMANCE RESPONSIBILITIES:**

Instructional Leadership

1. Provides leadership in the development of the school's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure school compliance with legal requirements of this process. Monitors the implementation of IEPs.
4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Supervises and coordinates home instruction for homebound or hospitalized special education pupils.
7. Assumes responsibility for school compliance with regulations regarding school special education programs. Plans, develops and coordinates the school's system of special education services.
8. Oversees the development and effective delivery of the school's special education program, including the development and maintenance of the cumulative records of students receiving special services.

### Staff Supervision and Coordination

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
2. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

### Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the school's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.

### Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of inservice and training programs.
3. Prepares and administers the departmental budget.
4. Prepares and submits required state and federal reports, such as IDEA and IDEA grants, Annual Data Report, ASSA Report, End of the Year Report, Extraordinary Aid Application.

### Other

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other related duties as may be assigned by the Lead Person/CSA.

### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                                |                                                                                                                            |
|--------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5-1 et seq.</u> | Law Against Discrimination                                                                                                 |
| <u>N.J.S.A. 18A:6-7.1</u>      | Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>       | Dismissal and reduction in compensation of persons under tenure in public school system                                    |
| <u>N.J.S.A. 18A:16-2</u>       | Physical examinations; requirement                                                                                         |
| <u>N.J.S.A. 18A:26-1</u>       | Citizenship of teachers, etc.                                                                                              |
| <u>N.J.S.A. 18A:26-1.1</u>     | Residence requirement prohibited                                                                                           |
| <u>N.J.S.A. 18A:26-2</u>       | Certificates required; exception                                                                                           |
| <u>N.J.S.A. 18A:27</u>         | Employment and contracts                                                                                                   |
| <u>N.J.S.A. 18A:28-3</u>       | No tenure for noncitizens                                                                                                  |
| <u>N.J.S.A. 18A:28-5</u>       | Tenure of teaching staff members                                                                                           |
| <u>N.J.S.A. 18A:28-8</u>       | Notice of intention to resign required                                                                                     |
| <u>N.J.S.A. 18A:40</u>         | Promotion of health and prevention of disease                                                                              |
| <u>N.J.S.A. 18A:40A</u>        | Substance abuse                                                                                                            |
| <u>N.J.S.A. 18A:46</u>         | Classes and facilities for handicapped children                                                                            |
| <u>N.J.A.C. 6A:7</u>           | Managing for equality and equity in education                                                                              |
| <u>N.J.A.C. 6A:8</u>           | Standards and assessment                                                                                                   |
| <u>N.J.A.C. 6A:9</u>           | Professional licensure and standards                                                                                       |
| See particularly:              |                                                                                                                            |
| <u>N.J.A.C. 6A:9-3</u>         | Professional standards for teachers and school leaders                                                                     |
| <u>N.J.A.C. 6A:9B</u>          | State board of examiners and certification                                                                                 |
| See particularly:              |                                                                                                                            |
| <u>N.J.A.C. 6A:9B-5</u>        | General certification policies                                                                                             |
| <u>N.J.A.C. 6A:9B-8</u>        | Requirements for instructional certificate                                                                                 |
| <u>N.J.A.C. 6A:9B-9</u>        | Instructional certificates                                                                                                 |
| <u>N.J.A.C. 6A:9B-10.3</u>     | Special education                                                                                                          |
| <u>N.J.A.C. 6A:9B-10.4</u>     | Bilingual education                                                                                                        |
| <u>N.J.A.C. 6A:9B-10.5</u>     | English as a second language                                                                                               |
| <u>N.J.A.C. 6A:9C-3</u>        | Required professional development for teachers and school leaders                                                          |
| <u>N.J.A.C. 6A:14</u>          | Special education                                                                                                          |
| <u>N.J.A.C. 6A:16</u>          | Programs to support student development                                                                                    |
| <u>N.J.A.C. 6A:17</u>          | Students at risk of not receiving a public education                                                                       |
| <u>N.J.A.C. 6A:30</u>          | Evaluation of the performance of school districts                                                                          |
| <u>N.J.A.C. 6A:32-4</u>        | Employment of teaching staff                                                                                               |
| <u>N.J.A.C. 6A:32-6</u>        | School employee physical examinations                                                                                      |
| <u>N.J.A.C. 6A:32-7</u>        | Student records                                                                                                            |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of trustees of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

**GREEN TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**E-12**

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**TITLE: PHYSICAL THERAPIST**

**QUALIFICATIONS:**

1. Valid New Jersey Physical Therapist Credentials
2. Minimum experience as determined by the board
3. Broad knowledge of child growth and development, psychology of exceptional children and the principles of counseling individuals
4. Demonstrated ability to effectively work with students, parents and community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO:** Superintendent

**SUPERVISES:** Non-supervisory. Works with child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel.

**JOB GOAL:**

Under the direction of the CSA, the Physical Therapist provides services to students with disabilities, in order for them to benefit from their program of special education instruction.

**PERFORMANCE RESPONSIBILITIES:**

1. Provides direct and indirect physical therapy services as specified in each students' Individual Education Program (IEP) plan.

Tasks involved in fulfilling above duty/responsibility:

- Plans, implements and monitors fine and gross-motor activities that allow students to access and benefit from their program of specialized instruction. The focus of these services includes, but is not limited to: academic functioning, daily living skills, play/leisure skills and work skills.
- Assesses and makes environmental and other adaptations to allow students to access and benefit from their program of specialized instruction.
- Provides training to special education paraprofessionals, and others as appropriate, in carrying out day-to-day activities designed to enhance the motor functioning of students.

2. Consults with teachers, school administration, parents and others, as appropriate, regarding students' fine and gross motor development.

Tasks involved in fulfilling above duty/responsibility:

- Consults and collaborates with school staff and/or parents in developing, implementing, evaluating and maintaining physical therapy interventions.
- Consults with school staff in making necessary environmental adaptations so that students can access school classrooms, buildings, playgrounds, and other facilities.
- Consults and collaborates with medical, social services and other community providers, as appropriate.

3. Functions as a member of the special education team in providing special education services to students with disabilities.

Tasks involved in fulfilling above duty/responsibility:

- Coordinates the delivery of physical therapy services with classroom teachers, special education staff and other providers to ensure continuity and consistency in providing comprehensive special education services to students.

- Assesses the fine and gross motor and the environmental accessibility of students referred for special education evaluation. Helps determine the need for environmental adaptations and physical therapy.
  - Maintains an accurate record of therapy sessions, consultations and other pertinent activities.
4. Performs other comparable duties of a like or similar nature as apparent or assigned.
- Tasks involved in fulfilling above duty/responsibility:
- Attends training sessions, conferences, seminars, department and district meetings.
  - Serves on District committees, task forces, work groups, etc., as requested.
  - Keeps abreast of changing developments, trends, instructional and educational technologies.

#### Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate
2. Interprets the objectives of the district's pupil services program to parents, students, staff and the community

#### Program Planning, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the pupil services program.
2. Participates in the development and implementation of inservice programs.
3. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others

#### Other

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other related duties as may be assigned by the superintendent.

#### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

Approved by:

Date:

Revised:

#### **Legal References:**

|                                |                                                                                                                |               |
|--------------------------------|----------------------------------------------------------------------------------------------------------------|---------------|
| <u>N.J.S.A. 10:5-1 et seq.</u> | Law Against Discrimination                                                                                     |               |
| <u>N.J.S.A. 18A:6-7.1</u>      | Criminal history records; employee in regular contact with pupils; disqualification from employment; exception | grounds for   |
| <u>N.J.S.A. 18A:6-10</u>       | Dismissal and reduction in compensation of persons under tenure in                                             | public school |
| system                         |                                                                                                                |               |
| <u>N.J.S.A. 18A:16-2</u>       | Physical examinations; requirement                                                                             |               |
| <u>N.J.S.A. 18A:26-1</u>       | Citizenship of teachers, etc.                                                                                  |               |
| <u>N.J.S.A. 18A:26-1.1</u>     | Residence requirement prohibited                                                                               |               |
| <u>N.J.S.A. 18A:26-2</u>       | Certificates required; exception                                                                               |               |

|                                   |                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:27</u>            | Employment and contracts                                                                                       |
| <u>N.J.S.A. 18A:28-3</u>          | No tenure for noncitizens                                                                                      |
| <u>N.J.S.A. 18A:28-5</u>          | Tenure of teaching staff members                                                                               |
| <u>N.J.S.A. 18A:28-8</u>          | Notice of intention to resign required                                                                         |
| <u>N.J.S.A. 18A:40</u>            | Promotion of health and prevention of disease                                                                  |
| <u>N.J.S.A. 18A:40A</u>           | Substance abuse                                                                                                |
| <u>N.J.S.A. 18A:46</u>            | Classes and facilities for handicapped children                                                                |
| <br>                              |                                                                                                                |
| <u>N.J.A.C. 6A:7</u>              | Managing for equality and equity in education                                                                  |
| <u>N.J.A.C. 6A:8</u>              | Standards and assessment                                                                                       |
| <u>N.J.A.C. 6A:9</u>              | Professional licensure and standards                                                                           |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:9-3</u>            | Professional standards for teachers and school leaders                                                         |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                     |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:9B-5</u>           | General certification policies                                                                                 |
| <u>N.J.A.C. 6A:9B-8</u>           | Requirements for instructional certificate                                                                     |
| <u>N.J.A.C. 6A:9B-9</u>           | Instructional certificates                                                                                     |
| <u>N.J.A.C. 6A:9B-10.3</u>        | Special education                                                                                              |
| <u>N.J.A.C. 6A:9B-10.4</u>        | Bilingual education                                                                                            |
| <u>N.J.A.C. 6A:9B-10.5</u>        | English as a second language                                                                                   |
| <u>N.J.A.C. 6A:9C-3</u>           | Required professional development for teachers and school leaders                                              |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                         |
| See particularly:                 |                                                                                                                |
| <u>N.J.A.C. 6A:10 2.1 et seq.</u> | Evaluation of teaching staff members                                                                           |
| <u>N.J.A.C. 6A:10 4.1 et seq.</u> | Components of teacher evaluation                                                                               |
| <u>N.J.A.C. 6A:10 6.1 et seq.</u> | Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals |
| <u>N.J.A.C. 6A:14</u>             | Special education                                                                                              |
| <u>N.J.A.C. 6A:16</u>             | Programs to support student development                                                                        |
| <u>N.J.A.C. 6A:17</u>             | Students at risk of not receiving a public education                                                           |
| <u>N.J.A.C. 6A:30</u>             | Evaluation of the performance of school districts                                                              |
| <u>N.J.A.C. 6A:32-6</u>           | School employee physical examinations                                                                          |
| <u>N.J.A.C. 6A:32-7</u>           | Student records                                                                                                |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:** OCCUPATIONAL THERAPIST

**QUALIFICATIONS:**

1. Valid New Jersey Occupational Therapist Credentials
2. Minimum experience as determined by the board
3. Broad knowledge of child growth and development, psychology of exceptional children and the principles of counseling individuals
4. Demonstrated ability to effectively work with students, parents and community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** CSA

**SUPERVISES:** Non-supervisory. Works with child study team members, guidance counselors, substance abuse coordinator, certified and noncertified special education and health services personnel.

**JOB GOAL:**

To assist students who have difficulty in achieving a healthy and balanced lifestyle, to enable them to participate to their potential in daily occupations of life, and to enable all pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating those problems that prevent or interfere with student learning.

**PERFORMANCE RESPONSIBILITIES:**

Delivery of Educational Services

1. Provides pupil services and special education; coordinates occupational therapy with other educational services. Evaluates existing programs and makes recommendations for improvements.
2. Provides customized intervention programs to improve students' ability to perform daily activities: Comprehensive home and job site evaluations with adaptation recommendations.
  - a. Performance skills assessments and treatment.
  - b. Adaptive equipment recommendations and usage training.
  - c. Guidance to family members and caregivers.
3. Keeps informed of all legal requirements governing special education and ensures that all requirements under administrative code, state/federal law and board policy are met.
4. Recommends policies and programs essential to the needs of students needing occupational therapy.
5. Follows established procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Assists with home instruction for homebound or hospitalized students.

7. Assumes responsibility for the charter school's compliance with regulations regarding occupational therapy.
8. Schedules physical examinations to be carried out by the school physician and nurse(s).

#### Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate
2. Interprets the objectives of the charter school's pupil services program to parents, students, staff and the community

#### Program Planning, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the pupil services program.
2. Participates in the development and implementation of inservice programs.
3. Assumes responsibility for the preparation and timely submission of all required reports, and for timely input into reports prepared by others

#### Other

1. Maintains personal professional competence and continuous improvement through inservice education and other professional growth activities.
2. Performs other related duties as may be assigned by the Lead Person/CSA.

#### **TERMS OF**

**EMPLOYMENT:** 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's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

