

JOB
DESCRIPTIONS

READINGTON
TOWNSHIP
BOARD
OF
EDUCATION

JOB DESCRIPTION INTRODUCTION

READINGTON TOWNSHIP BOARD OF EDUCATION

INTRODUCTION
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INTRODUCTION

Job Description Manual

This Job Description Manual contains descriptions for all job titles in the school district. The manual defines in a definitive manner the nature and scope of the job and functions and responsibilities for each job holder. In addition it contains reporting lines, supervisory responsibilities qualifications, methods for verifying competency employment terms, It serves as a primary tool in evaluating employees of the Board of Education, the physical and environmental demands of the job and how the job holders are evaluated.

Definitions

The following terms used in these job descriptions shall have the meanings set forth below unless the context requires a different meaning or a different definition is supplied:

“Board” means the Board of Education of Readington Township.

“Bylaw” means a rule of the Board for its own operation.

“Chief School Administrator” means the Chief Executive Officer of this school district, whose title in this district is Superintendent.

“Commissioner” means the New Jersey State Commissioner of Education.

“County Superintendent” means the County Superintendent of Schools for Hunterdon County.

“Day” means a calendar day.

“Collective Bargaining” or “Negotiated Agreement” means a contract collectively negotiated by the Board of Education and a recognized bargaining unit.

“Parent” means the parent(s) or legal guardian(s) having legal custody and control of a pupil.

“Policy” means a statement, formally adopted by the Board of Education, in which the Board recognizes the mandates and constraints of law, establishes practices and standards binding on staff members and pupils, and gives direction to the Superintendent.

“Principal” means the administrator in charge of a school building or facility; except where prohibited by law, “Principal” also means the qualified person duly delegated by the Principal to discharge a particular duty in place of the Principal.

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“Professional employee” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Pupil” or “Student” means a person enrolled in a school in this district.

“Regulation” means a statement developed and promulgated by the Superintendent that details the specific operations by which Board policy or a legal mandate is implemented.

“Superintendent” means the Chief School Administrator of this school district; except where prohibited by law, Superintendent shall mean “Superintendent or designee” referring to a qualified person duly delegated by the Superintendent to discharge a particular duty in place of the Superintendent.

“Support staff member” means an employee who holds a position for which no certificate issued by the New Jersey State Board of Examiners is required.

“Teaching staff member” means an employee who holds a position for which a certificate issued by the New Jersey State Board of Examiners is required.

“Treasurer” means the Treasurer of School Moneys for this school district.

Construction

The following rules of construction apply to these job descriptions:

1. Wherever possible, language shall be given its clear and ordinary interpretation;
2. Language shall be construed to have a meaning that complies with law;
3. In the event job descriptions conflict with one another, the later adopted job description shall take precedence over the earlier, and the more specific job description shall take precedence over the more general;
4. Except as otherwise provided by the context, the auxiliary verbs “shall,” “will,” and “must” indicate a mandated action, and the auxiliary verb “may” indicates an action that is permitted but is not mandated.

Effectuation

The Superintendent of Schools or designee shall approve all job descriptions. Except as may otherwise be expressly provided, a job description will become effective on the date it is approved and a revised job description will become effective on the date it is revision is approved.

Citations

Job Descriptions may contain citations to the following codifications of state and federal laws and regulations:

1. United States Statutes
20 U.S.C.A. Education
2. United States Regulations
34 C.F.R. Education
3. New Jersey Statutes

N.J.S.A. 2C	Code of Criminal Justice
N.J.S.A. 9	Children-Juvenile and Domestic Relations
N.J.S.A. 10	Civil Rights
N.J.S.A. 11	Civil Service
N.J.S.A. 17	Corporations and Institutions for Finance and Insurance
N.J.S.A. 18A	Education
N.J.S.A. 19	Elections
N.J.S.A. 24	Food and Drug
N.J.S.A. 26	Health and Vital Statistics
N.J.S.A. 27	Highways
N.J.S.A. 30	Institutions and Agencies
N.J.S.A. 34	Labor and Worker's Compensation
N.J.S.A. 36	Legal Holidays
N.J.S.A. 39	Motor Vehicles and Traffic Regulation
N.J.S.A. 41	Oaths and Affidavits
N.J.S.A. 45	Professions and Affidavits
N.J.S.A. 47	Public Records
N.J.S.A. 52	State Government, Departments and Officers
N.J.S.A. 53	State Police
N.J.S.A. 54	Taxation
N.J.S.A. 59	Tort Claims
4. New Jersey Administrative Code

N.J.A.C. 1	Administrative Law
N.J.A.C. 6 & 6A	Education
N.J.A.C. 8	Health
N.J.A.C. 10	Human Services
N.J.A.C. 13	Law and Public Safety
N.J.A.C. 17	Treasury-General

Severability

If any part of this Job Description Manual is made invalid by judicial decision or legislative or administrative enactment, all other parts shall remain in full effect unless and until they are amended or repealed by the Board of Education or until regulations issued by the Superintendent are amended.

Enactment

The official record of the adoption, issuance, amendment, or repeal of the job descriptions of this school district shall be kept in the Office of the Superintendent of Schools or designee. Alterations shall be duly entered in this manual; a master copy of the Job Description Manual shall be maintained by the Superintendent of Schools or designee and shall be the manual to which all others may be compared for accuracy.

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- 1501 [Elementary School Principal](#)
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4205	<u>General Custodian</u>
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4401	Coordinator of Transportation
4413	<u>Bus Driver</u>
4414	<u>Mechanic</u>
4415	<u>School Bus Aide</u>
4417	<u>Transportation Dispatcher</u>

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4512	<u>Payroll/Benefits Specialist</u>
4515	<u>Accounts Payable Specialist</u>
4516	<u>Purchasing Clerk</u>

5000-TECHNOLOGY/COMPUTER CENTER

5001	<u>Coordinator of Information Technology</u>
5025	<u>Computer Technician</u>
5027	<u>Network Administrator</u>
5028	<u>Network/Database Support Technician</u>
5029	<u>Database/SIS Administrator</u>

Job Description

READINGTON TOWNSHIP BOARD OF EDUCATION

Supervisors - Educational
0300 Supervisor Curriculum & Instruction
(SEL and Special Projects)
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JOB TITLE: Supervisor of Curriculum and Instruction (Social/Emotional Learning and Special Projects)

REPORTS TO: Superintendent

SUPERVISES: Teachers in grade Pre-Kindergarten through grade 8; School Counselors

NATURE AND SCOPE OF JOB:

This position will require an individual to have a keen understanding of areas related to Social and Emotional Learning Initiatives (SEL) suitable for grades K-8 and have the ability to coordinate programs associated with SEL. The successful candidate will have experience developing and implementing lessons in a classroom setting related to SEL. The individual will also possess the skills to address the following areas related to Social and Emotional Learning: writing curriculum; providing workshops for teachers and parents; serving as a resource for students, staff, administrators and parents; supervising individuals responsible for school climate and culture; and having a visionary outlook for a district-wide Social and Emotional Learning program.

QUALIFICATIONS:

The Supervisor of Curriculum and Instruction (SEL and Special Projects) shall:

1. hold a New Jersey certificate in supervision and/or administration;
2. hold a Master's Degree from an accredited college or university
3. possess a passion and knowledge for the development and implementation of SEL initiatives in school settings;

4. demonstrate good communication skills with K-8 students as well as adults;
5. demonstrate excellent leadership and organizational skills and the ability to motivate people;
6. Have a minimum of five years teaching or educational services experience;
7. collect data (inclusive of anecdotal notes) and analyze them to drive future instruction and to assist the coordination/enrichment of the district's SEL Program;
8. be capable and experienced in writing curriculum;
9. demonstrate a good rapport with colleagues, administrators, parents and students;
10. demonstrate creativity and a focused vision;
11. possess an eagerness to learn and be willing to attend out of district workshops and conferences;
12. continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
13. possess and exhibit good listening skills;
14. demonstrate a knowledge and an understanding of child growth and development, effective instructional strategies, and classroom management;
15. have experience supporting staff members in a variety of ways;

16. demonstrate flexibility and a sense of calm under pressure;
17. certifications in kids and adult yoga or similar practice are recommended;
18. meet all governmental and Readington Township certification and application requirements;
19. demonstrate the ability to communicate effectively in English, both orally and in writing;
20. must hold a valid New Jersey Teaching certification and/or appropriate educational services certification such as School Counselor, School Psychologist or School Social Worker;
21. hold a valid New Jersey driver's license with no serious violations.
22. meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable;

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor (SEL and Special Projects) shall:

1. work cooperatively and collectively with principals, staff and supervisors to ensure that instructional programs and services related to SEL are coordinated in the schools uniformly and equitably;
2. mentor teachers in character education concepts;
3. teach lessons for students in grades PK-8 and model lessons for staff in grades PK-8;
4. create grade-level appropriate videos in the areas of SEL to be used in school and at home;

5. team-teach with teachers to address and identify behavioral needs;
6. write SEL and/or Character Education curriculum and Guidance Curriculum;
7. assist in curriculum revision for all content areas to infuse activities and resources related to SEL;
8. communicate and collaborate with board members, administrators, staff, students and parents in various settings such as faculty meetings, in-service days, board meetings, teacher academies;
9. provide SEL resources for board members, administrators, staff, students and parents;
10. teach workshops related to SEL (Teacher Academies, Curriculum Days);
11. observe and, when necessary, consult with teachers regarding strategies to use in their classroom throughout the school day;
12. supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis;
13. attend workshops and conferences for continuing education in the areas of SEL;
14. collect data (inclusive of anecdotal notes) and analyze them to drive future instruction and to assist the coordination/enrichment of the district's SEL Program;
15. demonstrate experience using google and its many features and applications to coordinate program initiatives;
16. head assemblies or find assembly topics related to SEL.
17. provide program of supervision to school counselors and conduct meetings as necessary for the proper function of the school counseling program (HIB, School Climate and Culture, SEL, and curriculum) and school counseling services.

18. Provide training for new teachers through the new teacher mentor/induction program in SEL.
19. Make regular, systematic visits and/or conferences with guidance counselors and teachers for the purpose of helping each staff member to become more professionally effective in the area of SEL and other areas related to SEL.
20. Communicate regularly with the Superintendent and with principals about the needs, successes, and general operation of the various SEL programs. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards and responsibility for behavior.
21. Serve as the Anti-Bullying Coordinator (HIB) and file reports as necessary as they related to the role of Anti-Bullying coordinator.
22. Assist the Supervisor of Pupil Services in job functions that related to bullying, school climate and culture, and other areas related to the intersection of special services and SEL.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
24. Perform duties related to any specialized projects that come up that are related to SEL, character development, school climate and culture, student discipline, school counseling services, student behavior, and any other areas deemed appropriate by the Superintendent.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

TERMS OF EMPLOYMENT:

The Supervisor (SEL and Special Projects) shall be employed under the following items:

1. work year is established as a twelve (12) position;

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

EVALUATION: The Superintendent shall evaluate the Supervisor (SEL and Special Projects) in accordance with Policy No. 3223, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: June 11, 2019

JOB DESCRIPTION

READINGTON TOWNSHIP
BOARD OF EDUCATION

Supervisors - Educational
0300 Supervisor Curriculum & Instruction
(Staff Development - Instructional
Technology)
Page 1 of 4

JOB TITLE: Supervisor Curriculum & Instruction
(Staff Development - Instructional Technology)

REPORTS TO: Superintendent

NATURE AND SCOPE OF JOB:

The Supervisor Curriculum & Instruction shall work with district administrators to plan and coordinate the district's professional development programs, and to support teachers and administrators in the areas that reflect school and district goals. The Supervisor Curriculum & Instruction shall utilize leadership, advocacy, and collaboration to assist faculty in the planning, development, coordination, and integration of current and future technology tools, programs, and projects into their lessons.

QUALIFICATIONS:

The Supervisor of Curriculum & Instruction (Staff Development - Instructional Technology) shall:

1. hold a New Jersey certificate in supervision and/or administration;
2. hold Master's Degree from an accredited college or university;
3. demonstrate excellent leadership and organizational skills and the ability to motivate people;
4. hold and maintain a valid driver's license with no serious violations;
5. have excellent integrity and demonstrate good moral character and initiative;
6. demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, instructional technology, learning assessment and diagnosis, and research related to learning;

7. exhibit enthusiasm and possess the interpersonal skills to relate well with students, staff, administration, parents and the community;
8. demonstrate the ability to communicate effectively in English, both orally and in writing;
9. demonstrate the ability and willingness to model effective teaching strategies within the classroom by planning and executing well-designed lessons;
10. demonstrate proficiency with technological applications;
11. meet all governmental and Readington Township certification and application requirements;
12. meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable;
13. must hold a valid New Jersey Teaching certification.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Curriculum & Instruction (Staff Development - Instructional Technology) shall:

1. work collaboratively and cooperatively with district and building administration to support technology initiatives and professional development opportunities;
2. assist in the implementation of the district's professional development program for the instructional staff, and recommend teacher attendance at conferences and participation in other professional growth activities;
3. oversee the coordination and scheduling of the district's in-service sessions and workshops that support district goals;
4. oversee the coordination of the New Teacher Induction Program;
5. demonstrate the ability to work with adult learners through building professional relationships, integrating technology into instruction, planning collaboratively, and providing support and feedback;
6. assist teachers in using technology effectively for assessing student learning, differentiating instruction, and providing rigorous, relevant, and engaging learning experiences for all students;

7. keep abreast of current research in the areas of technology, curriculum development, teaching and learning, assessment, differentiated instruction, and 21st century skills;
8. interpret to staff current research in the areas of technology, curriculum development, teaching and learning, assessment, differentiated instruction, and 21st century skills;
9. identify staff development activities outside of the district and share with appropriate staff;
10. continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
11. provide leadership in the development of 21st century skills instruction;
12. demonstrate leadership in communicating with a variety of audiences throughout the district;
13. supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis;
14. perform other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

The Supervisor (Staff Development - Instructional Technology) shall be employed under the following terms:

1. work year is established as a 12-month position;
2. salary, benefits and leave time as specified in the Collective Bargaining Agreement;
3. conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The Superintendent shall evaluate the Supervisor (Staff Development – Instructional Technology) in accordance with Policy No. 3223, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: May 8, 2018

Revised: June 12, 2018

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SUPERINTENDENT'S OFFICE
1200 Superintendent of Schools
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JOB TITLE: SUPERINTENDENT OF SCHOOLS

REPORTS TO: Board of Education

SUPERVISES: All employees

NATURE AND SCOPE OF JOB:

The Superintendent of Schools shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his/her office by law.

The Superintendent of Schools shall be the Chief School Administrator of the school district and principal advisor to the Board. He/she may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

The Superintendent of Schools shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

QUALIFICATIONS:

The Superintendent of Schools shall:

1. Hold at least a Master's Degree in Education or a related field from an accredited college or university.
2. Hold and maintain a valid driver's license with no serious violations.
3. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
4. Exhibit leadership and skills in human resource management, communications, quantitative and qualitative decision making, finance, education law, school facilities government and community relations, management of district operations.
5. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:26-2 et seq. and 27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a Superintendent endorsement (N.J.A.C. 6:11-9.3 and 9.5).
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.

7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Superintendent of Schools shall be employed in accordance with an individual contract negotiated with the Board of Education at employment at intervals specified by law and administrative code.

JOB FUNCTIONS AND RESPONSIBILITIES:

- A. In the discharge of his/her responsibility as principal advisor to the Board, the Superintendent shall:
1. Provide leadership in identification of priorities and assure that all activities reflect those Board-established priorities.
 2. Prepare and recommend short- and long-range plans for Board approval and implements those plans when approved.
 3. Attend all regular and special meetings of the Board, and participate in a professional leadership role. Designate an administrative staff member to serve in his/her absence, when appropriate.
 4. Recommend drafts of new policies or changes to the Board. Establish guidelines and processes for monitoring implementation of Board policies.
 5. Prepare 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. Provide advice and counsel to the Board on matters before it.
 6. Anticipate potential problems. Recommend policies or courses of staff action.
 7. Keep the Board informed regarding development in other districts or at state and national levels that would be helpful to the district.
 8. Ensure that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
 9. Perform such other duties as may be assigned by the Board, N.J.S.A. 18A:17-20b.
- B. In the discharge of his/her responsibility for the implementation of the operational action plan of the district, the Superintendent shall: implement board policy and state law.
- C. In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall: implement board policy and state law.
1. Maintain the quality of educational programs and services to students, and improve programs and services where necessary. Ensure that a system of thorough and efficient education, as defined in state law and code, is available to all students.
 2. Study and review with staff all curriculum guides and courses of study on a continuing basis. Recommend, for Board adoption, curricula, courses, textbooks, other curricula resources, and time schedules.

3. Ensure implementation of all Board-approved curriculum and inclusion of state-mandated programs and curriculum content standards.
 4. Provide for curriculum articulation among grades and schools in the district and among constituent districts in a regional school system.
 5. Encourage staff to develop programs, services and projects which reflect instructional diversity, alternatives and flexibility, while assuring an articulated, consistent education for all students.
 6. Develop guidelines and direction for monitoring the effectiveness of existing and new programs.
 7. Seek out available sources for grant funding to support programs and projects.
 8. Ensure that the goals of the school system are adequately reflected in its educational program and operations. Annually submit the district's schools' objectives to the County Superintendent for review and approval by the date determined by the County Superintendent's Office.
- D. In the discharge of his/her responsibility for the direction and welfare of pupils, the Superintendent shall: implement board policy and state law.
1. Ensure that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
 2. Develop and oversee 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. Confer annually with the administrator of each nonpublic school located in the district to plan for nursing services which may be made available pursuant to law and submit an annual written report to the County Superintendent.
 4. Develop and implement policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
- E. In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall: implement board policy and state law.
1. Direct and supervise the administrative staff and through them all district staff.
 2. Provide a role model as well as direction and supervision to the central district administrative staff in the development and implementation of sound personnel practices.
 3. Develop recruitment procedures to assure well-qualified applicants for professional and nonprofessional positions. Participate in final candidate interviews, as appropriate, and recommends appointments, transfer and removal of all certified and noncertified staff to the Board.
 4. Provide direction and serve as a resource for management representatives in negotiating with employee bargaining units. Supervise administration of collective bargaining agreements.

5. Recommend and implement the district's professional development plan.
 6. Ensure that all staff receive in-service training required by state/federal laws and that appropriate documentation is maintained in a central file.
- F. In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall: implement board policy and state law.
- G. In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall: implement board policy and state law.
1. Provide direction to and supervision of school business functions. Encourage development and implementation of sound business practices.
 2. Initiate and supervise development of the annual budget. Provide for staff input. Recommend budget and budget priorities for Board approval.
 3. Ensure that the district has long-range financial and facility improvement plans. Update and implement plans annually.
 4. Oversee school facility management or provide safe, efficient and attractive buildings, with strong emphasis on preventative maintenance and custodial care.
 5. Search continuously for alternatives in business management practices to achieve sound economies.
 6. Ensure funds are spent prudently by providing adequate control and accounting of the district's financial and physical resources.
- H. In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall: implement board policy and state law.
1. Promote community support of the schools. Interpret district programs and services, reports, plans, events and activities of interest, and solicit community opinions regarding school and education issues.
 2. Present the district's quality assurance report annually to the Board and community by the date prescribed by law.
 3. Identify available community resources and linkages to social service agencies that support education and healthy child development.
 4. Develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction.
 5. Maintain contacts and good relations with local media.
 6. Ensure that district interest will be represented in meetings and activities of municipal and other governmental agencies.
 7. Represent the school system and its interests in community organizations, activities and projects.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent will be evaluated in accordance with Policy No. 1240, Regulation No. 1240 and this job description and any terms specified in the Superintendent's contract.

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SUPERINTENDENT'S OFFICE
1231 Affirmative Action Officer
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JOB TITLE: **AFFIRMATIVE ACTION OFFICER**

REPORTS TO: The Superintendent

SUPERVISES:

NATURE AND SCOPE OF JOB:

Plans, coordinates, and evaluates the affirmative action procedures and practices of the district to ensure that full and equal opportunity is provided for all personnel and students, regardless of race, color, creed, religion, sex, ancestry, national origin, political belief, sex, sexual orientation, or social or economic status. Coordinates activities to eliminate sexual harassment of students and staff.