|                            |                                                                                                                            |
|----------------------------|----------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>  | Criminal history records; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>   | Dismissal and reduction in compensation of persons under tenure in public school system                                    |
| <u>N.J.S.A. 18A:16-2</u>   | Physical examinations; requirement                                                                                         |
| <u>N.J.S.A. 18A:26-1</u>   | Citizenship of teachers, etc.                                                                                              |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited                                                                                           |
| <u>N.J.S.A. 18A:26-2</u>   | Certificates required; exception                                                                                           |
| <u>N.J.S.A. 18A:27</u>     | Employment and contracts                                                                                                   |
| <u>N.J.S.A. 18A:28-3</u>   | No tenure for noncitizens                                                                                                  |
| <u>N.J.S.A. 18A:28-5</u>   | Tenure of teaching staff members                                                                                           |
| <u>N.J.S.A. 18A:28-8</u>   | Notice of intention to resign required                                                                                     |
| <u>N.J.S.A. 18A:40</u>     | Promotion of health and prevention of disease                                                                              |
| <u>N.J.S.A. 18A:40A</u>    | Substance abuse                                                                                                            |
| <u>N.J.S.A. 18A:46</u>     | Classes and facilities for handicapped children                                                                            |
| <br>                       |                                                                                                                            |
| <u>N.J.A.C. 6A:7</u>       | Managing for equality and equity in education                                                                              |
| <u>N.J.A.C. 6A:8</u>       | Standards and assessment                                                                                                   |
| <u>N.J.A.C. 6A:9</u>       | Professional licensure and standards                                                                                       |
| See particularly:          |                                                                                                                            |
| <u>N.J.A.C. 6A:9-3</u>     | Professional standards for teachers and school leaders                                                                     |
| <u>N.J.A.C. 6A:9B</u>      | State board of examiners and certification                                                                                 |
| See particularly:          |                                                                                                                            |
| <u>N.J.A.C. 6A:9B-5</u>    | General certification policies                                                                                             |
| <u>N.J.A.C. 6A:9B-8</u>    | Requirements for instructional certificate                                                                                 |
| <u>N.J.A.C. 6A:9B-9</u>    | Instructional certificates                                                                                                 |
| <u>N.J.A.C. 6A:9B-10.3</u> | Special education                                                                                                          |
| <u>N.J.A.C. 6A:9B-10.4</u> | Bilingual education                                                                                                        |
| <u>N.J.A.C. 6A:9B-10.5</u> | English as a second language                                                                                               |
| <u>N.J.A.C. 6A:9C-3</u>    | Required professional development for teachers and school leaders                                                          |
| <u>N.J.A.C. 6A:14</u>      | Special education                                                                                                          |
| <u>N.J.A.C. 6A:16</u>      | Programs to support student development                                                                                    |
| <u>N.J.A.C. 6A:17</u>      | Students at risk of not receiving a public education                                                                       |
| <u>N.J.A.C. 6A:30</u>      | Evaluation of the performance of school districts                                                                          |
| <u>N.J.A.C. 6A:32-4</u>    | Employment of teaching staff                                                                                               |
| <u>N.J.A.C. 6A:32-6</u>    | School employee physical examinations                                                                                      |
| <u>N.J.A.C. 6A:32-7</u>    | Student records                                                                                                            |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq., reauthorized 1997, P.L. 105-17 (formerly the Education for All Handicapped Act)

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of trustees of Clementon School District, 995 F.2d 1204,1216-17 (3d Cir. 1993)

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE: CHILD STUDY TEAM SECRETARY**

**QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills, including a working knowledge of specialized vocabulary used by the child study team.
4. Knowledge of automated office equipment and efficient office procedures. Proficiency in technology used by the district and ability to learn new software applications, as needed.
5. Knowledge of district rules and procedures such as attendance rules.
6. Strong interpersonal skills, including good telephone skills and ability to communicate effectively.
7. Ability to maintain confidentiality in all situations and interactions.
8. Required criminal history background check and proof of U.S. citizenship or resident alien status
9. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO: CSA**

**JOB GOAL:** Perform challenging secretarial and clerical duties pertaining to special education services entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the child study team.

**PERFORMANCE RESPONSIBILITIES:**

1. Communications – receives and routes incoming calls and correspondence. Personally handles calls involving confidential or sensitive topics. Screens calls and inquiries that involve sensitive topics. Accommodates the caller's concerns without referring callers unnecessarily to the administrator. Assists with daily calls concerning parental and/or student concerns. Maintains phone answering services and intercom communications.
2. Files, Database, Scheduling And Operations Data – provides receptionist duties as needed and maintains sign in/sign out sheets and the daily appointment schedule for the child study team. Assists, logs in, and directs visitors to the schools. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants. Maintains confidentiality of records and information. Maintains a well-organized up-to-date filing system. Maintains highly confidential records, files and sensitive correspondence, ensuring that the material is properly marked, secured and accessible for immediate use by administrators. Uses the IEP tracker software, budget software, purchase order software, and other software purchased by the district. Maintains and accesses daily enrollment information in the form of registers, daily attendance sheets, disciplinary letters, add/drop data for students.
3. Meetings – arranges meetings, prepares agendas, takes clear notes and handles follow up activities as necessary. Makes sure the administrator has any necessary back-up materials needed. Prepares minutes when assigned. Coordinates travel arrangements as assigned.
4. Reports – assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
5. Office Functions – performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files. Types correspondence, notices and

reports, and verifies the accuracy of the work done. Operates all business machines necessary to complete reports and clerical work required in the operation of the office. Types IEPs. Prepares letters, memos, charts, schedules, forms, agendas, ASSA Report, NJSMART data entries, End-of-year Report, IDEA Application and various instructions and maintenance records on computer or disks.

6. Functions Efficiently As Part Of A Team – prepares and edits letters, memos and reports from learning consultants, speech/language therapists, occupational therapists, physical therapists, social workers and psychologists. Distributes mail to members of the child study team (CST). Prepares duplicates and copies of materials for the efficient functioning of the CST. Relates congenially with child study team co-workers, other district staff, parents and students, some of whom may be under stress. Relates agreeably and effectively with county office staff. On a daily basis, handles all paperwork from the county office of Special Education such as exceptions, approvals for placements, etc.
7. District Goals – supports the Board of Education’s and the administration’s philosophy, goals and objectives for the district, its schools, and its departments. Reports any concerns about deviations from district philosophy, such as may impair delivery of services, to immediate supervisor in a timely manner.
8. Other – performs other related specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year 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’s policy on evaluations.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record  
N.J.S.A. 18A:16-1 Officers and employees in general  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:17-2 Tenure of secretarial and clerical employees  
N.J.A.C. 6A:32-6 School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE: BEHAVIORIST**

**QUALIFICATIONS:**

1. Board Certified Behavioral Analysis (BCBA) certification or evidence of coursework towards appropriate certificate.
2. Valid NJ Teacher of the students with disabilities, school psychologist, school counselor or social worker certification.
3. Knowledge and experience of the diverse needs of children with disabilities and appropriate special education classroom practices.
4. Ability to communicate effectively with students, parents, and school personnel.
5. Required criminal history background and other required paperwork
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

**REPORTS TO: CSA**

**JOB GOAL:** Develop and implement behavioral interventions with staff assistance to facilitate students' attainment of social and emotional growth consistent with the goals set forth by Individual Education Plans (IEP's).

**ESSENTIAL FUNCTIONS:** Responsible for generating and implementing programs to remediate behavioral and social problems for students, as well as be available for consultation to school staff and parents.

**PERFORMANCE RESPONSIBILITIES:**

1. Designs programs for students that are consistent with the total educational philosophy and goals of the School board.
2. Consults, collaborates, and completes reports as appropriate with/for the Child Study Teams on an ongoing basis.
3. Plans and confers, regularly scheduled consultations with classroom teachers, regarding behavioral, social, or personal problems affecting the student.
4. Works in coordination with teachers, related services personnel, and administration in identifying social/behavioral issues, as well as planning and developing program.
5. Assists in the design and implementation of professional development related to special education, providing professional development to targeted staff, on all aspects of school programming with special educational programs:
  - a. Delivery of instruction;
  - b. Behavior Management of Students (including techniques for remediating behavioral, social, or personal problems of students;

c. Data Collection (Applied Behavioral Analysis);

6. Assists, upon request of the Director of Special Services, in the development of Functional Behavioral Assessments (FBA) and Behavior Intervention Plans (BIP).
7. Develops IEP goals and objectives and uses paraprofessionals to assist with implementing goals, as appropriate.
8. Provides training for paraprofessionals with the programs in the areas of behavior management skills and affective education.
9. Designs, implements, and follow up on behavioral management programs for students to remediate behavioral and social problems.
10. Consults with parents regarding students; behavioral goals.
11. Interprets behavioral assessments for school staff and parents.
12. Develops home programs and related behavioral goals.
13. Assists parents in acquiring services from the Division of Developmental Disabilities (DDD).
14. Reports to, consults, and completes reports as requested, with/for the Director of Special Services on an ongoing basis.
15. Continue professional growth through educational meetings, visits to related facilities, attendance at conferences, reading of professional literature, and dialogue/exchanging ideas among staff.
16. Performs any other duties as may be assigned.