QUALIFICATIONS:

The Affirmative Action Officer shall:

1. Hold a New Jersey administrative, educational services, or an instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11.
2. Serve as a currently employed professional member of the district, meeting all the requirements for the position held.
3. Have at least three years of excellent experience in teaching and/or administration.
4. Demonstrate a commitment to the goals of affirmative action, the elimination of sexual harassment, and non-discriminatory practices.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate excellent organizational and leadership skills with the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference.
4. Employment interview.

EMPLOYMENT TERMS:

The Affirmative Action Officer shall be employed under the following terms:

1. Work year of twelve months.
2. Current professional employee of the Board, with salary, benefits, and leave time specified in the written contract with the Board of Education.
3. Appointed annually by the Board of Education.
4. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Affirmative Action Officer shall:

1. Coordinate and implement the district's efforts to meet and exceed federal and State requirements for affirmative action, equity in educational programs (N.J.A.C. 6: 4.1 et seq.), and the elimination of sexual harassment.
2. Monitor and periodically review Board policies to ensure compliance with all applicable equal educational, affirmative action, and sexual harassment requirements.
3. Publicize to the staff and the community the equal educational opportunity resolution. Notify the staff annually of affirmative action and sexual harassment policies and the procedures for filing grievances and complaints.
4. Prepare, disseminate, and supervise the Multi Year Equity Plan with measurable goals, seeking ideas from the staff and community. Include a school and classroom practices plan and an employment/contract practices plan, with timetables for corrective action to overcome the effects of previous patterns of discrimination that may have existed (N.J.A.C. 6:4-1.3 et seq.). Prepare the annual report of progress for Board approval and share with interested parties.
5. Collect and analyze data regarding the practices of the district and the effects of affirmative action efforts, and recommend modified or additional efforts to the Superintendent.

6. Review regularly the recruitment, selection, and employment practices to determine if they are administered without discrimination and are active in seeking personnel from under-representative groups. Recommend corrective measures when necessary.
7. Review documents and literature of the schools and district to ensure that they are free of prejudicial and stereotypical language.
8. Prepare staff development and distribute information for school personnel on a continuing basis to identify and resolve problems arising from prejudice (N.J.A.C. 6:4-1.3(d)).
9. Ensure that the review, evaluation, and selection of instructional materials include criteria regarding freedom from discrimination and stereotyping. Serve as a resource in the selection of educational materials and in curriculum revision.
10. Review and serve as a resource for career planning and career counseling programs of the district.
11. Collect data and monitor all curricular, athletic, and extra-curricular offerings to ensure equal opportunity for participation for all students and to ensure that the programs and activities are in compliance with N.J.A.C. 6:4-1.5 "school and classroom practices."
12. Represent the district at community, State, and professional meetings as requested by the Superintendent.
13. Supervise procedures to guarantee prompt, internal, and impartial resolution of cases of alleged discrimination and sexual harassment. Investigate and hold hearings on cases of alleged discrimination and sexual harassment, and make recommendations to the Superintendent to resolve or remediate the situation.
14. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
15. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
16. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
17. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
18. Attend required staff meetings and serve, as appropriate, on staff committees.
19. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in discrimination and equal opportunity issues through reading of professional journals, participation in professional development, and involvement in professional organizations.

20. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
21. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
22. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent shall evaluate the Affirmative Action Officer in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SUPERINTENDENT'S OFFICE
1232 Section 504 Rehabilitation Act Coordinator
Page 1 of 5**

JOB TITLE: **SECTION 504 REHABILITATION ACT COORDINATOR**

REPORTS TO: The Superintendent

SUPERVISES:

NATURE AND SCOPE OF JOB:

Evaluates and coordinates the procedures, practices, and facilities of the district to ensure that the schools and district are fully compliant with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (ADA), the Individuals with Disabilities Education Act (IDEA), and with the mediation and due process requirements of N.J.A.C. 6A:14-2.1 et seq., so that no individuals on the basis of a handicap are excluded from participation in programs, activities, and services of the schools and district.

QUALIFICATIONS:

The Section 504 Rehabilitation Act Coordinator shall:

1. Hold a New Jersey administrative, educational services, or an instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. , and N.J.A.C. Title 6, Chapter 11.
2. Serve as a currently employed professional member of the district, meeting all the requirements for the position held.
3. Have at least three years of excellent experience in teaching and/or administration.
4. Demonstrate a commitment to the goals of Section 504 and to the elimination of barriers that may limit participation in activities, programs, and services by individuals with handicapping conditions.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate excellent organizational and leadership skills with the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference.
4. Employment interview.

EMPLOYMENT TERMS:

The Section 504 Rehabilitation Act Coordinator shall be employed under the following terms:

1. Work year of twelve months.
2. Current professional employee of the Board, with salary, benefits, and leave time specified in the written contract with the Board of Education.
4. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Section 504 Rehabilitation Act Coordinator shall:

1. Coordinate and implement the district's efforts to meet and exceed federal and State requirements for removing barriers that may limit participation in school and district activities, programs, and services by individuals with handicapping conditions.
2. Supervise and advertise the grievance procedures for Section 504 compliance established by Board policy. Supervise procedures to guarantee prompt, internal, and impartial resolution of cases of alleged non-compliance with Section 504 requirements. Investigate and hold hearings on cases, and make recommendations to the Superintendent to resolve or remediate the situation. Ensure that due-process requirements are met.
3. Design and supervise the implementation of any remedial action for the removal of physical or other barriers that limit participation as the State may require.
4. Monitor and periodically review Board policies to ensure compliance with all applicable Section 504 requirements.
5. Publicize to the staff and the community that the Board observes Section 504 requirements and does not discriminate on the basis of handicapping conditions.

6. Review recruitment, selection, and employment practices and contracts with outside agencies to ensure that they comply with Section 504 requirements. Recommend practices that attract individuals with handicapping conditions to seek employment in the district. Recommend reasonable accommodations that may be made for individuals with handicapping conditions so that they may fulfill job responsibilities.
7. Review all facilities to identify barriers that limit access to programs and activities. Recommend reasonable accommodations or remediation strategies, including re-locating programs and services when necessary.
8. Supervise procedures to identify and locate every qualified individual with handicapping conditions residing in the school district who is not receiving a public school education. Inform the individuals, parents, and school officials of the district's responsibilities.
9. Participate on Intervention and Referral Teams when requested in the identification and placement of students into specialized services.
10. Serve as a resource for career planning and career counseling programs of the district. Ensure that students with handicapping conditions are not counseled toward more restrictive career objectives than are students without handicapping conditions with similar interests and abilities.
11. Assist the staff in understanding how reasonable accommodations may be made for students and staff with handicapping conditions so that they may succeed in the activities and programs of the school. Assist the staff in implementing reasonable accommodations and removing barriers to participation. Prepare staff development and distribute information for school personnel on a continuing basis.
12. Ensure that the review, evaluation, and selection of instructional materials include criteria regarding freedom from discrimination and stereotyping. Serve as a resource in the selection of educational materials and in curriculum revision.
13. Collect data and monitor all curricular, athletic, and extra-curricular offerings to ensure equal opportunity for participation for all students and to ensure that the programs and activities are in compliance with Section 504 requirements.
14. Represent the district at community, State, and professional meetings as requested by the Superintendent.
15. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
16. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

17. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
18. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
19. Attend required staff meetings and serve, as appropriate, on staff committees.
20. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in discrimination and equal opportunity issues through reading of professional journals, participation in professional development, and involvement in professional organizations.
21. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
24. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent or designee shall evaluate the Section 504 Rehabilitation Act Coordinator in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

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JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE
1320 School Business Administrator
Page 1 of 5

JOB TITLE: SCHOOL BUSINESS ADMINISTRATOR

REPORTS TO: Superintendent of Schools **SUPERVISES:** All personnel in Business Division

NATURE AND SCOPE OF JOB:

The School Business Administrator shall strive to achieve district goals for pupils by providing leadership and supervision in the district program of fiscal management and in other assigned programs, and by acting as a proper model for staff and pupils both in and outside the school district.

QUALIFICATIONS:

The School Business Administrator shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a School Business Administrator endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Demonstrate competence and have at least five years of experience, preferably within a school setting, in financial and accounting practices.
3. Hold a bond of not less than \$2,000 or an amount to be determined by the Board, for the faithful performance of the duties of the Secretary's office (N.J.S.A. 18A:17-6).
4. Have excellent integrity and demonstrate good moral character.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of financial budget planning and administration, insurance/risk administration, purchasing, accounting and reporting, facilities planning and administration, construction/maintenance, administration of transportation and food service, central data processing and other business related functions.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

8. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. College transcripts.
5. Copies of recent evaluations and observations of teaching and administrative performance.
6. Employment interview.

EMPLOYMENT TERMS:

The School Business Administrator shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Business Administrator shall:

In order to achieve the functions of the position, the School Business Administrator shall work cooperatively with the district administrative staff to:

1. Establish and maintain long-range and other fiscal plans, as well as actively seek and pursue external funding opportunities. Strive to incorporate sustainability practices in construction and procurement on capital projects implemented
2. Prepare the annual budget based upon district resources and needs;
3. Ensure that all district fiscal, insurance, custodial-maintenance, food, and transportation services comply with the policies of the Board and the regulations of the district;
4. Ensure the proper functioning and evaluation of district personnel assigned to his/her areas of responsibility;
5. Manage efficiently the district systems of accounting, purchasing, investment, insurance, plant construction, plant operation and maintenance, transportation, and food services.
6. Strive to increase the capability of the staff assigned to his/her area of responsibility through consultation and in-service training;
7. Analyze the effectiveness of district programs in his/her area of responsibility and recommend changes in program direction, staffing, or management strategies as necessary;
8. Strive to increase the efficient use of district resources in his/her area of responsibility;
9. Help to interpret the budget and the district affairs under his/her supervision to interested members of the school district community;
10. Strive to develop personal capabilities in financial strategies and supervisory methods;
11. Strive to conduct himself or herself in a proper manner at all times;
12. Be responsible for the conduct of all duties legally assigned to his/her position including:
 - a. Providing adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law, N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7;
 - b. Recording the minutes of all proceedings of the Board and the results of annual or special school elections, N.J.S.A. 18A:17-7;
 - c. Collecting tuition fees and other moneys due the Board and transmitting them to the Treasurer of School Moneys, N.J.S.A. 18A:17-8;

- d. Examining and auditing all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval and sending them to the Treasurer for payment, N.J.S.A. 18A:17-8, 18A:19-4;
 - e. Keeping accounts of the district's financial transactions including a correct detailed accounting of all expenditures, N.J.S.A. 18A:17-8;
 - f. Reporting to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amounts of orders or contractual obligations incurred and chargeable against each account, N.J.S.A. 18A:17-9;
 - g. Keeping all contracts, records, and documents belonging to the Board, N.J.S.A. 18A:17-9;
 - h. Giving the Board a detailed report of its financial transactions at the close of each fiscal year and filing a copy with the County Superintendent, N.J.S.A. 18A:17-10;
 - i. Reporting to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness, N.J.S.A. 18A:17-12;
 - j. Preparing a summary of the annual audit and recommendations prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons, and to prepare the Comprehensive Annual Financial Report (CAFR) N.J.S.A. 18A:23-4;
 - k. Subscribe to bonds, notes, contracts, and other legal instruments of the Board for which the signature of the Secretary is required, N.J.S.A. 18A:24-32;
 - l. Sign all school district warrants and certify to the payroll, N.J.S.A. 18A:19-1, 19-9.
13. Strive to implement sustainability practices and district-wide energy conservation strategies, monitor the implementation of activities by building operators and school leaders, and communicate progress and successes to the Board;
14. Perform such other duties as may be required by the Board or Superintendent.

The School Business Administrator shall be directly responsible to the Superintendent for the performance of his/her assigned duties and responsibilities as School Business Administrator and to the Board for the performance of his/her legal duties as School Business Administrator.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The School Business Administrator will be evaluated in accordance with Policy No. 1330, Regulation No. 1330 and this Job Description and any terms specified in the School Business Administrator's contract.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE
1321 Assistant Business Administrator/
Board Secretary
Page 1 of 5

JOB TITLE: Assistant Business Administrator/Board Secretary

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB

Serves as an assistant to the Business Administrator/Board Secretary in carrying out the non-educational functions of the school district.

QUALIFICATIONS:

1. Valid New Jersey School Business Administrator/Assistant Superintendent for Business Certification or Certificate of Eligibility to serve as a School Business Administrator.
2. Master's degree from an accredited college or university in business management, accounting or a related field preferred.
3. Minimum of three years central business office experience required.
4. Thorough knowledge of Generally Accepted Accounting Principles (GAAP) and other State and Federal guidelines as they pertain to the operation of public school districts such as GASB34, AHERA, Right-to Know, Public School Contracts Law, Open Public Records Act, etc.
5. Holds a valid driver's license with no serious violations.
6. Proficiency in the use of computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet and payroll and human resources applications.
7. Excellent human relations skills with the ability to organize, motivate, direct and supervise people, to carry out complex oral and written instructions, to exercise sound judgment and perform with a high degree of accuracy and efficiency.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
9. Satisfactory completion of criminal history background check and a complete physical examination as well as provide proof of eligibility to work in the United States by completing the I-9 form.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant Business Administrator/Board Secretary shall be employed under the following terms:

1. Work twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned administrators.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

- a. Plans, organizes and manages the fiscal activities of the business office and offers recommendations regarding fiscal controls. Handles the day-to-day procedural problems encountered by business office staff.
- b. Verifies the accuracy of the monthly Board Secretary's and Treasurer's Reports and completes other financial reports required by state and/or federal regulations and statutes as directed by the School Business Administrator.
- c. Tracks balances on all accounts to maximize investment opportunities while providing adequate cash flow.
- d. Ensures that all bank accounts are reconciled on a monthly basis, along with applicable supporting documents, and performs all final financial reconciliations.
- e. Ensures all district purchasing is compliant with the Public School Contracts Law and any other state and/or federal statutes or regulations. Monitors quotations and/or develops bid specifications for the purchase of supplies, materials and services, as necessary. Supervises bid tabulations and prepares bid analyses.

- f. Monitors fiscal compliance with all terms, conditions and requirements for all grant awards from federal, state and/or local agencies. Completes fiscal year-end expenditure reports as required.
- g. Compiles supporting documents and calculations for NJ School Development Authority grants.
- h. Oversees the maintenance of an up-to-date inventory of all school district property in compliance with GASB34. Ensures the appropriate labeling of inventory.
- i. Ensures all financial data and related district reports are ready and available for the annual school district audit.
- j. Assists in the completion of annual school district reports, such as QSAC, as needed.
- k. Reviews the status of all budget accounts, including payroll, on a regular basis to ensure that no over-expenditures have taken place and that adequate funds are available to meet the needs of the district for the balance of the school year. Reports any anticipated over-expenditures to the School Business Administrator.
- l. Maintains all debt service activity and payments, providing appropriate reports as needed.
- m. Assists in coordinating the use of school facilities for school-related events as well as outside organizations.
- n. Oversees the billing and receipt of monies due and/or outstanding to the Board of Education for tuition, building use charges, vandalism, returned checks, etc.
- o. Assists the School Business Administrator in the preparation of the annual school district budget and ensures compliance with all related state requirements and submittals.
- p. Oversees the operations of the district's contracted management companies to ensure compliance with contract agreements and state and federal regulations.
- q. Oversees the Child Nutrition program including verification of monthly billing statements and edit check worksheets for accurate completion of monthly Bureau of Child Nutrition reimbursement vouchers, Child Nutrition state and federal lunch eligibility and verification of district compliance with guidelines. Includes oversight of district point of service plan.
- r. Assists with the verification of domicile in instances when student residency questions or concerns arise.
- s. Keeps current and knowledgeable of all laws, rules, regulations and policies of the State Department of Education and other governmental agencies pertaining to business office operations and practices as well as matters relating to the Board of Education.

- t. Assists the School Business Administrator in the performance of his/her duties as Board Secretary, as needed.
- u. Reviews and proofs agendas and minutes for all meetings of the Board of Education.
- v. Assists in the review of Executive Session minutes to determine releases. Assists with processing of Open Public Records Acts requests.
- w. Performs the duties of the Payroll/Benefits Coordinator and/or Accounts Payable Specialists when necessary.
- x. Performs the responsibilities of the School Business Administrator in his/her absence.
- y. Performs such other tasks and assumes such other responsibilities as may be assigned by the School Business Administrator.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The School Business Administrator shall evaluate the Assistant School Business Administrator/Board Secretary in accordance with this Job Description, New Jersey Statutes and Administrative Codes, and such other criteria as established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SCHOOL BOARD/BUSINESS OFFICE
1322 Board Secretary
Page 1 of 5**

JOB TITLE: BOARD SECRETARY

REPORTS TO: The Superintendent and the Board of Education

SUPERVISES:

NATURE AND SCOPE OF JOB:

Serves as Secretary to the Board, preparing Board minutes correspondence, and financial and other reports as specified by law (N.J.S.A. 18A:17-5 et. seq.).

QUALIFICATIONS:

The Board Secretary shall:

1. Hold a Baccalaureate degree, preferably in Business Administration or similar training in business and financial management.
2. Demonstrate competence and have at least five years of experience, preferably within a school setting, in financial and accounting practices.
3. Hold a bond of not less than \$2,000 or an amount to be determined by the Board, for the faithful performance of the duties of the Secretary's office (N.J.S.A. 18A:17-6).
4. Have excellent integrity and demonstrate good moral character.
5. Hold a valid driver's license with no serious violations.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

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

VERIFICATION OF COMPETENCY:

1. Resume and portfolio.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Board Secretary shall be employed under the following terms:

1. Appointed at the annual re-organizational meeting annually by the Board by a recorded roll call majority vote for a term to expire not later than June 30 of the succeeding year (N.J.S.A. 18A:17-5).
2. Compensation as specified in the written contractual agreement with the Board, except if the individual is a current member of the Board (N.J.S.A. 18A:17-5).
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Board Secretary shall:

1. Be responsible for the conduct of all duties legally assigned to the position (N.J.S.A. 18A:17 et. seq.) or established by the Board of Education, and the filing of all reports as required.
2. Preside at the annual reorganization meeting of the Board until a President is elected.
3. Provide adequate notice of all public meetings of the Board to the members and to those requesting notice in accordance with law (N.J.S.A. 10:4-8d, 10:4-19; 18A:10-4, 18A:17-7).
4. Record the minutes of all proceedings of the Board (N.J.S.A. 18A:17-7).

5. Post, give notice of, and announce the results of annual and special elections (N.J.S.A. 18A:17-7).
6. Administer the Oath of Office to newly elected Board members, and administer other oaths, without charge, in relation to other school matters (N.J.S.A. 18A:17-11)
7. Serve as the general accountant of the Board and keep accounts of the district's financial transactions including a correct detailed accounting of all expenditures (N.J.S.A. 18A:17-8).
8. Collect tuition fees and other moneys due the Board and transmit them to the Treasurer of School Moneys (N.J.S.A. 18A:17-8).
9. Examine and audit all accounts and demands against the Board, presenting them to the Board at its meetings, indicating the Board's approval, and sending them to the Treasurer and Comptroller for payment (N.J.S.A. 18A:17-8, 18A:19-4).
10. Report to the Board at each regular meeting, but not more often than once per month, the amount of the total appropriations and cash receipts for each account, and the amounts of warrants drawn against each account, and the amount of orders or contractual obligations incurred and chargeable against each account, assuring the Board that no accounts are overdrawn (N.J.S.A. 18A:17-9).
11. Keep all contracts, records, and documents belonging to the Board (N.J.S.A. 18A:17-9).
12. Give the Board a detailed report of its financial transactions at the close of each fiscal year and file a copy with the County Superintendent (N.J.S.A. 18A:17-10).
13. Report to the Commissioner annually the amount of unpaid school debt, the interest rate payable, the dates of issue, and the due dates of bonds or other indebtedness (N.J.S.A. 18A:17-12).
14. Prepare a summary of the annual audit, recommendations, and corrective Action Plan for recommendation prior to the meeting of the Board to act thereon and supplying copies of the summary to interested persons (N.J.S.A. 18A:23-4).
15. Examine for complete disclosure with original signatures and submit the documents required of school officials and Board members to be in compliance with the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.).
16. Submit to the County Superintendent the names of Board Members who have completed the required training program provided by the New Jersey School Boards Association.
17. Have access to the safe deposit boxes maintained by the Board in the designated depository.
18. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
19. Attend required meetings and serve, as appropriate on staff and Board committees.

20. Serve as a role model for students and staff in demonstrating positive attitudes and an effective work ethic.
21. Understand and communicate current developments in business and office management through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
22. Maintain the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
23. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
24. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
25. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent or the Board of Education, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent and the Board of Education shall evaluate the Board Secretary in accordance with Policy No. 1331, this Job Description, and such criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE
1323 Assistant to the School Business Administrator/
Board Secretary
Page 1 of 4

JOB TITLE: Assistant to the School Business Administrator/Board Secretary

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

Serves as an assistant to the Business Administrator/Board Secretary in carrying out the noneducational functions of the school district.

QUALIFICATIONS:

1. Bachelor's degree from an accredited college or university in business management, accounting or related field preferred.
2. Minimum of two years business office, auditing, or accounting experience required.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
4. 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 to study and attend training to gain this knowledge.
5. Hold a valid driver's license with no serious violation.
6. Proficiency in the use of computer systems and software essential to the operation of the business office such as accounting, database, word processing, spreadsheet and payroll and human resources applications.
7. Excellent human relations skills with the ability to interact with other personnel to accomplish complicated tasks, and to exercise sound judgment and perform with a high degree of accuracy and efficiency.
8. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

9. Satisfactory completion of criminal history background check and a complete physical examination as well as proof of eligibility to work in the United States by completing the I-9 form.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Assistant to the Business Administrator/Board Secretary shall be employed under the following terms:

1. Work twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for nonaligned administrators.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

- a. Assists in the completion of fiscal activities of the business office. Assists with the day-to-day procedural problems encountered by business office staff.
- b. Prepares the monthly Board Secretary's and Treasurer's Reports and other financial reports for the School Business Administrators review, as required by state and/or federal regulations and statutes as directed by the School Business Administrator.
- c. Ensures that all bank accounts are reconciled on a monthly basis, along with applicable supporting documents, and performs all financial reconciliations and cash flow analysis. Provide to Business Administrator for review and evaluation.
- d. Work collaboratively with the Accounts Payable Specialist and Purchasing Clerk to ensure all district purchasing is compliant with the Public School Contracts Law and any other state and/or federal statutes or regulations. Works with the Business Administrator to develop bid specifications for the purchase of supplies, materials and services, as necessary.
- e. Prepares reimbursement requests and fiscal compliance reporting for grant awards from federal, state and/or local agencies, as assigned. Submits reports to Business Administrator for review prior to submission.
- f. Work in partnership with the Accounts Payable Specialist and Coordinator of Information Technology to keep up-to-date inventory of all school district property in compliance with GASB34, including appropriate labeling of inventory.
- g. Ensures all financial data and related district reports are ready and available for the annual school district audit.
- h. Assists in the completion of annual school district reports, such as QSAC, as needed.
- i. Reviews the status of all budget accounts, including payroll, on a regular basis to ensure that no over-expenditures have taken place and that adequate funds are available to meet the needs of the district for the balance of the school year. Reports any anticipated over-expenditures to the School Business Administrator.

- j. Prepares all debt service activity and payments for processing, providing appropriate reports as needed, to the Business Administrator for review.

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- k. Helps the Accounts Payable Specialist and Coordinator of Information Technology with any outstanding billing and receipt of monies due.
- l. Prepares Child Nutrition program application, direct certification, monthly Bureau of Child Nutrition reimbursement vouchers, free and reduced lunch applications from parents, Child Nutrition state and federal lunch eligibility verification and any other pertinent tasks as assigned by the Business Administrator. Works with the Food Service Management Company on point of service for meals.
- m. Reviews and proofs agendas and minutes for all meetings of the Board of Education.
- n. Performs such other tasks and assumes such other responsibilities as may be assigned by the School Business Administrator.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The School Business Administrator shall evaluate the Assistant to the School Business Administrator/Board Secretary in accordance with this Job Description, New Jersey Statutes and Administrative Codes, and such other criteria as established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE

1324 Board Attorney

Page 1 of 4

JOB TITLE: **BOARD ATTORNEY**

REPORTS TO: The Superintendent and The Board of Education

SUPERVISES:

NATURE AND SCOPE OF JOB:

Provides legal counsel, representation, and services to the Board of Education and to the administration.

QUALIFICATIONS:

The Board Attorney shall:

1. Have a law degree from an accredited Law School of a college or university.
2. Hold a license to practice law in the State of New Jersey.
3. Show evidence of experience and competence as a practicing attorney, with a working knowledge of school law, including statutes, regulations and case law in the following areas: collective bargaining, contract, criminal, real estate, administrative, and civil rights.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Have excellent integrity and demonstrate good moral character.
6. Exhibit a personality that demonstrates interpersonal skills to relate well to the Board, administration, staff, parents, and the community.
7. Provide evidence that health is adequate to fulfill job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
8. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. Resume and Professional Portfolio.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from clients and other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Board Attorney shall be employed under the following terms:

1. Work year of twelve months, annually appointed by the Board of Education.
2. Fees as negotiated and approved by the Board of Education and specified in a written contractual agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Board Attorney shall:

1. Advise the Board as to the proper legal and contractual procedures in which the Board must take action or make a decision.
2. Advise the Superintendent, the Assistant Superintendent for Business and the Board regarding labor relations and legal matters.
3. Prepare oral and/or written legal opinions when requested by the Superintendent or the President of the Board.
4. Attend public and/or executive sessions of the Board when requested by the Superintendent or by the President of the Board.
5. Advise the Board in contract negotiations and in preparation of agreements and memorandums of understanding with the employees of the Board.
6. Act as counsel for the Board and staff in prosecuting or defending any action or suit to which the Board is party.
7. Represent the Board and administration in mediation, fact-finding, arbitration, or court action.
8. Assist in the preparation or review bids, specifications, contracts and other legal instruments.

9. Review Board policy prior to formal adoption.
10. Perform such other special legal services as the Board may from time to time prescribe.
11. Share with the Board and administration developments, interpretations, and changes in school law, and decisions or opinions of the courts, the Commissioner, the State Board and the Attorney General or other sources that may affect the decisions made by the Board and administration.
12. Use appropriate electronic media needed to carry out job functions and responsibilities.
13. Display the highest ethical and professional behavior in working with school personnel and other agencies.
14. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
15. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
16. Perform other task and responsibilities as specified in the written contractual agreement.
17. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Board of Education and the Superintendent shall evaluate the Board Attorney in accordance with this Job Description, the written contract, and other criteria established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SCHOOL BOARD/BUSINESS OFFICE
1325 Treasurer of School Moneys
Page 1 of 4

JOB TITLE: **TREASURER OF SCHOOL MONEYS**

REPORTS TO: The Superintendent and Assistant Superintendent for Business

SUPERVISES:

NATURE AND SCOPE OF JOB:

Receives and holds in trust all school moneys belonging to the school district from whatever sources derived, except such moneys as are derived from athletic events or other activities of pupil organizations of the district, depositing such funds in depositories designated by the Board of Education (N.J.S.A. 18A:17-34).

QUALIFICATIONS:

The Treasurer of School Moneys shall:

1. Be the custodian of the moneys of the municipality unless the Board of Education shall designate the tax collector of the municipality; provided, however, that if both the custodian of moneys of the municipality and the tax collector of the municipality submit written notifications to the Board that they do not wish to serve as Treasurer of School Moneys, the Board shall appoint any other suitable person except a member or employee of the Board (N.J.S.A. 18A:17-31).
2. Provide certification of bond coverage by the municipality sufficient to cover the municipality and Board of Education liability or, if not an officer of the municipality, provide bond for the faithful performance of duties as Treasurer of School Moneys in such amount and with such surety as the board shall direct (N.J.S.A. 18A:17-32).
3. Demonstrate competency in handling and reporting financial matters, either through training and degrees or through experience.
4. Have excellent integrity and demonstrate good moral character.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with the administration, support staff members, and members of the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval and telecommunications.

8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that the individual has not been convicted of a civil or criminal offense related to the handling of public or private funds.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

1. Required documentation outlined in the qualifications above.
2. A minimum of three letters of reference from former employers, or other professional sources.

EMPLOYMENT TERMS:

The Treasurer of School Moneys shall be employed under the following terms:

1. Work year of twelve months.
2. Receive compensation as determined by the Board (N.J.S.A. 18A: 17-33).
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Treasurer of School Moneys shall:

1. Receive and hold in trust all school moneys, except moneys from athletic events and pupil organization activities, and deposit them in the bank or banks designated by the Board within forty eight hours (N.J.S.A. 18A:17-34).
2. Pay out school moneys only on warrants made payable to the person entitled to receive payment and specify the object for which it is issued and signed by the Superintendent, School Business Administrator and Treasurer (N.J.S.A. 18A:19-1).
3. Receive school employee payrolls and a wire for the full amount of each payroll certified by the President and Secretary, issue the wire in a separate payroll account, and issue individual checks drawn on such account to each employee (N.J.S.A. 18A:19-9, 19-10).

4. Give public notice when funds are on hand for payment of interest bearing warrants issued for which no funds were available (N.J.S.A. 18A:19-12).
5. Keep a record on moneys received and paid out in books provided for that purpose and in accordance with a bookkeeping system prescribed by the State Board (N.J.S.A. 18A:17-35).
6. Pay over the balance of school funds on hand to his or her successor (N.J.S.A. 18A:17-35).
7. Render 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 (N.J.S.A. 18A:17-36).
8. Render an annual report showing the amounts received and disbursed during the school year and file a copy with the County Superintendent (N.J.S.A. 18A:17-36).
9. Attend required staff meetings and serve, as appropriate, on staff committees.
10. Maintain and share knowledge of current developments, current interpretations, and current methodology of financial accounting.
11. Display the highest ethical and professional behavior in working with school personnel and other agencies.
12. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
13. Perform any duty that is within the scope of employment and certifications as assigned by the Assistant Superintendent for Business and not otherwise prohibited by law.
14. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
15. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

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

EVALUATION:

The School Business Administrator shall evaluate the Treasurer of School Moneys in accordance with this Job Description, New Jersey Statutes and Administrative Codes, and such other criteria as established by the Board of Education.

Revised: September 2021

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READINGTON TOWNSHIP BOARD OF EDUCATION

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1518	Summer Enrichment Program Coordinator

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PRINCIPALS
1501 Elementary School Principal
Page 1 of 8

JOB TITLE: ELEMENTARY SCHOOL PRINCIPAL

REPORTS TO: Superintendent of Schools

SUPERVISES: Students and staff assigned to the school

NATURE AND SCOPE OF JOB:

Serves as the educational leader and Chief Administrator of the Elementary School, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment that meets and exceeds the State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Elementary School Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

QUALIFICATIONS:

The Elementary School Principal shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Have at least three (3) years excellent administrative experience as a Principal or Assistant Principal, and excellent experience in teaching and working with adolescents.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.

8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
11. Provide proof of eligibility to work in the United States by completing the I-9 form..
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Elementary School Principal shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Elementary School Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Attend Board of Education meetings on an as-needed basis.
3. Keep the Superintendent of Schools informed of school activities and needs and works collaboratively with central office staff on matters relating to the school and the district. Prepare a monthly report to the Superintendent.
4. Serve as a role model for staff by assuming 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.
5. Develop and maintain a master schedule for the academic and extracurricular programs.
6. Work collaboratively with the School Business Administrator to schedule community use of the school building and grounds.
7. Attend special events held to recognize student achievement and other school-sponsored activities and functions (i.e., Board of Education Instructional Updates).
8. Ensure the proper collection, safekeeping, and accounting of school activity funds.
9. Prepare for and supervise the administration of standardized testing along with the Assistant Superintendent for Curriculum and Instruction.
10. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations. Ensure compliance with all laws, administrative codes, Board policies and regulations.

11. Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.
12. Lead school level planning processes to ensure the development, implementation, and evaluation of all school programs and activities. The planning processes shall include development of the state mandated school level objectives (N.J.A.C. 6:8-4.4(a)2), following the required procedures.
13. Establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the State Core Curriculum Content Standards.
14. Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
15. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
16. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the program.
17. Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions. File all required reports regarding violence, vandalism, attendance and discipline matters.
18. Establish a professional rapport with students and with staff that earns their respect. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
19. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.

20. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
21. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded. Ensure that each professional staff member develops a Professional Improvement Plan (PIP).
22. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
23. Recommend to the Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned to the school, following established procedures and timelines.
24. Recommend to the Superintendent based on interviews, personnel to fill all vacant positions in the school, following District affirmative action, recruitment and selection procedures.
25. Organize and nurture an effective leadership team of assistants and supervisors, with clear expectations for role, responsibilities, and performance, holding each individual accountable for the area of assignment.
26. Provide opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
27. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary for the proper functioning of the school.
28. Organize and supervise assembly programs and comprehensive extra-curricular programs appropriate for the young child that supports the Core Curriculum Content Standards.
29. Develop with the School Management Team and recommend to the Superintendent a budget for the school. Approve all purchases in accordance with District, school, and GAAP policies and procedures.
30. Implement an effective accounting and inventory system for all school supplies, materials, and equipment.
31. Implement procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
32. Regularly inspect all facilities to ensure compliance with all applicable codes and regulations including access for individuals with handicapping conditions. Submit the Monitoring Checklist and other facility reports as required.

33. Assume responsibility for the health, safety, and welfare of students, personnel, and visitors. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, local, and district guidelines. Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances. Provide information to staff, students, and parents as necessary, and establish and follow procedures for dealing with the media. Notify the Superintendent immediately of any unusual circumstances.
34. Maintain a master schedule for the use of the school facilities.
35. Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, and bus loading and unloading.
36. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
37. Organize and maintain a public relations system for the school that consistently celebrates and informs parents and the community of the accomplishments of students and staff. The information provided should solicit community and parental support and understanding of the programs and services of the school.
38. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support students in the school. Encourage and work with an active FOCUS (Family School Council and Home School Association) that supports the efforts of the school.
39. Maintain effective communications with agencies and resources outside of the school.
40. Supervise the production of all school publications.
41. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
42. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
43. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate attendance records. Answer correspondence promptly.
44. Maintain and account for all student activity funds and money collected from students in accordance with district policy and auditing recommendations. Correct any audit exceptions immediately.

45. Communicate with the Superintendent regularly about the needs, successes, and general operation of the school.
46. Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.
47. Organize and supervise procedures for identifying and addressing special needs of students including health related concerns, and physical, emotional, and learning disabilities, coordinating the resources of the school and community to assist the student and family. Chair the Intervention and Referral Team (IRT) to identify needs of selected students and coordinate resources.
48. Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Ensure that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et. seq.).
49. Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
50. Hold regular staff meetings and serve, as appropriate, on staff committees.
51. Represent the school and district at community, State, and professional meetings.
52. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
53. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
54. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
55. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
56. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
57. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent of Schools shall evaluate the Elementary School Principal in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PRINCIPALS
1502 Middle School Principal
Page 1 of 8

JOB TITLE: MIDDLE SCHOOL PRINCIPAL

REPORTS TO: Superintendent of Schools

SUPERVISES: Students and staff assigned to the Middle School

NATURE AND SCOPE OF JOB:

Serves as the educational leader and chief administrator of the Middle School, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment that meets and exceeds the State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Middle School Principal work collaboratively to lead and nurture all members of the school staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, extracurricular activities, personnel management, financial management, emergency procedures, resource scheduling, and facilities operations.

QUALIFICATIONS:

The Middle School Principal shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Have at least three (3) years excellent administrative experience as a Principal or Assistant Principal, and excellent experience in teaching and working with adolescents.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Hold a valid driver's license with no serious violations.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.

8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Middle School Principal shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, and leave time as specified in the Collective Bargaining Agreement.

3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES

The Middle School Principal shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Keep the Superintendent of Schools informed of school activities and needs and works collaboratively with central office staff on matters relating to the school and the district. Prepare a monthly report to the Superintendent.
3. Serve as a role model for staff by assuming 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.
4. Develop and maintain a master schedule for the academic and extracurricular programs.
5. Work collaboratively with the School Business Administrator to schedule community use of the school building and grounds.
6. Attend special events held to recognize student achievement and other school-sponsored activities and functions (i.e., Board of Education Instructional Updates).
7. Ensure the proper collection, safekeeping, and accounting of school activity funds.
8. Prepare for and supervise the administration of standardized testing along with the Assistant Superintendent for Curriculum and Instruction.
9. Organize, manage, evaluate, and supervise effective and clear procedures for the operation and functioning of the entire school consistent with the philosophy, mission, values and goals of the school and district, including instructional programs in the Core Curriculum Content Standards, extracurricular activities, discipline systems to ensure a safe and orderly climate, financial management, facilities maintenance, program evaluation, personnel management, office operations, emergency procedures, and community relations. Ensure compliance with all laws, administrative codes, Board policies and regulations, including affirmative action mandates.
10. Collect and analyze data regarding the needs and achievement of students, including State assessments, and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications to existing programs.

11. Lead school level planning processes to ensure the development, implementation, and evaluation of all school programs and activities. The planning processes shall include development of the State mandated school level objectives (N.J.A.C. 6:8-4.4(a)2), following the required procedures.
12. Establish the master schedule for instructional programs, ensuring sequential learning experiences for students that meet and exceed the State Core Curriculum Content Standards.
13. Supervise the instructional programs of the school, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
14. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, questioning the known, problem solving and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
15. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the Core Curriculum Content Standards, using staff identified criteria reflecting the needs of the program.
16. Provide and supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions. File all required reports regarding violence, vandalism, attendance and discipline matters.
17. Establish a professional rapport with students and with staff that earns their respect.
18. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
19. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
20. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
21. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
22. Ensure that each professional staff member develops a Professional Improvement Plan (PIP).

23. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
24. Recommend to the Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned to the school, following established procedures and timelines.
25. Recommend to the Superintendent personnel to fill all vacant positions in the school, following district affirmative action, recruitment and selection procedures.
26. Organize and nurture an effective leadership team of assistants and supervisors, with clear expectations for role, responsibilities, and performance, holding each individual accountable for the area of assignment.
27. Provide opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
28. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary for the proper functioning of the school.
29. Organize and supervise assembly programs and comprehensive extra-curricular programs appropriate for the middle school child that supports the Core Curriculum Content Standards.
30. Develop with the School Management Team and recommend to the Superintendent a budget for the school. Approve all purchases in accordance with district, school, and GAAP policies and procedures.
31. Implement an effective accounting and inventory system for all school supplies, materials, and equipment.
32. Implement procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
33. Regularly inspect all facilities to ensure compliance with all applicable codes and regulations including access for individuals with handicapping conditions.
34. Submit the Monitoring Checklist and other facility reports as required.
35. Assume responsibility for the health, safety, and welfare of students, personnel, and visitors. Develop clearly understood procedures and provide regular drills for emergencies and disasters, following State, local, and district guidelines.
36. Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.

37. Provide information to staff, students, and parents as necessary, and establish and follow procedures for dealing with the media.
38. Notify the Superintendent immediately of any unusual circumstances.
39. Maintain a master schedule for the use of the school facilities.
40. Implement schedules and procedures for the supervision of students in non-classroom areas, including before and after school, and bus loading and unloading.
41. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
42. Organize and maintain a public relations system for the school that consistently celebrates and informs parents and the community of the accomplishments of students, staff. The information provided should solicit community and parental support and understanding of the programs and services of the school.
43. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support students in the school.
44. Encourage and work with an active FOCUS and Home School Association that supports the efforts of the school.
45. Maintain effective communications with agencies and resources outside of the school.
46. Supervise the production of all school publications.
47. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
48. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
49. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Maintain accurate attendance records. Answer correspondence promptly.
50. Maintain and account for all student activity funds and money collected from students in accordance with district policy and auditing recommendations. Correct any audit exceptions immediately.
51. Communicate with the Superintendent regularly about the needs, successes, and general operation of the school.
52. Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Implement procedures for safe storing and integrity of all public and confidential school records.