**TERMS OF EMPLOYMENT:** 10 months. Salary to be determined by the Board based on experience and skill level.

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law, administrative code, and the board's policy on evaluation of certified personnel.

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

|                           |                                                                                                                           |
|---------------------------|---------------------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 10:5</u>      | Law Against Discrimination                                                                                                |
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A. 18A:6-10</u>  | Dismissal and reduction in compensation of persons under tenure in public school system                                   |
| <u>N.J.S.A. 18A:16-1</u>  | Officers and employees                                                                                                    |
| <u>N.J.S.A. 18A:16-2</u>  | Physical examinations; requirement                                                                                        |
| <u>N.J.S.A. 18A:26-1</u>  | Citizenship of teachers, etc.                                                                                             |
| <u>N.J.S.A. 18A:26-2</u>  | Certificates required; exception                                                                                          |
| <u>N.J.S.A. 18A:27</u>    | Employment and contracts                                                                                                  |
| <u>N.J.S.A. 18A:28-3</u>  | No tenure for noncitizens                                                                                                 |
| <u>N.J.S.A. 18A:28-5</u>  | Tenure of teaching staff members                                                                                          |

N.J.S.A. 18A:28-8 Notice of intention to resign required  
N.J.S.A. 18A:46 Classes and facilities for handicapped children  
 See particularly:  
N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated programs  
N.J.A.C. 6A:7 Managing for equality and equity in education  
N.J.A.C. 6A:8 Standards and assessment  
N.J.A.C. 6A:9 Professional licensure and standards  
 See particularly:  
N.J.A.C. 6A:9-3.3 Professional standards for teachers  
N.J.A.C. 6A:9B State board of examiners and certification  
 See particularly:  
N.J.A.C. 6A:9B-5 General certification policies  
N.J.A.C. 6A:9B-9 Requirements for educational services certificate  
N.J.A.C. 6A:9B-10.3 Special education  
N.J.A.C. 6A:9B-12.5 School social worker  
N.J.A.C. 6A:9B-12.8 School counselor  
N.J.A.C. 6A:9B-12.9 School psychologist  
N.J.A.C. 6A:9B-12.10 Learning disabilities teacher-consultant  
N.J.A.C. 6A:9C-3 Required professional development for teachers and school leaders  
N.J.A.C. 6A:10 Educator effectiveness  
 See particularly:  
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members  
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation  
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals  
N.J.A.C. 6A:14 Special education  
N.J.A.C. 6A:16 Programs to support student development  
N.J.A.C. 6A:32-4 Employment of teaching staff  
N.J.A.C. 6A:32-5.1 Standards for determining seniority  
N.J.A.C. 6A:32-6 School employee physical examinations  
N.J.A.C. 6A:32-7 Student records  
N.J.A.C. 6A:32-8 Attendance and pupil accounting

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.  
Individuals with Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.  
Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)  
Honig v. Doe, 484 U.S. 305 (1988)  
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)  
Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

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**TITLE:                   EXTRACURRICULAR ACTIVITIES ADVISOR**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility
2. Demonstrated knowledge of the particular activity and related experience as determined by the board
3. Ability to foster and sustain students' interest in the activity and promote skill development
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**           Principal/Student Activities Director

**JOB GOAL:**

To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

**PERFORMANCE RESPONSIBILITIES:**

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
8. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary.
10. Performs other duties related to the student activity as assigned.

**TERMS OF**

**EMPLOYMENT:**       Salary and work year to be determined by the board of trustees.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment  
N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over pupils  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited  
N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27-1 Appointment of teaching staff members; vote required  
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder  
N.J.A.C. 6A:7 Managing equality and equity in education  
N.J.A.C. 6A:9B State board of examiners and certification  
See particularly:  
N.J.A.C. 6A:9B-5.19 Athletics personnel  
N.J.A.C. 6A:9-10.8 Health and physical education  
N.J.A.C. 6A:32-6 School employee physical examinations  
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE:**                   **ATHLETIC DIRECTOR**

**QUALIFICATIONS:**

1. Valid New Jersey Supervisor Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in the organization and administration of a school-level athletic program
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:**           Principal

**SUPERVISES:**         Coaches, Athletic Trainers

**JOB GOAL:**

To provide leadership in the development, implementation and coordination of the school's athletic program in order to provide students with the opportunity to develop physical skills, knowledge and understanding of sports and the principles of fair play.

**PERFORMANCE RESPONSIBILITIES:**

Administrative

1. Organizes and administers the school's program of extracurricular athletics and assumes responsibility for the scheduling of all intramural and interscholastic athletic events.
2. Develops and implements appropriate rules and regulations governing the conduct of athletic activities and ensures compliance with the rules promulgated by the NJSIAA.
3. Verifies each athlete's eligibility according to established physical and academic requirements of eligibility for participation in each sport and obtains written parent permission for students to participate.
4. Prepares and administers the athletic program budget and requisitions program supplies and equipment.
5. Arranges for the physical examinations of all athletes prior to each season.
6. Maintains records of athletic contests and award winners and plans and supervises an annual recognition program for athletes.

Operations

1. Assumes responsibility for the proper supervision of home games and the availability of game officials, team physicians and security personnel.
2. Assumes responsibility for compliance with board-adopted emergency medical procedures for all practice sessions and competitive events.
3. Arranges for the transportation for athletic competitions.
4. Supervise all ticket sales and fundraising events of the athletic program and assumes responsibility for proper handling of funds.

5. Arranges field and gym practice schedules.
6. Supervises the care, maintenance and storage of all athletic equipment and supplies and maintains a current inventory.
7. Promotes good school-community relations and support through effective communication regarding the school's athletic program.
8. Upholds and enforces school rules, administrative regulations and board policy.
9. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

#### Personnel

1. Provides leadership in the selection, assignment and evaluation of athletic coaches and trainers.
2. Supervisor of all physical education teachers, as well as middle and high school athletics.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of trustees.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                            |                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 5:17-1</u>     | Athletic code of conduct, permitted, youth sports events                                                       |
| <u>N.J.S.A. 18A:6-7.1</u>  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment |
| <u>N.J.S.A. 18A:6-10</u>   | Dismissal and reduction in compensation of persons under tenure in public school system                        |
| <u>N.J.S.A. 18A:16-2</u>   | Physical examinations; requirement                                                                             |
| <u>N.J.S.A. 18A:25-2</u>   | Authority over pupils                                                                                          |
| <u>N.J.S.A. 18A:26-1</u>   | Citizenship of teachers, etc.                                                                                  |
| <u>N.J.S.A. 18A:26-1.1</u> | Residence requirement prohibited                                                                               |
| <u>N.J.S.A. 18A:26-2</u>   | Certificates required; exception                                                                               |
| <u>N.J.S.A. 18A:26-2.1</u> | Supervisory certificate required for appointment as director of athletics                                      |
| <u>N.J.S.A. 18A:27</u>     | Employment and contracts                                                                                       |
| <u>N.J.S.A. 18A:28-3</u>   | No tenure for noncitizens                                                                                      |
| <u>N.J.S.A. 18A:28-5</u>   | Tenure of teaching staff members                                                                               |
| <u>N.J.S.A. 18A:28-8</u>   | Notice of intention to resign required                                                                         |
| <u>N.J.A.C. 6A:7</u>       | Managing equality and equity in education                                                                      |
| <u>N.J.A.C. 6A:9</u>       | Professional licensure and standards                                                                           |
| <u>See particularly:</u>   |                                                                                                                |

|                            |                                                                   |
|----------------------------|-------------------------------------------------------------------|
| <u>N.J.A.C. 6A:9-3</u>     | Professional standards for teachers and school leaders            |
| <u>N.J.A.C. 6A:9B</u>      | State board of examiners and certification                        |
| <u>See particularly:</u>   |                                                                   |
| <u>N.J.A.C. 6A:9B-5</u>    | General certification policies                                    |
| <u>N.J.A.C. 6A:9B-8</u>    | Requirements for instructional certificate                        |
| <u>N.J.A.C. 6A:9B-9</u>    | Instructional certificates                                        |
| <u>N.J.A.C. 6A:9B-11.3</u> | Authorization                                                     |
| <u>N.J.A.C. 6A:9B-11.6</u> | Supervisor                                                        |
| <u>N.J.A.C. 6A:9B-13</u>   | Acting administrators                                             |
| <u>N.J.A.C. 6A:9C-3</u>    | Required professional development for teachers and school leaders |
| <u>N.J.A.C. 6A-16</u>      | Programs to support student development                           |
| <u>N.J.A.C. 6A:32-4</u>    | Employment of teaching staff                                      |
| <u>N.J.A.C. 6A:32-5.1</u>  | Standards for determining seniority                               |
| <u>N.J.A.C. 6A:32-6</u>    | School employee physical examinations                             |
| <u>N.J.A.C. 6A:32-9</u>    | Athletic Procedures                                               |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE:**                   **ATHLETIC COACH**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility\* or County Substitute Certificate\*\*
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*\*Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.*

*\*\* Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.*

**REPORTS TO:** Athletic Director/Principal

**SUPERVISES:**           All team members

**JOB GOAL:**

To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills, sportsmanship, and motivation to excel.

**PERFORMANCE RESPONSIBILITIES:**

Coaching/Athletic Events

1. Coach individual participants in the skills necessary for success in the sport involved.
2. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations.
3. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
4. Assumes responsibility for the selection of team members and verifies their eligibility according to established physical and academic requirements of eligibility for participation in each sport;
5. Plans and schedules a regular program of practice in season and attends all contests of the assigned sport.
6. Oversees the safety conditions of the facility or area in which the assigned sport is conducted at all times that students are present.
7. Assumes responsibility for all team equipment during practice and contests and assists in the distribution and collection of athletic gear.

Administrative

1. Assists the athletic director in making arrangements for athletic competitions and related transportation.

2. Recommends the purchase of equipment, supplies and uniforms as appropriate.
3. Obtains written parent permission for students to participate and files team member records with the athletic director.
4. Assists the athletic director in the preparation and administration of the athletic program budget; prepares a budget for the assigned sport.

#### Other

1. Upholds and enforces school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
2. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                            |                                                                                                                |
|----------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A.</u> 2A:62A-6   | Athletic officials; immunity                                                                                   |
| <u>N.J.S.A.</u> 5:17       | Athletic code of conduct, permitted, youth sports events defined                                               |
| <u>N.J.S.A.</u> 18A:6-7.1  | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment |
| <u>N.J.S.A.</u> 18A:16-2   | Physical examinations; requirement                                                                             |
| <u>N.J.S.A.</u> 18A:25-2   | Authority over pupils                                                                                          |
| <u>N.J.S.A.</u> 18A:26-2   | Certificates required; exception                                                                               |
| <u>N.J.S.A.</u> 18A:27-1   | Appointment of teaching staff members; vote required                                                           |
| <u>N.J.S.A.</u> 18A:27-2   | Employment without certificate prohibited                                                                      |
| <u>N.J.S.A.</u> 18A:27-4   | Power of boards of education to make rules governing employment of teacher, etc.; employment there under       |
| <u>N.J.A.C.</u> 6A:7       | Managing equality and equity in education                                                                      |
| <u>N.J.A.C.</u> 6A:9B      | State board of examiners and certification                                                                     |
| <u>See particularly:</u>   |                                                                                                                |
| <u>N.J.A.C.</u> 6A:9B-5.18 | Athletics personnel                                                                                            |
| <u>N.J.A.C.</u> 6A-16      | Programs to support student development                                                                        |
| <u>N.J.A.C.</u> 6A:32-6    | School employee physical examinations                                                                          |
| <u>N.J.A.C.</u> 6A:32-9    | Athletic Procedures                                                                                            |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Krupp v. Bd. of Ed. of the Union County Reg. H.S. District #1, 278 N.J. Super. 31 (App. Div. 1994)

McLouglin V. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d. (EDU) 466, aff'd St. Bd. 97 N.J.A.R. 2d (EDU) 250

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**TITLE: ASSISTANT ATHLETIC COACH**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility\* or County Substitute Certificate\*\*
2. Minimum experience as determined by the board
3. Demonstrated knowledge of the sport, sports training and conditioning, injury prevention and management and the principles of human growth and development
4. Ability to maintain a positive learning environment and high standards of conduct for athletes
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

*\* Current employment by a board of education is required if coaching or instruction will take place during any part of the school day including recess.*

*\*\* Upon approval of the executive county superintendent, a holder of a county substitute certificate may be employed for a designated sports season.*

**REPORTS TO:** Athletic Director/Principal

**SUPERVISES:** All team members

**JOB GOAL:**

To provide leadership in the development and improvement of the sport program by developing athletes' knowledge, skills; sportsmanship, and motivation to excel.

**PERFORMANCE RESPONSIBILITIES:**

Administrative

1. Assists the athletic director and head coach in making arrangements for athletic competitions and related transportation, if so assigned.

Practices and Sporting Events

1. Assists the Head Coach in the preparation and supervision of individual participants in the skills necessary for success in the sport involved.
2. Assumes responsibility for team members under his/her supervision; promotes good sportsmanship and enforces all rules and regulations. Complies with board-adopted emergency medical procedures for all practice sessions and competitive levels.
3. Attends all practices and contests of the assigned sport. Assists at contests in observing play and devising strategies to improve the performance of the team and the players.
4. Oversees any assigned area of focus such as offense, defense, goalie or transition game giving due consideration to the safety conditions of the facility or area in which the assigned activity is conducted at all times that students are present.
5. Assists in the distribution and collection of athletic gear.