53. Organize and supervise procedures for identifying and addressing special needs of students including health related concerns, and physical, emotional, and learning disabilities, coordinating the resources of the school and community to assist the student and family.
54. Chair the Intervention and Referral Team (IRT) to identify needs of selected students and coordinate resources.
55. Supervise the exclusion from school of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Ensure that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et. seq.).
56. Maintain positive, cooperative, and mutually supportive relationships with the central administration, parents, and representatives of resource agencies within the community.
57. Attend regular staff meetings and serve, as appropriate, on staff committees.
58. Represent the school and district at community, State, and professional meetings.
59. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
60. Summarize, interpret, and disseminate current developments in learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
61. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
62. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
63. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
64. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
65. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent of Schools shall evaluate the Middle School Principal in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PRINCIPALS
1506 Assistant Principal Middle School
Page 1 of 8

JOB TITLE: ASSISTANT PRINCIPAL MIDDLE SCHOOL

REPORTS TO: The Middle School Principal

SUPERVISES: Students and staff as assigned by the Middle School Principal

NATURE AND SCOPE OF JOB:

Assists the Middle School Principal with the administration of the Middle School, particularly in the area of student behavior, student responsibility, and student attendance. Assumes the responsibility for the operations of the school in the absence of the Principal. The primary focus is to ensure a safe, orderly environment that encourages students to take responsibility for behavior, assists teachers with motivating students, and creates high morale among staff and students so that all students meet and exceed the New Jersey Core Curriculum Content Standards. Achieving academic excellence requires that the Assistant Principal work collaboratively to lead and nurture members of the school staff and to communicate effectively with parents and members of the community.

QUALIFICATIONS:

The Assistant Principal Middle School shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Have excellent experience in teaching and/or administration, and working with adolescents.
3. Demonstrate excellent organizational skills and the ability to motivate people.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Hold a valid driver's license with no serious violations.
6. Demonstrate knowledge and understanding of effective discipline strategies and motivation, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Assistant Principal Middle School shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Assistant Principal Middle School shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Assume responsibility for the operation of the school in the absence of the Principal, in accordance with the Middle School Principal job description and in compliance with all laws, administrative codes, and Board policies and regulations.
3. Assist the Principal with administrative functions of the school as assigned by the Principal.
4. Supervise in a fair and consistent manner effective discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the school and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students.
5. Incorporate procedures for the early identification of potentially disruptive students and the conditions that create or enhance unacceptable behavior (e.g., bullying), and implement programs to address such conditions.
6. Prepare all required reports regarding violence, vandalism, attendance, and discipline matters.
7. Counsel students and work closely with parents to help students to assume responsibility for behavior and understand the consequences of their decisions.
8. Conduct discipline and suspension hearings in accordance with established school and district procedures, ensuring due process.
9. Work closely with the Attendance Officer in monitoring and reporting of student attendance and in investigating truancy. Attend court proceedings when necessary.
10. Establish a professional rapport with students and with staff that earns their respect.
11. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
12. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.

13. Assist instructional staff and substitutes with motivating and disciplining students and classroom management strategies to encourage students to accept responsibility for behavior and learning.
14. Supervise assigned non-classroom areas and non-instructional times, including arrival and dismissal of students.
15. Share in the supervision of school-wide and extra-curricular activities, including evening events.
16. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Coordinate school and community resources for assigned students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.
18. Supervise the instructional programs assigned by the Principal, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
19. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address the range of skills and developmental needs found in the classroom, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and accomplishments.
20. Supervise personnel as assigned by the Principal to ensure that all job responsibilities are met and exceeded.
21. Ensure that Professional Improvement Plans (PIP) are completed for the staff assigned.
22. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth, and excellence, in accordance with law, Board policy, and contractual requirements.
23. Recommend opportunities for effective staff development that address the needs of the instructional program and needs of the staff, including workshops, conferences, visitations, and sessions in which the staff shares successful practices and strategies.
24. Maintain visibility with students, staff, parents, and the community, attending school and community functions regularly to demonstrate a genuine interest in the students and staff.
25. Assist the principal in duties related to employment supervision and evaluation of instructional staff.

26. Assist the principal in the overall administration of the school, and serve as the building administrator in the absence of the principal.
27. Assist the principal in maintaining high standards of student conduct and enforcing discipline in accordance with the Board policy and the students' right to due process. Work closely with students, parents and teachers to ensure that school rules and regulations are clearly defined and understood.
28. Assist in the development and implementation of the student scheduling process.
29. Oversee record-keeping procedures as the principal may direct, including, but not limited to, student attendance; student transfers and registrations; and reports of student progress.
30. Assist the principal in preparing the school's budget requests.
31. Supervise the ordering of supplies, textbooks and equipment; monitor receipt and distribution of such material; and conduct and maintain inventories of equipment and instructional materials.
32. Make recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.
33. Assist the principal in the coordination and supervision of special programs funded by the state or federal government.
34. Oversee and supervise the effective and efficient operation of the special building based programs such as the Homework Center.
35. Oversee the substitute teacher process and policies.
36. Assist the principal in overseeing the building use scheduling for instructional activities, co-curricular and extracurricular programs, athletic events, assembly programs and any other special activities.
37. Assist the principal in the employment, supervision, and evaluation of all non-instructional personnel.
38. Assist in supervision of the cafeteria during lunch hours.
39. Keep the staff informed and seek ideas for the improvement of the school.
40. Conduct meetings as necessary.
41. Meet regularly with the administrative staff of the school to discuss the operations of the school, identify needs, and report on successes.
42. Keep the staff informed and seek ideas for the improvement of the school. Conduct meetings as necessary.

43. Assist the Principal and the staff to create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
44. Regularly inspect facilities to ensure compliance with all applicable codes and regulations, including access for individuals with handicapping conditions.
45. Assist the Principal in supervising and evaluating the custodial and security staff of the school.
46. Assume responsibility for the health, safety, and welfare of students, personnel, and visitors.
47. Follow procedures for emergencies and disasters, following State, local, and district guidelines. Disaster preparedness procedures shall include fire, bomb threats, severe weather, emergency closing or delayed opening of the school, accidents, bus accidents and traffic emergencies, civil disturbances, disruptions, death, personal tragedy, and other unusual circumstances.
48. Follow established procedures for providing information to staff, students, and parents, and the media. Notify the Principal immediately of any unusual circumstances.
49. Work closely with the nurse to assist students injured in accidents.
50. Prepare reports and recommend changes in procedures and facilities should the conditions warrant.
51. Evaluate and monitor assigned programs and services to ensure that they are free of prejudice and stereotyping and meet affirmative action mandates.
52. Provide regular opportunities for students to celebrate success in instructional programs and extracurricular activities, and inform parents and the community of the accomplishments of students, staff, and the school.
53. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
54. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
55. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
56. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Answer correspondence promptly.
57. Ensure that personnel and student record keeping procedures comply with State and federal law and district policy. Follow procedures for safe storing and integrity of all public and confidential school records.

58. Attend required staff meetings and serve, as appropriate, on staff committees.
59. Represent the school and district at community, State, and professional meetings.
60. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
61. Summarize, interpret, and disseminate current developments in discipline strategies, effective student motivation, learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
62. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
63. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
64. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
65. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
66. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Middle School Principal shall evaluate the Assistant Principal Middle School in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PRINCIPALS
1517 Principal Intern
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JOB TITLE: **PRINCIPAL INTERN**

REPORTS TO: Principal

SUPERVISES: Teachers and pupils

NATURE AND SCOPE OF JOB:

The Principal Intern assists the Principal in providing leadership by working with staff and students to ensure an academically challenging educational program.

QUALIFICATIONS:

The Principal Intern shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq. and N.J.A.C. Title 6 Chapter 11, with a principal endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master's Degree from an accredited college or university.
3. Have at least three (3) years excellent administrative experience as a teacher and excellent experience in working with children or adolescents.
4. Be a current member of the school district staff.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have experience with effective teaching strategies and portfolio assessment.
7. Have excellent integrity and demonstrate good moral character and initiative..
8. Demonstrate knowledge and understanding of effective discipline strategies and motivation, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

12. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
13. Provide proof of eligibility to work in the United States by completing the I-9 form.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Principal Intern shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Principal Intern shall:

1. Assist the principal in implementing staff development activities related to building goals, the district's long-range plan and curriculum initiatives.
2. Work with the principal in maintaining a positive school climate.
3. Participate in working with grade level leaders and special area teachers in planning grade level and building level activities.
4. Serve as building administrator in the absence of the principal.
5. Attend one day of leadership training beyond the school year.
6. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
7. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the education profession.
8. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
9. Summarize, interpret, and disseminate current developments in discipline strategies, effective student motivation, learning theory and research, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
10. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
11. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
12. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
13. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.

14. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Principal shall evaluate the Principal Intern in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PRINCIPALS
1518 Summer Enrichment Program Coordinator
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JOB TITLE: SUMMER ENRICHMENT PROGRAM COORDINATOR

REPORTS TO: Superintendent of Schools/Designee

SUPERVISES: Students and Staff Assigned to the Program

NATURE AND SCOPE OF POSITION:

Serves as the primary organizer of the Summer Enrichment Program, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment. Responsibilities include planning, curriculum development, program evaluation, parent communication, student supervision, personnel management, financial management, and resource scheduling.

QUALIFICATIONS:

The Summer Enrichment Program Coordinator shall:

1. Have at least three (3) years' experience in teaching and working with K-8 students.
2. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
3. Have integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.
13. Hold a valid driver's license with no serious violations.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Summer Enrichment Program Coordinator shall be employed under the following terms:

1. Organization of program to begin in January; on-site coordination while summer classes are in session.
2. Salary, benefits, and leave time as specified by the Board of Education.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Summer Enrichment Program Coordinator shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Keep the Superintendent of Schools informed of program activities and needs and work collaboratively with central office staff on matters relating to the program and the district.
3. Create and distribute course catalog for distribution by assigned deadline (last week in March).
4. Develop and maintain a master schedule for the summer enrichment program.
5. Work collaboratively with the School Business Administrator/Director of Buildings and Grounds to schedule classroom use.
6. Coordinate the timely recruitment of staff and students, inclusive of consideration of appropriate certification and manageable class size.
7. Ensure the proper collection, safekeeping, and accounting of tuition moneys.
8. Oversee the instructional programs of the summer enrichment program, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
9. Monitor discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the program and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, HIB, attendance and discipline matters.
10. Establish a professional rapport with students and with staff that earns their respect. Display the highest ethical and professional behavior and standards when working with students, parents, program personnel, and agencies associated with the program.
11. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
12. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.

13. Recommend to the Superintendent, based on interviews, personnel to fill all vacant positions in the program, following District affirmative action, recruitment and selection procedures.
14. Keep the staff informed and seek ideas for the improvement of the program. Conduct meetings as necessary for the proper functioning of the program.
15. Develop and recommend to the Superintendent a budget for the program. Approve all purchases in accordance with District, program, and GAAP policies and procedures.
16. Implement an effective ordering, accounting and inventory system for all program supplies, materials, and equipment.
17. Implement procedures for the supervision of students in non-classroom areas, including parent drop-off and pick-up. This includes the monitoring of students until they are all picked up.
18. Maintain visibility with students, staff, parents, and the community.
19. Supervise the exclusion from the program of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Ensure that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et. seq.).
20. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
21. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
22. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent of Schools/Designee shall evaluate the Summer Enrichment Program Coordinator in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

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READINGTON TOWNSHIP BOARD OF EDUCATION

1700-SUPERVISORS - EDUCATIONAL

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1739	Supervisor of Humanities
1740	Director of Pupil Services

DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SUPERVISORS - EDUCATIONAL
1731 Supervisor of M/S/T
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JOB TITLE: SUPERVISOR OF MATHEMATICS, SCIENCE AND TECHNOLOGY

REPORTS TO: Superintendent

SUPERVISES: Grades Kindergarten-8 Teachers, Math Coach(s)

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination, and evaluation of the grades Pre-Kindergarten-8 Mathematics, Science, Technology, Physical Education, Health, Gifted and Talented and Enrichment programs to ensure that all students meet and exceed the New Jersey Student Learning Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

QUALIFICATIONS:

The Supervisor of Mathematics, Science and Technology shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a Masters degree from an accredited institution (College or University) in Mathematics Science, and Technology or Mathematics, Science and Technology Education.
3. Have a minimum five years teaching experience and three years of supervisory experience are preferred.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent administrative and/or teaching experience and work with students.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of Mathematics, Science and Technology curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of eligibility to work in the United States by completing the I-9 form.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Supervisor of Mathematics, Science and Technology shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Mathematics, Science and Technology shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Work cooperatively and collectively with Principals, staff and other supervisors to ensure that mathematics, science and technology programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the secondary and elementary levels of the mathematics, science and technology program by communicating frequently with the Superintendent, Supervisors and Principals on a regular basis.
4. Provide supervisory and coordinating responsibility for Mathematics, Science, Technology, Physical Education, Health programs in the New Jersey Student Learning Standards.
5. Plan, organize, implement, supervise, coordinate and evaluate programs in the New Jersey Student Learning Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations. Leadership of the program shall include:
 - use of data to identify student and instructional needs;
 - clear procedures for the operation and functioning of the various programs;
 - curriculum development to meet the Core Curriculum Content Standards;
 - vertical and horizontal articulation of skills and content sequence;
 - coordination among the Core Curriculum Content areas;
 - consistent and regular program evaluation;
 - personnel supervision and evaluation;
 - personnel recruitment and recommendations for selection when vacancies occur;
 - orientation and assistance for new staff members;
 - communications among staff;
 - staff development to expand and improve skills;
 - analysis of assessments to improve instruction;
 - resources and personnel scheduling;
 - coordination of services with community agencies and resources;
 - coordination and close working relationships with State and county officials, and with colleagues in other school districts;
 - evaluation and selection of instructional materials and equipment;
 - budget development and implementation;
 - application for grants and monitoring grants; and
 - compliance with all State and federal mandates.

6. Collect and analyze data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and mathematics, science and technology programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
7. Provide leadership and coordination in the development of mathematics, science and technology curriculum and the implementation of instructional programs of the district, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
8. Ensure that the mathematic, science and technology programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
9. Organize and implement a system for the evaluation and selection of equipment and mathematics, science and technology materials that are free of prejudice and stereotyping and designed to meet the New Jersey Student Learning Standards, using staff identified criteria reflecting the needs of the program.
10. Ensure that the library media services are effectively used and support the instructional program.
11. Ensure that the math coach is being used effectively and efficiently to support the instructional program.
11. Review instructional and grading policies, procedures, and standards to ensure consistency across the various grade levels.
12. Supervise personnel assigned, including the math coach, to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis.
13. Guide principals in developing individual staff members' Professional Improvement Plans (PIP).
14. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
15. Recommend to the Principal the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
16. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
17. Provide opportunities for effective staff development that address the needs of the mathematics, science and technology program, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.

18. Provide and coordinate services to the professional staff to assist them with classified students and with students who experience difficulty in learning. Coordinate school and community resources for students who need specialized assistance, including the services of the guidance counselor, social worker, nurse, psychologist, learning disabilities teacher coordinator, attendance officer, and others who may assist the student and family.
19. Monitor mathematics, science and technology areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean, and safe, with proper attention to the visual, acoustic, and thermal environments.
20. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
21. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
22. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.
23. Notify immediately appropriate personnel and agencies and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
24. Keep the staff informed about the mathematics, science and technology programs and services and seek ideas for the improvement of instruction.
25. Conduct meetings as necessary for the proper functioning of the mathematics, science and technology programs.
26. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
27. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
28. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
29. Prepare grant and other applications as requested by the Superintendent.
30. Recommend budgets to support the instructional program.
31. Coordinate the purchasing of instructional materials and equipment under the supervision of the Superintendent.
32. Communicate with the Superintendent and with the Principals regularly about the needs, successes, and general operation of the various programs and services.

33. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards and responsibility for behavior.
34. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
35. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
36. Attend required staff meetings and serve, as appropriate, on staff committees.
37. Represent the school and district at community, State, and professional meetings.
38. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
39. Summarize, interpret, and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
40. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
41. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
42. Perform any duties that are assigned by the Superintendent of Schools.
43. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and the Collective Bargaining Agreement for teachers.
44. Serve as District Test Coordinator for NJSLA tests, NWEA assessments, and other test programs.
45. Analyze and present student achievement data to Superintendent annually.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent shall evaluate the Supervisor of Mathematics, Science and Technology in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SUPERVISORS - EDUCATIONAL

1739 Supervisor of Humanities

Page 1 of 6

JOB TITLE: SUPERVISOR OF HUMANITIES

REPORTS TO: Superintendent

SUPERVISES: Grades Pre-Kindergarten - 8 teachers, Literacy Coach(s)

NATURE AND SCOPE OF JOB:

Leads the development, organization, implementation, coordination, and evaluation of the reading programs to ensure that all students meet and exceed the New Jersey Student Learning Standards. Achieving excellence requires that the Supervisor works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

QUALIFICATIONS:

The Supervisor of Humanities shall:

1. Hold a New Jersey certificate in supervision and/or administration.
2. Hold a Masters degree from an accredited institution (College or University) in Humanities Education or a related field.
3. Have a minimum five years teaching experience and three years supervisory experience preferred.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have excellent supervisory and/or teaching experience and work with students.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of reading, literacy education, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Supervisor of Humanities shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Supervisor of Humanities shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.

2. Work cooperatively and collectively with principals, staff and other supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Ensure coordination of services and articulation between the middle school and elementary levels of the literacy, social studies, world languages, and fine arts programs, etc. by communicating frequently with supervisors and principals on a regular basis.
4. Provide supervisory and coordinating responsibility for reading and literacy programs in the New Jersey Student Learning Standards.
5. Plan, organize, implement, supervise, coordinate and evaluate programs in the New Jersey Student Learning Standards that ensure that each student meets and exceeds the Standards, consistent with the mission, philosophy, values, and instructional goals of the district, and meeting all laws, codes, Board policies and regulations. Leadership of the program shall include:
 - Use of data to identify student and instructional needs;
 - Clear procedures for the operation and functioning of the various programs;
 - Curriculum development to meet the Standards;
 - Vertical and horizontal articulation of skills and content sequence;
 - Coordination among the areas;
 - Consistent and regular program evaluation;
 - Personnel supervision and evaluation;
 - Personnel recruitment and recommendations for selection when vacancies occur;
 - Orientation and assistance for new staff members;
 - Communications among staff;
 - Staff development to expand and improve skills;
 - Analysis of assessments to improve instruction;
 - Resources and personnel scheduling;
 - Coordination of services with community agencies and resources;
 - Coordination and close working relationships with State and county officials, and with colleagues in other school districts;
 - Evaluation and selection of instructional materials and equipment;
 - Budget development and implementation;
 - Application for grants and monitoring grants; and
 - Compliance with all State and federal mandates.
6. Collect and analyze data, particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and implementation of services and reading and literacy programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
7. Provide leadership and coordination in the development of humanities and literacy, social studies, world languages and fine arts curricula and the implementation of literacy programs of the district, evaluating programs and services on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.

8. Ensure that the reading and literacy programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity, that they address each student's needs, interests, and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
9. Organize and implement a system for the evaluation and selection of equipment and reading and literacy materials that are free of prejudice and stereotyping and designed to meet the New Jersey Student Learning Standards, using staff identified criteria reflecting the needs of the program.
10. Ensure that the library media services are effectively used and support the instructional program.
11. Ensure that the literacy coach is being used effectively and efficiently to support the instructional program.11. Review instructional and grading policies, procedures, and standards to ensure consistency across the various grade levels.
12. Supervise personnel assigned, including the Literacy Coach, to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes as needed.
13. Coordinate with principals to help them develop Professional Improvement Plans for staff.
14. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements.
15. Recommend to the Principal the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
16. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
17. Provide opportunities for effective staff development that address the needs of the Humanities and literacy program, demonstration lessons and sessions in which the staff shares successful practices and strategies including, workshops, conferences, visitations
18. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
19. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
20. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.
21. Keep the staff informed about the Humanities and literacy program and services and seek ideas for the improvement of instruction. Conduct meetings as necessary for the proper functioning of the instructional programs.

22. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
23. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
24. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
25. Prepare grant and other applications as requested by the Superintendent.
26. Recommend budgets to support the Humanities and literacy programs. Coordinate the purchasing of instructional materials and equipment with principals, as needed.
27. Communicate with the Superintendent regularly about the needs, successes, and general operation of the various programs and services. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards.
28. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
29. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
30. Attend required staff meetings and serve, as appropriate, on staff committees.
31. Represent the school and district at community, State, and professional meetings.
32. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
33. Summarize, interpret, and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development, and involvement in professional organizations.
34. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
35. Perform any duties that are assigned by the Superintendent.
36. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and the Collective Bargaining Agreement for teachers.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent shall evaluate the Supervisor of Humanities in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

DIRECTORS AND MANAGERS
1740 Director of Pupil Services
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JOB TITLE: **DIRECTOR OF PUPIL SERVICES**

REPORTS TO: Superintendent of Schools

SUPERVISES: Child Study Team members, Special Education Teachers, Special Education Aides,
Related Service Providers,

NATURE AND SCOPE OF JOB:

Leads and assumes responsibility for the organization, implementation, coordination, and evaluation of the activities and mandates of the Child Study Team to ensure that all students meet and exceed the New Jersey Student Learning Standards. Responsibilities also include the supervision of programs for the Home Bound and speech/language disorders, and the arrangement of transportation for handicapped students. The Director of Pupil Services understands the laws and regulations of special education, understands effective diagnostic assessments for students experiencing difficulty in learning, works collaboratively to lead and nurture members of the staff, and communicates effectively with parents, members of the community, and colleagues in other districts and schools.

QUALIFICATIONS:

The Director of Pupil Services shall:

1. Hold a valid New Jersey certificate Principal or School Administrator.
2. Hold a valid New Jersey Master's Degree from an accredited institution (college or university).
3. Have a minimum of five years teaching or CST experience and previous administrative experience required.
4. Hold a valid driver's license with no serious violations.
5. Have excellent administrative and/or teaching experience and work with students with special needs, demonstrating an understanding of the needs of these students.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Demonstrate knowledge and understanding of special education programs and services, curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.

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8. Demonstrate an understanding of the regulations regarding the operation of special education programs, including those outlined in N.J.A.C. Title 6, Chapters 14, 26 and 28, U.S.P.L. 93-112, and Section 504.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
11. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
12. Demonstrate the ability to use computers for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
13. Provide proof of eligibility to work in the United States by completing the I-9 form.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
15. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
16. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
17. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching performance.

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**DIRECTORS AND MANAGERS
1740 Director of Pupil Services
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4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Director of Pupil Services shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Director of Pupil Services shall:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Coordinate, administer, and schedule services and procedures for the referral from Intervention and Referral Teams and the evaluation, classification and placement in the least restrictive individualized educational program by the Child Study Team for students who are educationally handicapped as required by N.J.A.C. Title 6 Chapters 14, 26 and 28, and other State mandates and guidelines.
3. Administer, schedule, and evaluate the Child Study Team process for the development, annual review, and third year re-evaluation of Individual Education Plans (IEPs) as required by State and federal mandates and guidelines. Ensure teacher and parent participation in the process and access to records, following notification and due process requirements when necessary.
4. Ensure that the IEPs address the student's achievement in each of the Core Curriculum Content Standards including:
 - Cross Content Workplace Readiness Skills;
 - Visual and Performing Arts;

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1740 Director of Pupil Services
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- Language Arts Literacy;
 - Mathematics;
 - Science;
 - Social Studies; and
 - World Languages.
5. Represent the Board, when requested, in mediation, administrative hearings and court proceedings relating to students in need of or receiving special services.
 6. Complete in a timely fashion all records and reports as required by law and regulation or requested by Superintendent. Answer correspondence promptly.
 7. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
 8. Plan, organize, implement, supervise, coordinate, and evaluate a comprehensive program of Home Bound Instruction when required (N.J.A.C. 6A:14-4.8 and 4.9).
 9. Plan, organize, implement, supervise, coordinate, and evaluate a comprehensive program of speech, hearing and/or language disorders, including programs dealing with both corrective and preventative aspects of communication disorders of voice, language, and articulation, following N.J.A.C. 6A et seq. and other State rules, regulations, and procedures.
 10. Arrange and monitor transportation of all eligible handicapped students.
 11. Supervise the use of computer assisted instruction in the special education programs.
 12. Assist the Superintendent with the evaluation of the various programs in special education to ensure that they assist students in achieving the New Jersey Student Learning Standards. Assist with review of the facilities, the development of curriculum, the evaluation of learning strategies used in classrooms, and the involvement of parents.
 13. Be responsible for the planning and development of pupil personnel services and special education by:
 - a. Formulating plans, in cooperation with staff members and administration for the improvement of pupil personnel services and special education, that most effectively meets the needs of children and community.

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1740 Director of Pupil Services

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- b. Assisting in the development of curriculum that provides for various abilities, talents, and interests of students.
 - c. Assisting the principal/s, guidance counselors and nurses to organize and implement appropriate programs for their respective schools.
 - d. Assisting in the preparation of the annual budget with specific responsibility for those areas related to pupil personnel services and special education.
14. Be responsible for professional staff supervision and development by:
- a. Providing program supervision to nurses, teachers of special education and paraprofessionals. He/she shall provide both the administrative and program supervision to speech specialists and Child Study Team.
 - b. Making regular, systematic visits and/or conferences with pupil personnel specialists, teachers of special education and paraprofessionals for the purpose of helping each staff member to become more professionally effective.
 - c. Sharing in the orientation of new pupil personnel specialists and teachers to the school system.
 - d. Developing and maintaining an on-going and well planned in-service program for staff.
 - e. Encouraging the professional staff to try new techniques, practices, and methods designed to enhance their effectiveness with pupils, parents, and staff.
 - f. Fostering the professional growth and development of staff members with opportunities for visitations, demonstrations, conferences, workshops, and research projects.
15. Be responsible for program administration and coordination by:
- a. Coordinating the activities of Child Study Team, nurses, and speech with administrators and supervisors.
 - b. Promoting a coordinated team approach and a balanced program of services among various pupil personnel specialists that is responsive to the needs of pupils, parents, and staff.

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1740 Director of Pupil Services
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- c. Reviewing, coordinating, channeling, and scheduling reports for services, including case status and progress to final disposition of services.
 - d. Coordinating pupil personnel services with other out-of-district schools and community agencies that work jointly in the resolution of pupil problems and programs outside of school.
 - e. Providing a leadership role in the continuing development and implementation of administrative procedures related to the collection, maintenance, and dissemination of pupil records.
 - f. Preparing administrative reports for the State Department of Education and the Superintendent of Schools.
 - g. Preparing applications for state and federal grants.
 - h. Coordinate the activities of the special education parent support group.
 - i. Keeping the central administration well informed on all significant matters under his/her supervision.
 - j. Assessing the adequacy of present procedures and programs, and identifying possible steps to strengthen the program of services to pupils, parents, and staff.
16. Serve as a recruitment officer for pupil personnel specialists and teachers of special education by:
- a. Consulting with building principles to develop a job analysis for building-based pupil personnel specialists and teachers of special education for positions that are vacant.
 - b. Examining and screening the applications or resumes for positions, and initiating and conducting appropriate interviews.
 - c. Recommending candidates for a specific position in Pupil Personnel Services or special education to the building principal for an interview.
 - d. Recommending candidates that are under the administrative and functional supervision of the Director of Pupil Personnel Services.

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1740 Director of Pupil Services

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17. Supervise all assigned personnel to ensure that all responsibilities are met and exceeded, consistent with research on learning and child growth and development, and strategies in special education instruction.
18. Develop with individual staff members a Professional Improvement Plan (PIP). Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy, and contractual requirements. Recommend to the Superintendent the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned to the Director, following established procedures and timelines.
19. Recommend staffing needs and assist with the recruitment and selection of new personnel. Provide orientation and assistance and monitor the performance of new staff.
20. Provide and coordinate assistance to staff in the regular programs of the district to assist them with classified students or with students who are experiencing difficulty. Provide opportunities for effective staff development that address the needs of the staff, including, workshops, conferences, visitations, demonstration lessons and sessions in which the staff shares successful practices and strategies.
21. Prepare grant and other applications as requested by the Superintendent.
22. Recommend budgets to support assigned programs. Coordinate the purchasing of instructional materials and equipment following district procedures and guidelines.
23. Collect and analyze data, particularly State assessments, regarding the achievement of classified students and other pertinent information affecting the design and implementation of services and programs, using the information to recommend new programs and modifications in existing programs. Share with staff the results of State and other assessments.
24. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
25. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
26. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility, and pride in the education profession.

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1740 Director of Pupil Services

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27. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
28. Keep the staff informed and seek ideas for improvement. Conduct meetings as necessary for the proper functioning of the instructional programs.
29. Use effective presentation skills when addressing the school community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
30. Communicate regularly with the Superintendent and with principals about the needs, successes, and general operation of the various programs and services. Recommend policies and procedures to promote a healthy and supportive climate for learning that addresses the New Jersey Student Learning Standards and responsibility for behavior.
31. Attend required staff meetings and serve, as appropriate, on staff committees.
32. Represent the school and district at community, State, and professional meetings.
33. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
34. Summarize, interpret, and disseminate current developments in special education and related services through reading of professional journals, participation in professional development, and involvement in professional organizations.
35. Maintain in safe working condition and safely operate all electronic and other equipment needed to carry out job functions and responsibilities.
36. Observe strictly and exceed, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
37. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

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38. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
39. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**DIRECTORS AND MANAGERS
1740 Director of Pupil Services
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5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent of Schools shall evaluate the Director of Pupil Services in accordance with Policy No. 3223 and Regulation Nos. 3223.1 and 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

2400-TEACHER COACH COORDINATOR

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

2410 Literacy Coach

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JOB TITLE: LITERACY COACH

REPORTS TO: Supervisor of Humanities and Building Principals

NATURE AND SCOPE OF JOB:

The Literacy Coach shall support the staff in implementation of research-based reading instructional strategies and in professional development of the K-8 schools, but primarily in grades K-5. The primary areas of responsibility shall be in the development and implementation of activities aimed at improving the literacy instructional skills of teachers, aides, and other support staff.

QUALIFICATIONS:

The Literacy Coach shall:

1. Have teaching experience in elementary education and at least five (5) years in education.
2. Be a master teacher in Reading/Literacy with advanced training in the area of Reading/Literacy.
3. Hold a valid NJ teaching certificate. Additional instructional certification as Teacher of English, Reading Specialist or Masters in Reading/Literacy preferred.
4. Strong understanding of and experience with the workshop model.
5. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
6. A deep level of understanding of the NJSLs.
7. Experience implementing adult learning theory.
8. Evidence of successful presentation skills when working with adults.
9. Experience in conducting reading and writing staff development.
10. Experience in mentoring/coaching teachers or preservice teachers preferred.
11. Ability and willingness to model effective teaching strategies.
12. Hold and maintain a valid driver's license with no serious violations.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
15. Exhibit enthusiasm and possess the interpersonal skills to relate well with students, staff, administration, parents, and the community.

16. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
17. Demonstrate the ability and willingness to model effective literacy teaching strategies within the classroom by planning and executing well designed lessons.
18. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
19. Meet all governmental and Readington Township certification and application requirements.
20. Meet such alternatives to the above qualifications as the Superintendent or Supervisor may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Literacy Coach shall:

1. Work to achieve district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Work cooperatively and collectively with the Supervisor of Humanities, principals, and staff to ensure that literacy programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Provide leadership in the development of the K-8 instructional program, achievement of the New Jersey Student Learning Standards and district goals and objectives.
4. Ensure coordination of services and articulation of programs between two K-3 elementary schools and a 4-5 school by communicating frequently with teachers and principals.
5. Ensure that instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity; that they address each student's needs, interests, and skill levels; that they encourage the student to define individual goals and accept responsibility for learning; and that they provide a variety of methods for the student to demonstrate performance and achievement.
6. Assist in the implementation of the district's professional development program for the instructional staff at the K-8 level and recommend teacher attendance at conferences and participation in other professional growth activities.
7. Plan class activities and lesson presentations which are age and developmentally appropriate and meet the individual needs, interests and ability levels of all pupils, including students with special needs.
8. Model effective literacy teaching strategies within the classroom by planning and executing well-designed lessons.
9. Participate in and/or organize grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the literacy program of the schools.
10. Plan and present parent workshops.

11. Research and engage in the coaching model that will include: formal and informal observations of classroom practice, coaching sessions, demonstration lessons, co-planning and co-teaching lessons with a pre-discussion and post-discussion, and informal meetings.
12. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning.
13. Collect and analyze both formative and summative assessments in order to determine student needs and areas for instructional growth.
14. Guide teachers in collecting and analyzing data and student work to develop instructional plans for individual students and the class as a whole.
15. Collaborate with intervention teachers and classroom teachers to provide instructional transitions as students enter/exit intervention.
16. Meet on a regular basis with teachers for the purpose of implementing curriculum through effective instruction.
17. Contribute to an effective mentoring/induction program for new staff.
18. Assume appropriate responsibility for student assessment in collaboration with the district's testing coordinator and the Superintendent.
19. Assume a leadership role in the use of instructional technology usage as applied to literacy curriculum, instruction and assessment.
20. Demonstrate leadership in communicating with a variety of audiences throughout the district.
21. Maintain the confidentiality of schools, teachers, and classrooms.
22. Maintain paperwork consistently, appropriately and in a timely manner.
23. Perform other duties as may be assigned by the principals and/or Supervisor of Humanities.

TERMS OF EMPLOYMENT:

The Literacy Coach shall be employed under the following terms:

1. Salary and work year to be determined by the Board of Education that shall include 5 days of per diem work over the summer.
2. Salary, benefits and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The Supervisor of Humanities in collaboration with the Building Principals shall evaluate the Literacy Coach in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: April 30, 2019

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**2410 Mathematics Coach
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JOB TITLE: MATHEMATICS COACH

REPORTS TO: Supervisor of Math/Science/Technology and Building Principals

NATURE AND SCOPE OF JOB:

The Math Coach shall support the staff in implementation of research-based math instructional strategies and in professional development of the K-8 schools, but primarily in grades K-5. The primary areas of responsibility shall be in the development and implementation of activities aimed at improving the math instructional skills of teachers, aides, and other support staff.

QUALIFICATIONS:

The Math Coach shall:

1. Have teaching experience in elementary education and at least five (5) years in education.
2. Be master teacher in Math with advanced training in the area of Math.
3. Hold a valid NJ teacher certification. Additional instructional certification as Teacher of Math or Masters in Math or Math Education preferred.
4. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
5. A deep level of understanding of the NJSLs.
6. Evidence of planning and executing well-designed mathematics instruction.
7. Experience implementing adult learning theory.
8. Evidence of successful presentation skills when working with adults.
9. Experience conducting math professional development.
10. Experience in mentoring/coaching teachers or preservice teachers preferred.
11. Ability and willingness to model effective teaching strategies
12. Hold and maintain a valid driver's license with no serious violations.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
15. Exhibit enthusiasm and possess the interpersonal skills to relate well with students, staff, administration, parents, and the community.
16. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

17. Demonstrate the ability and willingness to model effective math teaching strategies within the classroom by planning and executing well designed lessons.
18. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
19. Meet all governmental and Readington Township certification and application requirements.
20. Meet such alternatives to the above qualifications as the Superintendent or Supervisor may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Math Coach shall:

1. Work to achieve district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Work cooperatively and collectively with the Supervisor of Math/Science/Technology, principals, and staff to ensure that math programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Provide leadership in the development of the K-8 instructional program, achievement of the New Jersey Student Learning Standards and district goals and objectives.
4. Ensure coordination of services and articulation of programs between two K-3 elementary schools and a 4-5 school by communicating frequently with teachers and principals.
5. Ensure that instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity; that they address each student's needs, interests, and skill levels; that they encourage the student to define individual goals and accept responsibility for learning; and that they provide a variety of methods for the student to demonstrate performance and achievement.
6. Assist in the implementation of the district's professional development program for the instructional staff at the K-8 level and recommend teacher attendance at conferences and participation in other professional growth activities.
7. Plan class activities and lesson presentations which are age and developmentally appropriate and meet the individual needs, interests and ability levels of all pupils, including students with special needs.
8. Model effective math teaching strategies within the classroom by planning and executing well-designed lessons.
9. Participate in and/or organize grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the math program of the schools.
10. Plan and present parent workshops.

11. Research and engage in the coaching model that will include: formal and informal observations of classroom practice, coaching sessions, demonstration lessons, co-planning and co-teaching lessons with a pre-discussion and post-discussion, and informal meetings.
12. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning.
13. Collect and analyze both formative and summative assessments in order to determine student needs and areas for instructional growth.
14. Guide teachers in collecting and analyzing data and student work to develop instructional plans for individual students and the class as a whole.
15. Collaborate with intervention teachers and classroom teachers to provide instructional transitions as students enter/exit intervention.
16. Meet on a regular basis with teachers for the purpose of implementing curriculum through effective instruction.
17. Contribute to an effective mentoring/induction program for new staff.
18. Assume appropriate responsibility for student assessment in collaboration with the district's testing coordinator and the Superintendent.
19. Assume a leadership role in the use of instructional technology usage as applied to math curriculum, instruction and assessment.
20. Demonstrate leadership in communicating with a variety of audiences throughout the district.
21. Maintain the confidentiality of schools, teachers, and classrooms.
22. Maintain paperwork consistently, appropriately and in a timely manner.
23. Perform other duties as may be assigned by the principals and/or Supervisor of Math, Science/Technology.

TERMS OF EMPLOYMENT:

The Math Coach shall be employed under the following terms:

1. Salary and work year to be determined by the Board of Education that shall include 5 days of per diem work over the summer.
2. Salary, benefits and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The Supervisor of Math, Science, Technology in collaboration with the Building Principals shall evaluate the Math Coach in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: April 30, 2019

3000-TEACHERS

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JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3001 Elementary Teacher
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JOB TITLE: **ELEMENTARY TEACHER**

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students and, when assigned, Teacher Aide(s)

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each child the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Elementary Teacher work collaboratively with other members of the school staff and with parents of each child.

QUALIFICATIONS:

The Elementary Teacher shall:

1. Hold a New Jersey instructional certificate with elementary education endorsement and other appropriate endorsement(s) (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Have excellent experience in teaching and working with children.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Demonstrate a comprehensive knowledge of the content field when holding a content specific teaching responsibility on the elementary level.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Elementary Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Elementary Teacher shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.

3. Plan and implement sequential learning experiences for students using a variety of instructional strategies, consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
4. Plan and implement instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the seven content areas:
 - Language Arts Literacy;
 - Mathematics;
 - Science;
 - Social Studies;
 - World Languages
 - Comprehensive Health and Physical Education; and
 - Visual and Performing Arts.
5. In those areas in which a teacher specialist takes the primary responsibility for the content and skills of the Standard, the elementary teacher will coordinate classroom instruction with the teacher specialist in order to reinforce learning and student achievement.
6. Plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
 - Develop career planning and workplace readiness skills;
 - Use technology, information, and other tools;
 - Use critical thinking, decision-making, and problem solving skills;
 - Demonstrate self management skills; and
 - Apply safety standards.
7. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
8. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Organize and supervise approved field trips to enhance classroom learning.
9. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
10. Submit lesson plans in the approved format to the Principal as required and requested.
11. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
12. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.

13. Establish a professional rapport with students that earns their respect.
14. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
15. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
16. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
17. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintain records and provide evidence of growth and progress to parents and to students.
18. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
19. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
20. Attend student events to demonstrate genuine interest in the life of the students.
21. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
22. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
23. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
24. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
25. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
26. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
27. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.

28. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
29. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
30. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
31. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
32. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
33. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
34. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
35. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate Elementary Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3002 Middle School Teacher
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JOB TITLE: MIDDLE SCHOOL TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences and supervision of assigned students in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, following the approved curricula and directives of the school. Achieving academic excellence requires that the Middle School Teacher work collaboratively with other members of the school staff and with parents of each student.