6. Assists in upholding and enforcing school rules, administrative regulations and board policy and all NJSIAA rules and regulations governing sports.
7. Is prepared to take over full coaching duties in the event the head coach is absent or becomes ill.

#### Other

1. While going to and from games, assists in maintaining good order.
2. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                                   |                                                                                                                |
|-----------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 2A:62A-6</u>          | Athletic officials; immunity                                                                                   |
| <u>N.J.S.A. 5:17</u>              | Athletic code of conduct, permitted, youth sports events defined                                               |
| <u>N.J.S.A. 18A:6-7.1</u>         | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment |
| <u>N.J.S.A. 18A:16-2</u>          | Physical examinations; requirement                                                                             |
| <u>N.J.S.A. 18A:25-2</u>          | Authority over pupils                                                                                          |
| <u>N.J.S.A. 18A:26-2</u>          | Certificates required; exception                                                                               |
| <u>N.J.S.A. 18A:27-1</u>          | Appointment of teaching staff members; vote required                                                           |
| <u>N.J.S.A. 18A:27-2</u>          | Employment without certificate prohibited                                                                      |
| <u>N.J.S.A. 18A:27-4</u>          | Power of boards of education to make rules governing employment of teacher, etc.; employment there under       |
| <u>N.J.A.C. 6A:7</u>              | Managing equality and equity in education                                                                      |
| <u>N.J.A.C. 6A:9B</u>             | State board of examiners and certification                                                                     |
| <u>See particularly:</u>          |                                                                                                                |
| <u>N.J.A.C. 6A:9B-5.19</u>        | Athletics personnel                                                                                            |
| <u>N.J.A.C. 6A:9-10.8</u>         | Health and physical education                                                                                  |
| <u>N.J.A.C. 6A:10</u>             | Educator effectiveness                                                                                         |
| <u>See particularly:</u>          |                                                                                                                |
| <u>N.J.A.C. 6A:10-2.1 et seq.</u> | Evaluation of teaching staff members                                                                           |
| <u>N.J.A.C. 6A:10-4.1 et seq.</u> | Components of teacher evaluation                                                                               |

N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals

N.J.A.C. 6A-16 Programs to support student development

N.J.A.C. 6A:32-4 Employment of teaching staff

N.J.A.C. 6A:32-5.1 Standards for determining seniority

N.J.A.C. 6A:32-6 School employee physical examinations

N.J.A.C. 6A:32-6.3 Requirements of physical examinations

N.J.A.C. 6A:32-7 Student records

N.J.A.C. 6A:32-9 Athletics procedures

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Krupp v. Bd. of Ed. of the Union County Reg. H.S. District #1, 278 N.J. Super. 31 (App. Div. 1994)

McLouglin V. Bd. of Ed. of the Twp. of Middletown, 96 N.J.A.R. 2d. (EDU) 466, aff'd St. Bd. 97 NJAR 2d (EDU) 250

# GREEN TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

G-1

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**TITLE:** BUS AIDE

**QUALIFICATIONS:**

1. Ability to read, write and to perform assigned duties
2. Minimum experience as determined by the board
3. Knowledge of bus passenger safety and effective discipline procedures
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**JOB GOAL:** To assist the bus driver in providing safe transportation of students.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the bus driver in maintaining student conduct on the bus.
2. Assists young or disabled students in getting on and off the bus. Assists the driver in observing the movements of passengers to be sure that none wander into the path of the vehicle.
3. Provides written records of violations of student conduct code to the building principal.
4. Collects personal items left on the bus and delivers them to the school secretary.
5. Provides instruction to students regarding passenger safety and ensures that students wear their seat belts when the bus is so equipped.
6. Participates in scheduled emergency bus exit drills.
7. Checks to be sure that all student-passengers are dropped off at their correct location and that no passengers remain on the bus at the end of the bus route.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

N.J.S.A. 18A:6-7.1 Criminal history record

N.J.S.A. 18A:16-2      Physical examinations; requirement  
N.J.S.A. 18A:25-2      Authority over pupils  
N.J.A.C. 6A:14-3.9(a) 7      Related services  
N.J.A.C. 6A:27      Student Transportation  
See particularly:  
N.J.A.C. 6A:27-11      Safety  
N.J.A.C. 6A:27-12.1      Drivers and aides  
N.J.A.C. 6A:32-6      School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

G-2

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**TITLE:** CAFETERIA AIDE

**QUALIFICATIONS:**

1. High school diploma
2. Minimum experience as determined by the board
3. Demonstrated ability to work successfully with children and adults and to perform assigned duties
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal/Cafeteria Manager

**SUPERVISES:** The lunchroom activities under the direction of the building principal and assigned teaching staff.

**JOB GOAL:**

To assist in the maintenance of an orderly, safe and pleasant atmosphere in the cafeteria by helping and supervising students at mealtime.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises students in the cafeteria during meals.
2. Maintains a system for orderly food purchase by pupils, disposal of food waste, return of trays and utensils.
3. Sees that students are seated in assigned areas.
4. Circulates among the tables during the mealtime so as to be available to children who need help or to resolve any minor problems that arise.
5. Informs assigned teacher of any serious infractions of discipline rules by students.
6. Ensures the cleanliness of tables and surrounding areas.
7. Organizes groups for orderly dismissal from the cafeteria.
8. Performs other related duties as assigned.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of trustees.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

|                           |                                       |
|---------------------------|---------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record               |
| <u>N.J.S.A. 18A:16-1</u>  | Officers and employees                |
| <u>N.J.S.A. 18A:16-2</u>  | Physical examinations; requirement    |
| <u>N.J.A.C. 6A:32-6</u>   | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

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**TITLE:**                    **CLASSROOM AIDE**

**QUALIFICATIONS:**

1. High school diploma; college-level coursework in education or related field\*
2. Minimum experience as determined by the board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*\* In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.*

**REPORTS TO:**            Principal/Classroom Teacher

**SUPERVISES:**           Assists in the supervision of classroom activities under the direction and supervision of the certified classroom teacher, principal or other designated certified personnel.

**JOB GOAL:**

To promote the achievement of students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

**PERFORMANCE RESPONSIBILITIES**

1. Assists the classroom teacher in the delivery of an effective instructional program.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
3. Operates and cares for equipment used in the classroom for instructional purposes.
4. Helps students master equipment or instructional materials assigned by teacher.
5. Distributes and collects workbooks, papers, and other materials for instruction. Checks notebooks, corrects papers, monitors testing and make-up work, as assigned by the teacher.
6. Guides independent study, enrichment work, and remedial work assigned by the teacher.
7. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
8. Helps the teacher to plan and maintain bulletin board and other classroom learning displays.
9. Reads to students, listens to students read, and participates in other forms of oral communication with students.
10. Checks notebooks, corrects papers, and supervises testing and make-up work, as assigned by the teacher.

11. Performs clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
12. Helps very young students with their clothing, snack time routine, and toileting activities.
13. Participates in in-service training as assigned.
14. Performs other related duties as assigned.

#### **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

#### **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

#### **LEGAL REFERENCES:**

|                           |                                       |
|---------------------------|---------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u> | Criminal history record               |
| <u>N.J.S.A. 18A:16-1</u>  | Officers and employees                |
| <u>N.J.S.A. 18A:16-2</u>  | Physical examinations; requirement    |
| <u>N.J.A.C. 6A:32-4.2</u> | Approval of paraprofessional staff    |
| <u>N.J.A.C. 6A:32-6</u>   | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002

## **GREEN TOWNSHIP SCHOOL DISTRICT**

### **JOB DESCRIPTION**

**G-5**

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**TITLE: SPECIAL EDUCATION AIDE**

**QUALIFICATIONS:**

1. High School Diploma; college-level coursework in education or related field\*
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status

\*In programs funded with federal Title I funds, or in school-wide Title I schools, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.

**REPORTS TO:** Certified classroom teacher, principal

**JOB GOAL:**

To assist the classroom teacher by working with individual and small groups of disabled students to provide them with physical help and emotional support as needed to gain optimum benefit from the charter school's special education program.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory.
2. Assists with individualized instruction and works with small groups of students under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
3. Assists, where appropriate, in loading and unloading the special education pupil from transportation buses or vans.
4. Completes clerical duties as assigned by the special education classroom teacher.
5. Assists pupils with various projects, crafts, and curriculum tasks.
6. Helps with the supervision of children on field trips planned by the teacher.
7. Assists in playground supervision.

8. Engages children in conversation to encourage language development.
9. Aids physically handicapped children, particularly those who rely upon appliances and prosthetics.
10. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of trustees.

## **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## **LEGAL REFERENCES:**

|                              |                                                                                                                |
|------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>    | Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment |
| <u>N.J.S.A. 18A:16-1</u>     | Officers and employees                                                                                         |
| <u>N.J.S.A. 18A:16-2</u>     | Physical examinations; requirement                                                                             |
| <u>N.J.A.C. 6A:14-4.1(e)</u> | General requirements                                                                                           |
| <u>N.J.A.C. 6A:32-4.2</u>    | Approval of paraprofessional staff                                                                             |
| <u>N.J.A.C. 6A:32-6</u>      | School employee physical examinations                                                                          |

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 200

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

G-6

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**TITLE:** SPECIAL EDUCATION ONE-ON-ONE AIDE

**QUALIFICATIONS:**

1. High School Diploma; college-level coursework in education or related field\*
2. Minimum experience as determined by the board
3. Demonstrated ability to assist with instructional activities and to communicate effectively with students, parents and school staff
4. Knowledge of diverse needs of children with disabilities and appropriate special education classroom practices
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*\*In programs funded with federal Title I funds, or in district-wide Title I districts, all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math*

**REPORTS TO:** Certified classroom teacher, principal

**JOB GOAL:**

To assist the classroom teacher by working with a individual disabled student to provide them with physical help and emotional support as needed to gain optimum benefit from the district's special education program.

**PERFORMANCE RESPONSIBILITIES:**

1. Assists in taking care of the physical needs of the special education pupil, including putting on and taking off outerwear, moving from room to room and using the lavatory/toileting. Assists students with physical handicapping conditions, such as assistive devices and/or prosthetics. Assistance may include lifting a student in and out of a wheelchair.
2. Assists with individualized instruction under the supervision of the special education teacher to reinforce material initially introduced by the teacher. Checks notebooks and supervises testing and make-up work as assigned by the teacher. Assists the teacher in implementing the pupil's goals as set by the IEP. Serves as a resource person, if and when requested, to the Child Study Team conferring about the student to whom assigned. Assists regular education teachers and special education teachers in devising special

learning strategies and/or behavioral modifications based on understanding of the individual student's needs, interests and abilities. Assists the teacher in implementing behavioral management systems. Serves as a chief source of information and help to any substitute teacher assigned in the absence of the regular teacher. Implements changes to the pupil's program only in consultation with the classroom teacher, child study team, related services staff or administration.

3. Assists, where appropriate, in escorting children to arrival/departure areas and in loading and unloading the special education pupil from transportation buses or vans.
4. Assists pupil with various projects, crafts, and curriculum tasks. Assists with individualized instruction of a student under the supervision of the special education teacher to reinforce material initially introduced by the teacher.
5. Alerts the teacher/consultant to any problem or special information about an individual student.
6. Helps with the supervision of the assigned child on field trips planned by the teacher. Assists with the supervision of the child during emergency drills, assemblies, field trips and play periods. Assists in escorting the child from one area to another. Assists in playground supervision. Guides the child in working and playing harmoniously with other children. Assists during eating periods. Fosters good eating habits and table manners
7. Assists the teacher in maintaining neat work and study areas.
8. Establishes as fully as possible a supportive and sympathetic relationship with the student without fostering intense emotional involvement.
9. Engages child in conversation to encourage language development.
10. Shadows and when appropriate aids physically disabled child, particularly for a child who relies upon appliances and prosthetics.
11. Assists, under a teacher/consultant direction, in the collection and administration of behavior management systems and procedures.
12. Completes clerical duties as assigned by the special education classroom teacher. Assists in maintaining accurate and complete records including collecting behavioral data to document a student's daily progress towards IEP goals and objectives. Refers parent requests for information to the classroom teacher.
13. Maintains confidentiality of student records.
14. Performs other appropriate duties as assigned by the special education teacher or building principal directly related to a good learning experience for special education pupils.

## **TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of education.

## **ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

## LEGAL REFERENCES:

|                              |                                                                                                                |
|------------------------------|----------------------------------------------------------------------------------------------------------------|
| <u>N.J.S.A. 18A:6-7.1</u>    | Criminal history record; employee in regular contact with pupils, grounds for disqualification from employment |
| <u>N.J.S.A. 18A:16-1</u>     | Officers and employees                                                                                         |
| <u>N.J.S.A. 18A:16-2</u>     | Physical examinations; requirement                                                                             |
| <u>N.J.A.C. 6A:14-4.1(e)</u> | General requirements                                                                                           |
| <u>N.J.A.C. 6A:32-4.2</u>    | Approval of paraprofessional staff                                                                             |
| <u>N.J.A.C. 6A:32-6</u>      | School employee physical examinations                                                                          |

Immigration Reform and Control Act of 1986, 8 U.S.C.A 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Qualifications for teachers and paraprofessionals, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessionals Draft Non-Regulatory Guidance, November 15, 2002

In *Cedar Rapids Community School District v. Garrett F.*, 526 U.S. 66 (1999), the U. S. Supreme Court ruled 7-2 that a small school district could not refuse to provide a one-to-one nurse to a quadriplegic child because of cost. The majority, relying heavily on our decision in *Irving Independent School Dist. v. Tatro*, 468 U. S. 883 (1984), concluded that the Individuals with Disabilities Education Act (IDEA), 20 U. S. C. §1400 et seq., requires a public school district to fund continuous, one-on-one nursing care for disabled children.

## GREEN TOWNSHIP SCHOOL DISTRICT

### JOB DESCRIPTION

G-9

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**TITLE:** PRESCHOOL CLASSROOM AIDE

**QUALIFICATIONS:**

1. High school diploma; college-level coursework in education or related field\*
2. Minimum experience as determined by the board
3. Knowledge of child growth and development and appropriate classroom practices and demonstrated ability to assist with instructional activities
4. Good oral and written communication skills
5. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.)
6. Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and /or behavioral management training.
7. Complies with drug-free workplace rules and board policies.
8. Ability to respectfully manage students, including students with developmental disabilities.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
10. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment

*\* In programs funded with federal Title I funds all paraprofessionals (teaching assistants) hired after January 8, 2002 must complete at least two years of college, obtain an associate's degree or higher, or pass an evaluation to demonstrate the knowledge and ability to assist in teaching reading, writing, and math.*

**REPORTS TO:** Principal/Preschool classroom Teacher

**SUPERVISES:** Assists in the supervision of pre-school activities under the direction and supervision of the certified preschool classroom teacher, principal or other designated certified personnel.

**JOB GOAL:**

To promote the achievement of preschool students' educational goals and learning objectives by providing supplemental and clerical services to assist the classroom teacher.

**PERFORMANCE RESPONSIBILITIES**

Educational Duties

1. Assists the classroom teacher in the delivery of an effective instructional program. Checks with teachers for instructions. Seeks advice when expectations are unclear.
2. Works with individual students or small groups of students to reinforce learning of material or skills introduced by the

teacher. Effectively uses verbal, non-verbal, writing and listening skills.

3. Teaches and models school/classroom rules of behavior. Upholds the student conduct code.
4. Operates and cares for equipment used in the classroom for instructional purposes. Promotes the proper use and care of school property. Helps keep track of school equipment as well as school materials sent home with students.
5. Helps students to master equipment or instructional materials assigned by teacher.
6. Distributes and collects workbooks, papers, and other materials for instruction.
7. Guides independent study, enrichment work, and remedial work assigned by the teacher.
8. Assists with the supervision of students during emergency drills, assemblies, play periods, and field trips.
9. Prepares and distributes teaching materials as directed.
10. Helps the teacher to plan, prepare and maintain bulletin boards and other classroom learning displays.
11. Reads to students, listens to students read, and participates in other forms of oral communication with students.
12. Checks student work, as assigned by the teacher. Encourages student creativity using music, art and play activities. Helps develop activities that address the learning styles of each student. Offers help when students ask or their behavior suggests they need assistance. Avoids being intrusive. Solves student concerns discreetly.
13. Supports a respectful and inclusive educational environment. Helps students with having a wide range of maturity and developmental levels, or with disabilities, participate in appropriate peer group activities as directed. Reinforces concepts introduced by the teacher. Maintains a positive and courteous learning environment.
14. Helps students with a wide range of developmental levels learn social skills. Models appropriate, respectful behavior.

#### Hygiene and safety

1. Helps very young students with their clothing, snack time routine, and toileting activities.
2. Helps students with hand-washing routines.
3. Prepares snacks. Helps feed students.
4. Complies with personal hygiene rules and standard sanitation procedures.
5. Helps keep program and storage areas orderly (e.g., stores equipment, shelves books, cleans spills, etc.). Sanitizes equipment as directed.
6. Follows prescribed medical plans and/or assists students with personal hygiene care.
7. Takes precautions for student and staff safety. Does not leave students unsupervised.
8. Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
9. Reports evidence of suspected child abuse as required by law.
10. Works with the teacher to address persistent behavior problems. Carries out behavior improvement plans. Charts student behavior as directed.
11. Oversees rest periods when applicable.

#### Student privacy and record-keeping

1. Completes paperwork accurately. Verifies and correctly enters data.
2. Performs clerical work related to classroom activities. These duties may include attendance reports, collection of money, duplication of materials, and distribution and return of notices to home.
3. Respects personal privacy. Maintains the confidentiality of privileged information.

### Professional appearance and behavior

1. Wears appropriate, clean work attire and maintains a neat appearance.
2. Accepts personal responsibility for decisions and conduct.
3. Strives to develop rapport and serves as a positive role model for others.
4. Performs prescribed activities efficiently with limited supervision.
5. Reacts productively to interruptions and changing conditions.
6. Exhibits consistency, resourcefulness, and resilience.
7. Exercises self-control and perseverance when dealing with students.
8. Maintains an acceptable attendance record and is punctual.

### Other

1. Participates in staff meetings, in-service training and professional growth opportunities as assigned.
2. Participation in conferences, open houses, and other school events may be required.
3. Upholds board policies and follows administrative procedures.
4. Promotes a favorable image of the school.
5. Performs other related duties as assigned.

## **DUTIES RELATED IN SPECIFIC DISABILITIES OF CHILDREN IN AN EDUCATIONAL PROGRAM**

### Hearing Impairment

1. If working with hearing impaired children, develop good listening and attending skills.
2. Be able to change hearing aid batteries and put an ear insert in child's ear - make sure aid is turned to appropriate setting.
3. Test batteries.

### Motor Problems

1. Walk children for exercise during breaks if child need assistance.
2. Render any special assistance needed by the child such as:
  - a) pick-up dropped pencil;
  - b) push children who cannot manipulate wheelchair; helps to the bathroom;
  - c) sharpen pencils;
  - d) cut out pictures;
  - e) turn pages in the child's book;
  - f) write child's name on his/her paper;
  - g) assist child in drinking from cup.
3. Assist with locking and unlocking braces.
4. Observe child in physical therapy and occupational therapy to learn expectations for child in these areas in class.

### Vision Impairment

1. Get the child with vision problems to become involved in the learning environment.
2. Determine to what extent expectations in hand skills must be modified if child is visually impaired.
3. Determine size of print and type of pictures and other visual aides the child may use successfully.

A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

**WORKING** Exposure to the following situations may range from remote to frequent

**CONDITIONS:** based on circumstances and factors that may not be predictable.

1. Duties may require bending, crouching, kneeling, reaching, and standing.
2. Duties may require lifting, carrying, and removing work-related supplies/equipment.
3. Duties may require operating and/or riding in a vehicle.
4. Duties may require traveling to meetings and work assignments.
5. Duties may require operating power-driven equipment.
6. Duties may require prolonged use of a computer keyboard and monitor.
7. Duties may require wearing protective clothing and using safety equipment.
8. Duties may require working extended hours.
9. Duties may require working under time constraints to meet deadlines.
10. Potential for exposure to adverse weather conditions and temperature extremes.
11. Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, and odors.
12. Potential for exposure to blood-borne pathogens and communicable diseases.
13. Potential for interaction with disruptive and/or unruly individuals.

**TERMS OF**

**EMPLOYMENT:** Salary and work year to be determined by the board of trustees.

**ANNUAL**

**EVALUATION:** Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Green Township BOE

Date: 11/15/23

Revised:

**LEGAL REFERENCES:**

|                           |                                       |
|---------------------------|---------------------------------------|
| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record               |
| <u>N.J.S.A.</u> 18A:16-1  | Officers and employees                |
| <u>N.J.S.A.</u> 18A:16-2  | Physical examinations; requirement    |
| <u>N.J.A.C.</u> 6A:32-4.2 | Approval of paraprofessional staff    |
| <u>N.J.A.C.</u> 6A:32-6   | School employee physical examinations |

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.

Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.

Title I Paraprofessional Draft Non-Regulatory Guidance, November 15, 2002