QUALIFICATIONS:

The Middle School Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate subject area endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Have excellent experience in teaching and working with adolescents.
3. Demonstrate a comprehensive knowledge of the content field and describe ways in which the content can be organized into lessons for middle school students.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Middle School Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Middle School Teacher shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.

3. Plan and implement sequential learning experiences for students in the content area for which the teacher is certified, using a variety of instructional strategies that are consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
4. Plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
 - Develop career planning and workplace readiness skills;
 - Use technology, information, and other tools;
 - Use critical thinking, decision-making, and problem solving skills;
 - Demonstrate self management skills; and
 - Apply safety standards.
5. Incorporate each of the Core Curriculum Content Standards into instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards. Coordinate instruction with other teachers of the school.
6. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
7. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Organize and supervise approved field trips to enhance classroom learning.
8. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
9. Submit lesson plans in the approved format to the Principal or Supervisor as required and requested.
10. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
11. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents, Principal or Supervisor when needed.
12. Establish a professional rapport with students that earns their respect.
13. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school.
14. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.

15. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
16. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintain records and provide evidence of growth and progress to parents and to students.
17. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
18. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the collective bargaining agreement.
19. Attend student events to demonstrate genuine interest in the life of the students.
20. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
21. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
22. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal or Supervisor. Maintain accurate attendance records. Account for all funds collected from students.
23. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
24. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
25. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
26. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
27. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
28. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.

29. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
30. Recommend to the Principal or Supervisor the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
31. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
32. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
33. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or assigned supervisor, and not otherwise prohibited by law or regulation.
34. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the Middle School Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS

3003 Special Education Teacher

Page 1 of 6

JOB TITLE: SPECIAL EDUCATION TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students and, when assigned, Special Education Aide(s)

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing specialized learning experiences and supervision of students with disabilities in a supportive and positive classroom climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards as outlined in the Individualized Education Plan (IEP) for the student, using approved curricula and directives of the school. Achieving academic excellence requires that the Special Education Teacher work collaboratively with other members of the school staff, particularly the Child Study Team, and with parents of each student.

QUALIFICATIONS:

The Special Education Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27:1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate special education endorsement(s) (N.J.A.C. 6:11-8.3) and other endorsements for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Have excellent experience in teaching and working with children with exceptional needs.
3. Demonstrate a comprehensive knowledge of the specialized certification area, including an understanding of the current rules and regulations regarding special education assessment and program requirements.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, children with disabilities, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and children with exceptional needs.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Special Education Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Special Education Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Teacher Job Description. The Special Education Teacher is an integral part of the total school program, and has specific additional professional responsibilities related to the certification held and professional position assigned (N.J.A.C. 6A Chapter 14), and shall:

1. Implement the educational program and comprehensive related services as outlined in the student's Individual Education Plan (IEP).
2. Provide an instructional program closely related to and coordinated with the regular program so that all students meet and exceed the State Core Curriculum Content Standards as outlined in the student's IEP, modifying methods and materials as needed.
3. Maintain records indicating progress of the student in achieving the objectives of the IEP and assist with the evaluation and assessment of students.
4. Participate in the development and annual review of IEPs. Monitor the implementation, and provide information about completed goals and objectives, communicating closely with members of the Child Study Team and with the Case Manager about the progress of the child.
5. Communicate regularly with regular education teachers when a child is mainstreamed and assist with providing appropriate instruction and with modifying when needed instructional practices to accommodate the needs and learning styles of the child.
6. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
7. Assist the student who is physically challenged with movement to participate in activities or with other physical needs, when necessary.
8. Establish the schedule, role, responsibilities, and expectations for the paraprofessional assigned to assist the teacher.
9. Assist the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment.
10. Submit lesson plans in the approved format to the Principal as required and requested.
11. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
12. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
13. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
14. Establish a professional rapport with students that earns their respect.

15. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
16. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
17. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
18. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
19. Employ a variety of methods for students to demonstrate learning and accomplishments.
20. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintain records and provide evidence of growth and progress to parents and to students.
21. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
22. Assist with extra curricular activities, supporting the total program of the school.
23. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
24. Attend student events to demonstrate genuine interest in the life of the students.
25. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
26. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
27. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
28. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
29. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
30. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.

31. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
32. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
33. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
34. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
35. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
36. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
37. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
38. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
39. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
40. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the Special Education Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3004 Art Teacher
Page 1 of 7

JOB TITLE: ART TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences in the visual arts and supervision of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, using approved curricula, materials, and directives of the school. Achieving academic excellence requires that the Art Teacher work collaboratively with other members of the school staff and with parents.

QUALIFICATIONS:

The Art Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6 Chapter 11 with an art endorsement and other endorsements for the position held (N.J.A.C. 6:11-6.1, 6.2)..
2. Demonstrate a comprehensive knowledge of the visual arts and have excellent experience in teaching and working with students in the field, unless entering teaching from an alternative certification program.
3. Provide a portfolio of personal artistic creations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Art Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Art Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Job Description. The Art Teacher is an integral part of the total school program and has specific professional responsibilities related to the certification held and professional position assigned, and shall:

1. Plan and implement instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the five broad categories of the visual and performing arts:
 - Developing aesthetic awareness;
 - Creating visual art;
 - Demonstrating critical, analytical, judgmental, and evaluative skills;
 - Understanding the historical, social, and cultural context of artistic accomplishments; and
 - Using skills to design space, sound and events.
2. Emphasis shall be on understanding the processes and cultural context of the arts as well as on the traditional emphasis of creating visual products.
3. Provide a variety of learning experiences so that students demonstrate skills and concepts learned through displays, portfolios, and a variety of communication mediums, including electronic media presentations.
4. Plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
 - Develop career planning and workplace readiness skills;
 - Use technology, information, and other tools;
 - Use critical thinking, decision-making, and problem solving skills;
 - Demonstrate self management skills; and
 - Apply safety standards.
5. Incorporate each of the Core Curriculum Content Standards into the visual arts instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards.
6. Coordinate instruction with other teachers of the school. Communicate regularly and assist classroom teachers with integrating the visual arts into the instructional program.
7. Review periodically the art curriculum for the district and recommend modifications when appropriate so that the curriculum serves as a framework for planning sequential instruction to address the Core Curriculum Content Standards and the developmental needs of the students.
8. Provide and supervise opportunities for students to demonstrate individually and in groups the skills and talents developed in the art program, bringing pride of accomplishment to students and to the school. These opportunities may occasionally be outside of the normal work day for teachers, including evenings and weekends.
9. Provide instruction in the proper use of artistic materials and equipment, ensuring safe use.
10. Prepare orders for art supplies and equipment within the approved budget, following established purchasing procedures.
11. Maintain an inventory and store in an approved fashion all art supplies.

12. Maintain in safe working condition all art equipment.
13. Recommend budget needs to the Principal or designated supervisor.
14. Serve as a role model for students by cultivating personal artistic talents and creating artistic work.
15. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
16. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
17. Organize and supervise approved field trips to enhance classroom learning.
18. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
19. Submit lesson plans in the approved format to the Principal or designated supervisor as required and requested.
20. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
21. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
22. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
23. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal or designated supervisor when needed.
24. Establish a professional rapport with students that earns their respect.
25. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
26. Assess and interpret the social needs, emotional needs and learning styles of students, using a variety of assessment techniques and data. Plan and adjust the teaching methods accordingly, requesting advice and assistance from specialists when appropriate.
27. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
28. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.

29. Maintain records and provide evidence of growth and progress to parents and to students.
30. Assist with responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
31. Assist with extra curricular activities, supporting the total program of the school.
32. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
33. Attend student events to demonstrate genuine interest in the life of the students.
34. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
35. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
36. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal or designated supervisor.
37. Maintain accurate attendance records. Account for all funds collected from students.
38. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
39. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
40. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
41. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
42. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
43. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
44. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.

45. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
46. Recommend to the Principal or designated supervisor the supplies and equipment needed to support instruction and assist with ordering, following established procedures and budgetary allotment.
47. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
48. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
49. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
50. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and/or assigned supervisor shall evaluate the Art Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3005 Music Teacher
Page 1 of 7

JOB TITLE: MUSIC TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences in music and the performing arts and supervision of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, using approved curricula, materials, and directives of the school. Achieving academic excellence requires that the Music Teacher work collaboratively with other members of the school staff and with parents.

QUALIFICATIONS:

The Music Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a music endorsement and other appropriate endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2.).
2. Demonstrate a comprehensive knowledge of music and have excellent experience in teaching and working with students in the field of music, unless entering teaching from an alternative certification program.
3. Demonstrate personal skills and creative talents in music, preferably proficiency with the piano.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

TEACHERS

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Music Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Music Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Teacher Job Description. The Music Teacher is an integral part of the total school program and has specific professional responsibilities related to the certification held and professional position assigned, and shall:

1. Plan and implement instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the five broad categories of the visual and performing arts:

- Developing aesthetic awareness;
 - Creating and performing music, dance, and theatre;
 - Demonstrating critical, analytical, judgmental, and evaluative skills;
 - Understanding the historical, social, and cultural context of artistic accomplishments; and
 - Using skills to design space, sound and events.
2. Emphasis shall be on understanding the processes and cultural context of the arts as well as on the traditional emphasis on performing music, dance, and theatre.
 3. Provide a variety of learning experiences so that students demonstrate skills and concepts learned through individual and group performances, portfolios, and a variety of communication mediums, including electronic media presentations.
 4. Plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
 - Develop career planning and workplace readiness skills;
 - Use technology, information, and other tools;
 - Use critical thinking, decision-making, and problem solving skills;
 - Demonstrate self management skills; and
 - Apply safety standards.
 5. Incorporate each of the Core Curriculum Content Standards into the music and performing arts instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards. Coordinate instruction with other teachers of the school. Communicate regularly and assist classroom teachers with integrating music and the performing arts into the instructional program.
 6. Review periodically the performing arts curriculum for the district and recommend modifications when appropriate so that the curriculum serves as a framework for planning sequential instruction to address the Core Curriculum Content Standards and the developmental needs of the students.
 7. Provide and supervise opportunities for students to demonstrate individually and in ensembles or large groups the skills and talents developed in the music program, bringing pride of accomplishment to students and to the school. These opportunities may be in music, drama, and dance, and may occasionally be outside of the normal work day for teachers, including evenings and weekends.
 8. Serve as accompanist for school and class programs if proficient on the piano.
 9. Prepare orders for music, supplies, and equipment within the approved budget, following established purchasing procedures.
 10. Maintain an inventory and in proper working order all musical instruments and musical scores.
 11. Recommend budget needs to the Principal or designated supervisor.
 12. Serve as a role model for students by cultivating personal musical talents and creating or performing music.

13. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
14. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
15. Organize and supervise approved field trips to enhance classroom learning.
16. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
17. Submit lesson plans in the approved format to the Principal or designated supervisor as required and requested.
18. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
19. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
20. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
21. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal or designated supervisor as needed.
22. Establish a professional rapport with students that earns their respect.
23. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
24. Assess and interpret the social needs, emotional needs and learning styles of students, using a variety of assessment techniques and data.
25. Plan and adjust the teaching methods accordingly, requesting advice and assistance from specialists when appropriate.
26. Assist with the preparation, monitoring, and implementation of Individualized Education Plans for selected students assigned to the class.
27. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
28. Maintain records and provide evidence of growth and progress to parents and to students.
29. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
30. Assist with extra curricular activities, supporting the total program of the school.

31. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
32. Attend student events to demonstrate genuine interest in the life of the students.
33. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
34. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
35. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal or designated supervisor. Maintain accurate attendance records. Account for all funds collected from students.
36. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
37. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
38. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
39. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
40. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
41. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
42. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
43. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
44. Recommend to the Principal or designated supervisor the supplies and equipment needed to support instruction and assist with ordering, following established procedures and budgetary allotment.
45. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.

46. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
47. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
48. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and/or assigned supervisor shall evaluate the Music Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3006 World Language Teacher
Page 1 of 6

JOB TITLE: WORLD LANGUAGE TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides specialized learning experiences and supervision of students in learning World Language so that each student develops the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Achieving academic excellence requires that the World Language Teacher works collaboratively with other members of the school staff, particularly classroom teachers, and with the parents of each student.

QUALIFICATIONS:

The World Language Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an elementary education endorsement, an English As A Second Language endorsement (N.J.A.C. 6:11-8.5), and other appropriate endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Have at a minimum passed the PRAXIS in the required language, the OPI (Oral Proficiency Interview Test) and hold at least a Bachelor degree for the district to request a Conditional Certification. Enrollment in a program at the university is a requirement to obtain a Conditional Certification.
3. Have excellent experience in teaching and working with children.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of teaching World Language, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and children needing to learn World Language.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The World Language Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The World Language Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Middle School Teacher Job Description. The World Language Teacher is an integral part of the total school program and has specific professional responsibilities in providing services to students who do not demonstrate a mastery of World Language, and shall:

1. Be responsible for all required tasks to implement a successful world language program.
2. Plan, organize and provide instruction to assist students in mastering verbal and written skills in World Language using individual and small group techniques. Provide instruction and experiences in learning the culture of the community.
3. Work in collaboration with the classroom teacher and with specialist teachers, reinforcing or modifying the methods and materials used in the regular classrooms.
4. Incorporate each of the Core Curriculum Content Standards into instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards.
5. Maintain records indicating progress of the student and assist with the evaluation and assessment of students.
6. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
7. Understand and comply with the rules and regulations regarding the education of World Language students. Recommend to the administration any program needs or changes that are required.
8. Assist the professional staff through individual consultation and/or staff development sessions with understanding effective strategies and approaches to meet the needs of students who are learning World Language.
9. Summarize, interpret, and disseminate current developments in World Language programs through reading of professional journals, participation in professional development, and involvement in professional organizations.
10. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
11. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Organize and supervise approved field trips to enhance classroom learning.
12. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
13. Submit lesson plans in the approved format to the Principal as required and requested.
14. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
15. Use excellent written and oral English skills when communicating with students, parents, and colleagues.

16. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
17. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
18. Establish a professional rapport with students that earns their respect.
19. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
20. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
21. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
22. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
23. Employ a variety of methods for students to demonstrate learning and accomplishments.
24. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
25. Maintain records and provide evidence of growth and progress to parents and to students.
26. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
27. Assist with extra curricular activities, supporting the total program of the school.
28. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
29. Attend student events to demonstrate genuine interest in the life of the students.
30. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
31. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
32. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
33. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.

34. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
35. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
36. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
37. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
38. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
39. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
40. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
41. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
42. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
43. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
44. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
45. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the World Language Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS

3009 Health and Physical Education Teacher
Page 1 of 7

JOB TITLE: HEALTH AND PHYSICAL EDUCATION TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences in comprehensive health and physical education and supervision of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, using approved curricula, materials, and directives of the school. Achieving excellence requires that the Health and Physical Education Teacher work collaboratively with other members of the school staff and with parents.

QUALIFICATIONS:

The Health and Physical Education Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a health and physical education endorsement and other appropriate endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2).
2. Hold and maintain CPR certification and first aid certification.
3. Hold and maintain, if assigned responsibilities for teaching swimming, an American Red Cross water safety certificate registered with State Department of Education.
4. Have excellent experience in teaching and working with students in the field of comprehensive health and physical education unless entering teaching from an alternative certification program.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of the concepts of health and physical education, safety, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Health and Physical Education Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Health and Physical Education Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Teacher Job Description. The Health and Physical Education Teacher is an integral part of the total school program and has specific professional responsibilities related to the certification held and professional position assigned, and shall:

1. Plan and implement instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the six broad categories of comprehensive health and physical education:
 - Health promotion and disease prevention concepts and health-enhancing behaviors;
 - Health-enhancing personal, interpersonal, and life skills;
 - Effects of the use and abuse of alcohol, tobacco, and other drugs;
 - Biological, social, cultural, and psychological aspects of human sexuality and family life;
 - Movement concepts and skills for life long physical activities; and
 - Health-related fitness concepts.
2. Plan and implement instruction to ensure that all students meet and exceed the five broad areas of the Cross-Content Workplace Readiness Standard:
 - Develop career planning and workplace readiness skills;
 - Use technology, information, and other tools;
 - Use critical thinking, decision-making, and problem solving skills;
 - Demonstrate self management skills; and
 - Apply safety standards.
3. Incorporate each of the Core Curriculum Content Standard into instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards. Coordinate instruction with other teachers of the school. Communicate regularly and assist the classroom teachers with integrating health and physical education into the instructional program.
4. Provide a variety of learning experiences so that students demonstrate skills and concepts learned through individual and group demonstrations of skills, portfolios, and a variety of communication mediums, including electronic media presentations.
5. Provide an adaptive physical education program as identified in the Individual Education Plan (IEP) of students. Work with the Child Study Team in developing the specifications in the IEP.
6. Organize and administer annually the physical fitness test.
7. Ensure the safety of students in physical education activities by providing a comprehensive program in safety instruction, injury prevention and management, and physical conditioning prior to activity. Inspect facilities, grounds, and equipment regularly, and report immediately any irregularities. Provide appropriate supervision to prevent injury.

8. Provide emergency care arising from accident and illness at school in accordance with Policy and Regulations Nos. 5330 and 8441. Work cooperatively with the administration and the School Nurse so that there is a clear understanding of emergency response protocols. Follow established procedures for sanitation and hygiene in the handling of body fluids. Submit in a timely fashion all required accident reports.
9. Review periodically the health and physical education curriculum for the district and recommend modifications when appropriate so that the curriculum serves as a framework for planning sequential instruction to address the Core Curriculum Content Standards and the developmental needs of the students.
10. Prepare orders for supplies and equipment within the approved budget, following established purchasing procedures.
11. Maintain an inventory and in safe working condition all health and physical education equipment.
12. Recommend budget needs to the Principal.
13. Participate in school physical education and health education activities, including special and after school programs.
14. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
15. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Organize and supervise approved field trips to enhance classroom learning.
16. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
17. Submit lesson plans in the approved format to the Principal as required and requested.
18. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
19. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
20. Establish a professional rapport with students that earns their respect.
21. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.

22. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
23. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
24. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintain records and provide evidence of growth and progress to parents and to students.
25. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
26. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
27. Attend student events to demonstrate genuine interest in the life of the students.
28. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
29. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
30. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
31. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
32. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
33. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
34. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
35. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

36. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
37. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
38. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
39. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
40. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
41. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
42. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
43. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the Health and Physical Education Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS

3010 English As a Second Language Teacher
Page 1 of 6

JOB TITLE: ENGLISH AS A SECOND LANGUAGE TEACHER

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides specialized learning experiences and supervision of students in learning English as a second language so that each student develops the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Achieving academic excellence requires that the English As A Second Language Teacher works collaboratively with other members of the school staff, particularly classroom teachers, and with the parents of each student.

QUALIFICATIONS:

The English As A Second Language Teacher shall:

1. Hold a Bachelor's degree from an accredited college or university.
2. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 and complete a New Jersey Department of Education approved training program.
3. Have excellent experience in teaching and working with children.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of teaching English as a second language, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and children needing to learn English as a second language.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The English As A Second Language Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The English As A Second Language Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Teacher Job Description. The English As A Second Language Teacher is an integral part of the total school program and has specific professional responsibilities in providing services to students who do not demonstrate a mastery of English as their second language, and shall:

1. Plan, organize and provide instruction to assist students in mastering verbal and written skills in English using individual and small group techniques. Provide instruction and experiences in learning the culture of the community.

2. Work in collaboration with the classroom teacher and with specialist teachers, reinforcing or modifying the methods and materials used in the regular classrooms.
3. Incorporate each of the Core Curriculum Content Standards into instruction, when appropriate, to reinforce the school's responsibility to ensure that all students meet and exceed all of the Standards.
4. Maintain records indicating progress of the student and assist with the evaluation and assessment of students.
5. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
6. Understand and comply with the rules and regulations regarding the education of English As A Second Language students. Recommend to the administration any program needs or changes that are required.
7. Assist the professional staff through individual consultation and/or staff development sessions with understanding effective strategies and approaches to meet the needs of students who are learning English as a second language.
8. Summarize, interpret, and disseminate current developments in English As A Second Language programs through reading of professional journals, participation in professional development, and involvement in professional organizations.
9. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
10. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Organize and supervise approved field trips to enhance classroom learning.
11. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
12. Submit lesson plans in the approved format to the Principal as required and requested.
13. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
14. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
15. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
16. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
17. Establish a professional rapport with students that earns their respect.

18. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
19. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
20. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
21. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
22. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
23. Maintain records and provide evidence of growth and progress to parents and to students.
24. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
25. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
26. Attend student events to demonstrate genuine interest in the life of the students.
27. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
28. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
29. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
30. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
31. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
32. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
33. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.

34. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
35. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
36. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
37. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
38. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
39. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
40. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
41. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
42. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the English As A Second Language Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3016 Resource Center Teacher
Page 1 of 6

JOB TITLE: RESOURCE CENTER TEACHER

REPORTS TO: The Principal and the assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing specialized learning experiences and supervision of students with disabilities in a Resource Center or, using an in-class model, within the regular classroom. The focus of the Resource Center Teacher is to develop in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards as outlined in the Individualized Education Plan (IEP) for the student, using approved curricula and directives of the school. Achieving academic excellence requires that the Resource Center Teacher work collaboratively with other members of the school staff, particularly the Child Study Team, and with parents of each student.

QUALIFICATIONS:

The Resource Center Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate special education endorsement(s) (N.J.A.C. 6:11-8.3) and other endorsements for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Have excellent experience in teaching and working with children with exceptional needs unless entering teaching from an alternative certification program.
3. Demonstrate a comprehensive knowledge of the specialized certification area, including an understanding of the current rules and regulations regarding special education assessment and program requirements.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, children with disabilities, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and children with exceptional needs.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Resource Center Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Resource Center Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Teacher Job Description. The Resource Center Teacher is an integral part of the total school program and has specific professional responsibilities related to the certification held and professional position assigned (N.J.A.C. 6:28 et seq.), and shall:

1. Implement the educational program and comprehensive related services as outlined in the student's Individual Education Plan (IEP).

2. Provide an instructional program closely related to and coordinated with the regular program so that all students meet and exceed the State Core Curriculum Content Standards as outlined in the student's IEP, modifying methods and materials as needed.
3. Provide instruction in a Resource Center setting using individual or small group instruction to support or replace (but coordinated with) the instruction within the regular classroom.
4. Provide instruction within the regular classroom using an in-class, inclusion model.
5. Work in collaboration with and under the guidance of the regular classroom teacher, reinforcing or modifying the methods and materials used in the classroom to accommodate the needs and learning styles of the child.
6. Maintain records indicating progress of the student in achieving the objectives of the IEP and assist with the evaluation and assessment of students.
7. Participate in the development and annual review of IEPs. Monitor the implementation, and provide information about completed goals and objectives, communicating closely with members of the Child Study Team and with the Case Manager about the progress of the child.
8. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
9. Assist the student who is physically challenged with movement to participate in activities or with other physical needs, when necessary.
10. Establish the schedule, role, responsibilities, and expectations for the paraprofessional or volunteer assigned to assist the teacher.
11. Assist the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment.
12. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
13. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures. Organize and supervise approved field trips to enhance classroom learning.
14. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
15. Submit lesson plans in the approved format to the Principal as required and requested.
16. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.

17. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
18. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
19. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
20. Establish a professional rapport with students that earns their respect.
21. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
22. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
23. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
24. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
25. Employ a variety of methods for students to demonstrate learning and accomplishments.
26. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance. Maintain records and provide evidence of growth and progress to parents and to students.
27. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
28. Assist with extra curricular activities, supporting the total program of the school. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
29. Attend student events to demonstrate genuine interest in the life of the students.
30. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
31. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
32. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
33. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.

34. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
35. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
36. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
37. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
38. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
39. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
40. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
41. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
42. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
43. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
44. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
45. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the Resource Center Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3017 Inclusion Teacher
Page 1 of 5

JOB TITLE: INCLUSION TEACHER

REPORTS TO: The Principal and the assigned supervisor

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing specialized learning experiences and supervision of students with disabilities in a mainstream setting of a regular classroom. The focus of the Inclusion Teacher is to develop in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards as outlined in the Individualized Education Plan (IEP) for the student, using approved curricula and directives of the school. Achieving academic excellence requires that the Inclusion Teacher work collaboratively with other members of the school staff, particularly the regular classroom teacher, the Child Study Team, and the parents of each student.

QUALIFICATIONS:

The Inclusion Teacher shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with appropriate special education endorsement(s) (N.J.A.C. 6:11-8.3) and other endorsements for the position held (N.J.A.C. 6:11-6.1, 6.2, or 8.1 et seq.).
2. Have excellent experience in teaching and working with students with exceptional needs unless entering teaching from an alternative certification program.
3. Demonstrate a comprehensive knowledge of the specialized certification area, including an understanding of the current rules and regulations regarding special education assessment and program requirements.
4. Demonstrate a comprehensive knowledge of the content area in which the teacher is assigned.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of child growth and development, children with disabilities, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and children with exceptional needs.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Inclusion Teacher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Inclusion Teacher shall perform all job functions and assume all responsibilities outlined in the Elementary Teacher or Secondary Teacher Job Description. The Inclusion Teacher is an integral part of the total school program and has specific professional responsibilities related to the certification held and professional position assigned (N.J.A.C. 6A Chapter 14), and shall:

1. Implement the educational program and comprehensive related services as outlined in the students' Individual Education Plans (IEP).
2. Work in collaboration with and under the guidance of the regular classroom teacher in planning and implementing instruction, reinforcing or modifying the methods and materials used in the classroom to accommodate the needs and learning styles of the student.
3. Focus on each student demonstrating achievement in the Core Curriculum Content Standards as outlined in the IEP.
4. Grade and maintain records indicating the progress of the student in achieving the objectives of the IEP and the class or course.
5. Participate in the development and annual review of IEPs. Monitor the implementation, and provide information about completed goals and objectives, communicating closely with members of the Child Study Team and with the Case Manager about the progress of the student.
6. Communicate regularly with the parents to nurture a supportive and cooperative relationship between home and school.
7. Assist the student who is physically challenged with movement to participate in activities or with other physical needs, when necessary.
8. Assist the professional staff through individual consultation and/or staff development sessions with understanding the needs of exceptional students and with strategies and approaches in dealing with problems in learning, behavior, or adjustment.
9. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
10. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
11. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
12. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
13. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

14. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
15. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
16. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
17. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
18. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal and assigned supervisor shall evaluate the Inclusion Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3020 Substitute Teacher
Page 1 of 5

JOB TITLE: SUBSTITUTE TEACHER

REPORTS TO: The Principal

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Carries out the teacher's plans, instructions, duties, and classroom routines in the absence of the teacher. Assumes responsibility for continuing the learning experiences planned by the teacher and provides supervision of assigned students in a supportive and positive classroom climate that develops in each child the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards.

QUALIFICATIONS:

The Substitute Teacher shall:

1. Hold a New Jersey instructional certificate with endorsements for the position to be assigned (N.J.A.C. 6:11-4.5, 6.1, 6.2, and 8.1 et seq.) in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11. The certificate must be registered with the County Superintendent's Office.

OR

2. Hold a New Jersey instructional certificate with endorsement(s) outside the position to be assigned. [*This individual may NOT substitute longer than twenty consecutive days in the same position.*] The certificate must be registered with the County Superintendent's Office.

OR

3. Hold a current County Substitute Teacher Certificate, (N.J.A.C. 6:11-4.5) which requires a minimum of 60 semester hour credits completed in an accredited college. [*This individual may NOT substitute longer than twenty consecutive days in the same position.*]
4. Have immediate access to a telephone.
5. Have excellent experience in teaching or working with children unless entering teaching from an alternative certification program.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of child growth and development, effective instructional strategies, curriculum content, and classroom management.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Substitute Teacher shall be employed under the following terms:

1. Temporary employment on daily assignment on an as needed basis.
2. Approved by the Board of Education upon recommendation of the Superintendent.
3. Salary or per diem wage as specified by the Board of Education.
4. The substitute does not accrue tenure or pension benefits.
5. The substitute cannot work in the same position for more than twenty consecutive days, unless the individual holds the required certification for the position, in which case, a compensation adjustment is made on the twenty-first consecutive day, following established Board approved guidelines.

6. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Substitute Teacher shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
3. Receive a phone call in the evening or early morning to report for work.
4. Report to the assigned school office and review the lesson plans, schedule, procedures and responsibilities for the day.
5. Report to the assigned instructional area(s) and become familiar with exits, the room, and location of materials and equipment.
6. Follow the teacher schedule and maintain the established routines and procedures of the school and assigned classroom.
7. Organize and provide learning experiences as outlined in the lesson plans prepared by the absent teacher.
8. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
9. Consult with the Principal before initiating any teaching or learning activities not specified in the lesson plans.
10. Assume the responsibilities outlined in the Job Description of the absent teacher when a long-term substitute situation occurs (more than twenty-one consecutive days).
11. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
12. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
13. Establish a professional rapport with students that earns their respect.
14. Provide a nurturing, supportive, and positive classroom climate.
15. Handle routine discipline situations using school-approved procedures and emphasizing student responsibility for behavior and learning.
16. Refer to the Principal any disruptions to learning and classroom climate that are beyond control of the substitute.

17. Seek assistance from neighboring teachers or the school office in answering questions about school routines or unusual situations.
18. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
19. Refer to the Principal all individuals not connected with the school who request information about a student or who request permission to take a student from the room. Notify the school office immediately. Under no circumstance should a student be released to a non-school employee without written permission of the Principal.
20. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
21. Maintain accurate attendance records. Account for all funds collected from students.
22. Leave a comprehensive report for the teacher, indicating work covered, homework assigned, discipline situations encountered, and a general report on the circumstances of the day.
23. Secure the room, closing windows and leaving the room in an orderly fashion at the end of the day.
24. Check out at the school office at the end of the daily assignment, informing the Principal of the circumstances of the day.
25. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers).
26. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
27. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
28. Notify immediately appropriate school personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
29. Operate in a safe manner electronic and other equipment needed to carry out job functions and responsibilities.
30. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
31. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
32. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

The Principal or designee shall evaluate the Substitute Teacher in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3021 Library/Media Specialist
Page 1 of 7

JOB TITLE: LIBRARY/MEDIA SPECIALIST

REPORTS TO: The Principal and assigned supervisor

SUPERVISES: Students and the Multi-Media Aide

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for the overall leadership and supervision of the Library Media Center program that is designed to provide a direct line from the wisdom of the past to the information of the present in order to support an instructional program that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Achieving academic excellence and enhancing a culture of research within the school requires that the Library/Media Specialist work collaboratively with all members of the school staff.

QUALIFICATIONS:

The Library/Media Specialist shall:

1. Hold at least a Bachelor's degree from an accredited college or university
2. Have a minimum of two years experience in a library.
3. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an educational media specialist endorsement (N.J.A.C. 6:11-11.17) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
4. Have a minimum of three years excellent experience in teaching and in working with children and adolescents unless entering teaching from an alternative certification program.
5. Demonstrate a comprehensive knowledge of library media services.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of library program design, child growth and development, effective instructional strategies, research techniques, information retrieval skills, classroom management, learning assessment and diagnosis, and research related to learning.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Library/Media Specialist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Library/Media Specialist shall:

1. Create and maintain an attractive, organized, stimulating, functional, healthy, safe, and nurturing, Library Media Center that encourages student responsibility and uses positive motivation, challenging instructional strategies, effective management techniques, and appropriate displays and exhibits, with proper attention to the visual, acoustic, and thermal environments.
2. Function as the acquisitions officer for the Library Media Center. Purchase print and non-print materials, instructional software, and electronic media equipment to provide research and data retrieval resources that support instruction in the Core Curriculum Content Standards, following the district's guidelines for purchase of materials.
3. Establish a process for selection and evaluation of all print and non-print materials and electronic data resources to be housed in the Library Media Center based on the criteria established in Policy and Regulation No. 2530 and other criteria established by the Board, responding to the needs of the instructional program. Unless instructional use warrants, ensure that the materials have been evaluated for freedom from prejudice and stereotyping.
4. Review periodically the entire collection of print and non-print materials, electronic data resources, software, and equipment for their continuing usefulness, curriculum relevance, consistency with the Core Curriculum Content Standards, balance of subject areas, age appropriateness, biases and stereotypes, currency, and manner of presentation. Remove and update outdated materials no longer relevant to the curriculum or materials containing inappropriate representations.
5. Maintain library automation system which accurately reflects holding of collection.
6. Provide effective circulation services that encourage use and equitable access for all students, staff, and other individuals, with appropriate accountability for care of materials. Services should include circulation of individual materials as well as preparation of class materials requested by teachers.
7. Teach the Big Six Information Problem Solving Model coordinated with classroom instruction using a variety of instructional strategies with differentiated learning experiences for the range of skill levels found, so that each student meets and exceeds the State Core Curriculum Content Standards.
8. Submit lesson plans in the approved format to the Principal as required and requested. Provide clear directions, outline expectations, and effectively bring to closure instructional experiences.
9. Encourage habits of independent inquiry and research by assisting individuals and groups of students in conducting research and information retrieval. Engage the learners in tasks that require analytical and critical thinking, problem solving, and creativity.
10. Plans resource-based classroom assignments likely to lead to extensive use of library and informational resources through flexibly scheduled library programming.

11. Oversee Inter-Library Loan Service.
12. Oversee Hunterdon County AVA Service, where applicable.
13. Develop a climate that encourages students and teachers to take full advantage of the media center and its resources.
14. Orient student to the particular use and regulations of the school library.
15. Instruct students in research procedures common to all library searches.
16. Introduce students to basic library resources and materials.
17. Work with large and small groups as well as individuals in procuring materials for specific class assignments.
18. Assist students and faculty in the use of equipment available in the media center.
19. Follow procedures to respond to challenges of materials included in the collection as defined in Regulation 9130.
20. Prepare, recommend, and operate a budget for the Library Media Center and assist the staff in the preparation of budget requests and in the selection of instructional materials.
21. Collaborate with the computer teacher and technology coordinator in assessing and promoting the effective use of instructional technologies.
22. Provide literature activities and programming to promote reading and literacy, using innovative methods tailored to the needs of individual students or groups of students.
23. Establish appropriate liaisons with state, county and local libraries.
24. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
25. Establish a professional rapport with students that earns their respect.
26. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school
27. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
28. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner. Assist with supervision of students in non classroom areas and in areas as assigned.

29. Assist with extra curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
30. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
31. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal/supervisor. Document use of the facility (e.g. number of teacher contacts, number of student contacts) and use of materials (e.g., number of books circulated per month percentage of total items that circulate).
32. Work cooperatively with adults assigned to the Library Media Center (e.g., teachers, paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities. Supervise any assigned Multi-Media Aides.
33. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching.
34. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community, articulating the needs, resources, and success of the library media program.
35. Encourage students to be independent readers and learners by providing reading guidance and promoting use of library resources in extra-curricular problem solving and life skills.
36. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
37. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
38. Summarize, interpret, and disseminate current developments in the library media field, learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
39. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
40. Maintain an understanding of the school's instructional program and the expectations of the Core Curriculum Content Standards and assessment requirements.
41. Provide in-service training and information to the school staff on library media services and resources, and on selection of instructional materials.

42. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
43. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
44. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
45. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
46. Participate in district, school, and grade level/department curriculum meetings, when requested by Principal/supervisor, to ensure the integration of library skills and library resources in curriculum development.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.

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

EVALUATION

The Principal and assigned supervisor shall evaluate the Library/Media Specialist in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3025 In School Suspension Teacher
Page 1 of 5

JOB TITLE: IN SCHOOL SUSPENSION TEACHER

REPORTS TO: The Principal

SUPERVISES: Students assigned to In School Suspension

NATURE AND SCOPE OF JOB:

Supervises students who are assigned to in school suspension for disciplinary reasons.

QUALIFICATIONS:

The In School Suspension Teacher shall:

1. Hold a New Jersey instructional, educational services, or administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Serve as a currently employed professional member of the district, meeting the requirements for the position held.
3. Have excellent experience in teaching and working with adolescents, particularly those in need of disciplinary action.
4. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Employment interview.

EMPLOYMENT TERMS:

The In School Suspension Teacher shall be employed under the following terms:

1. Work as assigned by the Principal when students are assigned to in school suspension.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by all laws and codes of the State and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The In School Suspension Teacher shall:

1. Establish high standards and expectations for all students to accept responsibility for behavior.
2. Supervise students and consistently administer rules regarding student behavior during detention.
3. Inform students of rules and expectations.
4. Maintain an atmosphere in which students are expected to remain seated and silent during the time period.
5. Work with the administration to have detention serve as an effective preventative disciplinary technique.
6. Assist students as needed with homework or instructional assignments.
7. Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
8. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
9. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
10. Organize and supervise approved field trips to enhance classroom learning.
11. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
12. Submit lesson plans in the approved format to the Principal as required and requested.
13. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
14. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
15. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
16. Discipline students in a fair and consistent manner, using school approved procedures.
17. Seek assistance of the parents and the Principal when needed.
18. Establish a professional rapport with students that earns their respect.
19. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.

20. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
21. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
22. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
23. Employ a variety of methods for students to demonstrate learning and accomplishments.
24. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
25. Maintain records and provide evidence of growth and progress to parents and to students.
26. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
27. Assist with extra curricular activities, supporting the total program of the school.
28. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
29. Attend student events to demonstrate genuine interest in the life of the students.
30. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
31. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
32. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
33. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
34. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
35. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
36. Attend required staff meetings and serve, as appropriate, on staff committees.

37. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
38. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
39. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
40. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
41. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
42. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
43. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
44. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
45. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
46. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.

3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3031 Teacher of the Homebound
Page 1 of 6

JOB TITLE: TEACHER OF THE HOMEBOUND

REPORTS TO: Coordinating Director of Special Education

SUPERVISES: Homebound students

NATURE AND SCOPE OF JOB:

The Teacher of the Homebound ensures homebound students in the district capable of benefiting from instruction be provided with an ongoing educational program.

QUALIFICATIONS:

The Teacher of the Homebound shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an elementary education endorsement, an English As A Second Language endorsement (N.J.A.C. 6:11-8.5), and other appropriate endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2 or 8.1 et seq.).
2. Hold a valid driver's license with no serious violations.
3. Have at least five (5) years excellent experience in teaching and working with children.
4. Hold a Master's Degree with course work in psychology and guidance from an accredited college or university.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Demonstrate knowledge and understanding of teaching home bound students, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and students needing to learn at home.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Teacher of the Homebound shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Teacher of the Homebound shall:

1. Devise, with cooperating professionals, an instructional program for each home bound student assigned to him/her.
2. Meet with each student on a daily and scheduled basis to provide instruction.

3. Work closely with student's parents and family for an understanding and solution of the student's problems.
4. Maintain and submit complete reports for parents, regular teachers, and the Pupil Services Department.
5. Discharge responsibility for obtaining all necessary textbooks and materials for the student.
6. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
7. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
8. Plan and implement sequential learning experiences for students using a variety of instructional strategies, consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
9. Plan and implement instruction to ensure that homebound pupils exceed the State Core Curriculum Content Standards in one or more of the seven content areas:
 - Language Arts Literacy;
 - Mathematics;
 - Science;
 - Social Studies;
 - World Languages;
 - Comprehensive Health and Physical Education; and
 - Visual and Performing Arts.
10. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the assigned group of pupils, managing, when appropriate, multiple instructional activities simultaneously.
11. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school approved procedures.
12. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
13. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
14. Provide a nurturing, supportive, and positive climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and techniques.
15. Discipline students in a fair and consistent manner, using school approved procedures.

16. Establish a professional rapport with students that earns their respect.
17. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in school.
18. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
19. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
20. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
21. Employ a variety of methods for students to demonstrate learning and accomplishments. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
22. Maintain records and provide evidence of growth and progress to parents and to students.
23. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
24. Complete in a timely fashion all records and reports as required by law or regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
25. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
26. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
27. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
28. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
29. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
30. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.

31. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13.1 et seq.).
32. Recommend to the Board and Director of Pupil Services the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
33. Maintain in safe working condition and safely operate electronic equipment needed to carry out job functions and responsibilities.
34. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
35. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
36. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies, regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3032 Reading Specialist
Page 1 of 6

JOB TITLE: READING SPECIALIST

REPORTS TO: The Principal

SUPERVISES: Reading students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing learning experiences in the reading instruction of students in a supportive and positive climate that develops in each student the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards, using approved curricula, materials, and directives of the school. Achieving academic excellence requires that the Reading Specialist work collaboratively with other members of the school staff and with parents.

QUALIFICATIONS:

The Reading Specialist shall:

1. Hold a New Jersey instructional certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with an elementary education endorsement, an English As A Second Language endorsement (N.J.A.C. 6:11-8.5), and other appropriate endorsement(s) for the position held (N.J.A.C. 6:11-6.1, 6.2 or 8.1 et seq.).
2. Have excellent experience in teaching and working with children.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of teaching reading, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning and students needing to learn reading.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.

TEACHERS

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Reading Specialist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Reading Specialist shall:

1. Provide diagnostic testing to determine pupils reading problems.
2. Determine reading programs appropriate to a pupil's reading difficulty.
3. Remediate reading problems.

4. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
5. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
6. Plan and implement sequential learning experiences for students using a variety of instructional strategies, consistent with the district and school's philosophy, mission statement, instructional goals, school level objectives, and the Core Curriculum Content Standards. The learning experiences shall follow and use approved curricula and instructional materials.
7. Plan and implement instruction to ensure that reading pupils exceed the State Core Curriculum Content Standards in one or more of the seven content areas:
8. Plan and implement instruction to ensure that all students meet and exceed the State Core Curriculum Content Standards in the seven content areas:
 - Language Arts Literacy;
 - Mathematics;
 - Science;
 - Social Studies;
 - World Languages
 - Comprehensive Health and Physical Education; and
 - Visual and Performing Arts.

In those areas in which a teacher specialist takes the primary responsibility for the content and skills of the Standard, the reading specialist will coordinate enrichment instruction with the classroom teacher in order to reinforce learning and student achievement.

9. Engage the learners in differentiated learning experiences for the range of skill levels and developmental needs found in the classroom, managing, when appropriate, multiple instructional activities simultaneously.
10. Provide and effectively organize a variety of materials, equipment, media, and community resources to support the instructional program, using school-approved procedures. Organize and supervise approved field trips to enhance classroom learning.
11. Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
12. Submit lesson plans in the approved format to the Principal as required and requested.
13. Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
14. Use excellent written and oral English skills when communicating with students, parents, and colleagues.

15. Provide a nurturing, supportive, and positive classroom climate that encourages student responsibility, using positive motivation, clear classroom routines, challenging instructional strategies, and effective classroom management techniques.
16. Discipline students in a fair and consistent manner, using school approved procedures. Seek assistance of the parents and the Principal when needed.
17. Establish a professional rapport with students that earns their respect.
18. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the child in the school.
19. Assess and diagnose the learning, social, and emotional needs and styles of students, using a variety of assessment techniques and data.
20. Plan and adjust the learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
21. Assist with the preparation, monitoring, and following of Individualized Education Plans for selected students assigned to the class.
22. Employ a variety of methods for students to demonstrate learning and accomplishments.
23. Evaluate and grade homework, assignments, and tests in a timely fashion, providing feedback to the student on performance.
24. Maintain records and provide evidence of growth and progress to parents and to students.
25. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well-being of all students.
26. Assist with extra curricular activities, supporting the total program of the school.
27. Instruct, advise, coach, and supervise extra curricular activities, including interscholastic and intramural sports, academic competition, and fine art programs, as defined by the Collective Bargaining Agreement.
28. Attend student events to demonstrate genuine interest in the life of the students.
29. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
30. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
31. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
32. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.

30. Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
31. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal. Maintain accurate attendance records. Account for all funds collected from students.
32. Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
33. Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
34. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
35. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
36. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
37. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
38. Summarize, interpret, and disseminate current developments in learning, instructional strategies and classroom management through reading of professional journals, participation in professional development, and involvement in professional organizations.
39. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
40. Recommend to the Principal the supplies and equipment needed to support instruction and assist with ordering, following established procedures.
41. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
42. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
43. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and assigned supervisor, and not otherwise prohibited by law or regulation.
44. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3035 Team Leader
Page 1 of 2

JOB TITLE: Team Leader

REPORTS TO: Principal

QUALIFICATIONS:

Hold a valid New Jersey teacher certificate;
Have a record of successful teaching experience;
Ability to work cooperatively with administration, parents and team members;
Prior leadership experience preferred.

TEAM LEADER RESPONSIBILITIES WOULD INCLUDE:

- Meet with Principal twice a month
- Meet with the principal one day over the summer.
- Conduct regularly scheduled team meetings with all team members.
- Develop team meeting agendas and record minutes.
- Enhance team member's understanding of school and district goals.
- Create a team environment that promotes positive communication and collaboration.
- Coordinate all team and grade level activities (e.g. field trips, in-house presentations, special events).
- Serve as liaison between school/team and larger school community.
- Provide assistance for substitute teachers of team members.
- Provide support to new teachers. Including: check-ins, formal meetings, lesson planning, technology assistance, etc.
- Disseminate trends, new approaches and research findings to the team members.
- Promote public relations between team members and the parent/school community.
- Assist team members with end of year closing procedures including processing all paperwork and providing to the office.
- Be present at evening/afterschool activities as teacher representative. Activities to be determined by the principal including: concerts, HSA events, orientation events, Board meetings (including the Board Highlight Presentation if requested), and HSA meetings. With approval of the principal, these activities may be shared among team leaders.
- Facilitate or coordinate parent conferences, as needed by the team or requested by the parent.
- Handle student/team issues as delegated by the principal.
- Coordinate budget for team (i.e. field trips, team supplies).
- Present to Board of Education sub committees about new teaching techniques, trends, etc., as requested.
- Be responsible for reviewing data with supervisors or principal and coordinate data conversations with the team.
- Member of Site-Based Committee or other appropriate school/district committees.

TERMS OF EMPLOYMENT:

- 10-month schedule; plus one day meeting in the summer
- Stipend position
- Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The Principal shall evaluate the Team Leader in accordance with appropriate policy, regulation, this Job Description and such other criteria as established by the Board of Education.

Revised: August 18, 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3036 Grade Level Leader
Page 1 of 4

JOB TITLE: GRADE LEVEL LEADER (Holland Brook School)

REPORTS TO: Holland Brook School Principal

Two grade level leaders at HBS to be each compensated at a stipend of \$1000.

Grade level leader responsibilities include:

- Meet with Principal twice a month
- Create a team environment that promotes positive communication and collaboration, ie. facilitating CPT and grade level meetings
- Coordinate all team and grade level activities e.g. field trips, in-house presentations
- Serve as liaison between school and larger school community
- Attend and present at Third Grade Orientation evening with parents
- Provide assistance for substitute teachers of team members
- Provide support to new teachers
- Disseminate trends, new approaches and research findings to the team members
- Promote public relations between team members and the parent/school community
- Assist team members with end of year closing procedures including processing all paperwork and providing to office
- Be present at evening/afterschool activities as teacher representative. Activities to be determined by Principal including:
 - All concerts
 - HSA events
 - Third Grade Orientation evening
 - HSA meetings(With approval of Principal, these activities may be shared among team leaders)
- Member of Site-Based Committee

Other duties as designated by the building principal

Adopted: October 14, 2014

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TEACHERS
3044 Staff Development Coordinator
Page 1 of 3

JOB TITLE: STAFF DEVELOPMENT COORDINATOR (.5)

REPORTS TO: Curriculum Supervisors

NATURE AND SCOPE OF JOB:

The Staff Development Coordinator shall work with district administrators to plan and coordinate the district's professional development programs, and to support teachers and administrators in the areas that reflect school and district goals.

QUALIFICATIONS:

The Staff Development Coordinator shall:

1. Hold Master's Degree from an accredited college or university.
2. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
3. Hold and maintain a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, instructional technology, learning assessment and diagnosis, and research related to learning.
6. Exhibit enthusiasm and possess the interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing.
8. Demonstrate the ability and willingness to model effective teaching strategies within the classroom by planning and executing well-designed lessons.
9. Demonstrate proficiency with technology applications.
10. Meet all governmental and Readington Township certification and application requirements.
11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
12. Must hold a valid New Jersey Teaching certification.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Staff Development Coordinator shall:

1. Work to achieve district educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Work cooperatively and collectively with principals, staff and supervisors to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
3. Provide leadership in the development of 21st century skills instruction.
4. Ensure that instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving, and creativity; that they address each student's needs, interests, and skill levels; that they encourage the student to define individual goals and accept responsibility for learning; and that they provide a variety of methods for the student to demonstrate performance and achievement.
5. Assist in the implementation of the district's professional development program for the instructional staff and recommend teacher attendance at conferences and participation in other professional growth activities.
6. Model effective teaching strategies within the classroom, coordinate scheduling of inservice sessions and workshops that support district goals by planning and executing well-designed lessons.
7. Keep abreast of and interpret to the staff the current research in the area of curriculum development, teaching and learning, assessment, differentiated instruction, and 21st century skills.
8. Assume a leadership role in technology usage as applied to curriculum and assessment.
9. Demonstrate leadership in communicating with a variety of audiences throughout the district.
10. Perform other duties as may be assigned.
11. Identify staff development activities outside of the district and share with appropriate staff.
12. Coordinate New Teacher Induction Program.

TERMS OF EMPLOYMENT:

The Staff Development Coordinator shall be employed under the following terms:

1. Work year is established as a 10 month position with 10-20 days of summer work to be assigned.
2. Salary, benefits and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The Curriculum Supervisors, in coordination with principals, shall evaluate the Staff Development Coordinator in accordance with Policy No 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: July 24, 2012

Job Description

READINGTON TOWNSHIP BOARD OF EDUCATION

3044 Coordinator

3044 Coordinator of Green Initiatives and Sustainability

JOB TITLE: Coordinator of Green Initiatives and Sustainability

REPORTS TO: Supervisor of Math, Science, and Technology

NATURE AND SCOPE OF JOB:

This position will require an individual to have a keen understanding of areas related sustainability education in grade K-8 schools. The successful candidate will have experience developing and implementing lessons in a classroom setting related to sustainability and school-wide programs to further enhance our green initiatives.

QUALIFICATIONS:

The Coordinator of Green Initiatives and Sustainability:

23. Hold a valid New Jersey teacher certificate, a certificate in educational administration preferred;
24. Possess a passion and knowledge for the development and implementation of sustainability practices in the district;
25. Demonstrate good communication skills with K-8 students as well as adults;
26. Demonstrate excellent leadership and organizational skills and the ability to motivate people;
27. Have a minimum of five years teaching experience;
28. Be capable and experienced in writing curriculum;
29. Demonstrate a good rapport with colleagues, administrators, parents and students;
30. Demonstrate creativity and a focused vision;
31. Possess an eagerness to learn and be willing to attend out of district workshops and conferences;

32. Continue professional growth through participation in state and national programs, conferences, and informational meetings with person(s) in related positions;
33. Possess and exhibit good listening skills;
34. Have experience supporting staff members in a variety of ways;
35. Demonstrate flexibility and a sense of calm under pressure;
36. Demonstrate the ability to communicate effectively in English, both orally and in writing;
37. Hold a valid New Jersey driver's license with no serious violations;
38. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Green Initiatives and Sustainability shall:

26. Work cooperatively and collectively with principals, supervisors, and staff to ensure that instructional programs and services related to sustainability are coordinated in the schools uniformly and equitably;
27. Identify lessons for students in grades PK-8 related to green initiatives and/or sustainability;
28. Provide in-service training and orientation programs related to existing or new lessons, sustainability practices, and initiatives in the district.
29. Identify areas within the current curriculum where sustainability education can be infused.
30. Ensure the embeddedness of environmentalism and sustainability within the curriculum.
31. Meet with staff and students to promote energy conservation in schools.
32. Work with local, state and national partners to conserve resources, implement renewable solutions and be community leader in sustainable practices.
33. Engage in public outreach and service learning opportunities.
34. Read and research best-practices in green education and sustainable practices.
35. Attend all Green Committee meetings.

36. Identify grants in the area of sustainable education and provide assistance for staff in writing and submitting grants.
37. Coordinate and manage the application process for any future sustainability-related programs, awards, and certifications.
38. Explore and develop educational programs with students to expand green school initiatives.
39. Coordinate with the facilities department to identify areas needing adjustment in the area of sustainability.
40. Communicate and celebrate successes with a greater audience such as state and local events and the Board of Education.
41. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

TERMS OF EMPLOYMENT:

The Coordinator of Green Initiatives and Sustainability shall be employed under the following items:

4. Stipend position;
5. All work to occur outside teaching duties, and may include summer;
6. conditions established by laws and codes of the State; and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

EVALUATION: The Supervisor of Math, Science and Technology shall evaluate the Coordinator of Green Initiatives and Sustainability according to this Job Description and such other criteria as established by the Board of Education.

Adopted: April 28, 2020

Job Description

READINGTON TOWNSHIP BOARD OF EDUCATION

3044 Coordinator
3044 Coordinator of Extended School Year (ESY)

JOB TITLE: Coordinator of Extended School Year (ESY)

REPORTS TO: Director of Pupil Services

NATURE AND SCOPE OF JOB:

This position will require an individual to have a keen understanding of areas related special education in grade K-8 schools. The successful candidate will have experience teaching or case managing students with special needs and will have leadership potential to coordinate the summer ESY program.

QUALIFICATIONS:

The Coordinator of Extended School Year shall:

- 39. Hold a valid New Jersey teacher certificate or educational specialist certificate, a certificate in educational administration (principal or supervisor) also required;
- 40. Demonstrate good communication skills with K-8 students as well as adults;
- 41. Demonstrate excellent leadership and organizational skills and the ability to motivate people;
- 42. Have a minimum of five years teaching experience;
- 43. Have taught in the ESY program in the past
- 44. Demonstrate a good rapport with colleagues, administrators, parents and students;
- 45. Demonstrate creativity and a focused vision;
- 46. Possess and exhibit good listening skills;
- 47. Have experience supporting staff members in a variety of ways;
- 48. Demonstrate flexibility and a sense of calm under pressure;

- 49. Demonstrate the ability to communicate effectively in English, both orally and in writing;
- 50. Hold a valid New Jersey driver's license with no serious violations;
- 51. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Extended School Year shall:

- 42. Work cooperatively and collectively with the Director of Pupil Services to ensure proper oversight of the ESY program;
- 43. Assist in the planning and preparation for the ESY program and ensure necessary information is provided to ESY staff prior to summer;
- 44. Identify areas within the current program that could be improved;
- 45. Meet with staff periodically to troubleshoot issues related to ESY;
- 46. Serve as the parent contact person for special education during the summer ESY program;
- 47. Handle student issues, including discipline during ESY;
- 48. Coordinate transportation and identify any transportation issues related to ESY;
- 49. Assist in placing orders for ESY supplies;
- 50. Work with the facilities department to ensure the delivery of inter-district supplies to the ESY location;
- 51. Manage staff needs during the ESY program;
- 52. Monitor staff timesheets for Director of Pupil Services approval.
- 53. Communicate often with the Director of Pupil Services to manage the program delivery;
- 54. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

TERMS OF EMPLOYMENT:

The Coordinator of Extended School Year shall be employed under the following items:

7. Stipend position;
8. All work to occur outside teaching duties, and will include dates in summer when the ESY program is being held;
9. conditions established by laws and codes of the State; and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

EVALUATION: The Director of Pupil Services shall evaluate the Coordinator of Extended School Year according to this Job Description and such other criteria as established by the Board of Education.

Adopted: April 28, 2020

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READINGTON TOWNSHIP BOARD OF EDUCATION

3200-CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3201	Learning Disabilities Teacher-Consultant
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3203	School Social Worker
3204	Speech Language Specialist
3206	Elementary Guidance Counselor
3207	Middle School Guidance Counselor
3209	Substance Awareness Coordinator
3211	School Nurse
3212	School Medical Inspector/School Physician
3213	Occupational Therapist
3214	Physical Therapist
3215	Behavioral Therapist

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL
3201 Learning Disabilities Teacher - Consultant
Page 1 of 5

JOB TITLE: **LEARNING DISABILITIES TEACHER - CONSULTANT**

REPORTS TO: Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of services as a member of the Child Study Team in the identification and diagnosis of perceptual and learning disabilities, and in the prescription and delivery of appropriate and effective educational services and programs. The Learning Disabilities Teacher-Consultant (LTDC) is primarily a teacher and a consultant, assisting the instructional staff in an understanding of the needs of students with disabilities and recommending and demonstrating techniques, strategies, and materials so that virtually every student meets or exceeds the New Jersey Core Curriculum Content Standards.

QUALIFICATIONS:

The Learning Disabilities Teacher-Consultant shall:

1. Hold a Master's Degree from an accredited college or university.
2. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a learning disabilities teacher-consultant endorsement (N.J.A.C. 6:11-11.13) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
3. Have at least five years of excellent teaching experience.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of child growth and development, learning assessment and diagnosis, the needs and demands of the classroom professional and research related to learning, instructional strategies, and classroom management.
6. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary.

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL
3201 Learning Disabilities Teacher - Consultant
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9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4..
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching performance and performance as a Learning Disabilities Teacher-Consultant.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Learning Disabilities Teacher-Consultant shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Learning Disabilities Teacher-Consultant shall:

1. Provide comprehensive educational evaluation services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of Pupil Services, in accordance with all applicable federal, State and local codes and regulations.

2. Use observation, conferences with the instructional staff, and various assessment techniques to make diagnostic evaluations of individual students in terms of academic performance and learning characteristics in order to identify and diagnose leaning strengths and difficulties and perceptual problems which manifest themselves in the school setting. (N.J.A.C. 6:28-3.4 et seq.) Share findings in writing and orally with appropriate staff and family so that effective interventions and programs are provided.
3. Prepare with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student, monitor the Plan's implementation, and participate in the annual review.
4. Ensure that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations, and that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency (N.J.A.C. 6A:14-3.7 et seq.)
5. Monitor and evaluate the educational program of students with special learning needs, both in and out of the district, through observations, review of school records, staff conferences, and written observation reports to determine whether the present educational program is the one best suited for the students' development. Make recommendations for change where indicated.
6. Serve as the liaison between the student and other professionals providing services (e.g., other members of the Child Study Team, guidance personnel, administrators, teachers, specialists, and medical personnel) to provide effective communications and a coordinated educational program for the student.
7. Assist the instructional staff through conferences, consultations, observations, and demonstrations with classroom organization and the implementation of effective instructional strategies and materials for all students in general and for students with special learning needs in particular.
8. Serve as a consultant to the Principal and instructional staff in matters concerning identification of learning needs and curriculum development so that effective programs and experiences are provided for all students. Recommend policies and procedures that promote student responsibility and a rigorous, supportive academic school environment.
9. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of other school districts and agencies within the community.
9. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of other school districts and agencies within the community.
10. Assist with group testing programs for measuring the aptitudes, achievement, and interests of students, and assist the instructional staff in interpretation of the findings so that programs are developed or modified to meet the needs of students.
11. Provide academic counseling in individual and group settings for students, parents, and personnel who work with the student(s).

12. Initiate, conduct, and assist in the design of surveys and research that have implications for the school program and academic climate for learning.
13. Visit pupil homes when appropriate or upon request of the principal or supervisor.
14. Attend required staff meetings and serve, as appropriate, on staff committees.
15. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
16. Conduct or provide staff development sessions and educational programs for parents to promote an understanding of learning concepts and to increase competency in dealing with problems in learning, behavior, and adjustment.
17. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.
18. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
19. Summarize, interpret, and disseminate current developments in learning theory and the educational performance of students through reading of professional journals, participation in professional development, and involvement in professional organizations.
20. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
21. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services, and not otherwise prohibited by law or regulation.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3202 School Psychologist

Page 1 of 5

JOB TITLE: SCHOOL PSYCHOLOGIST

REPORTS TO: Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of psychological services for students. Responsibilities include serving as a member of the Child Study Team, conducting psychological examinations and evaluations to determine the learning needs of students, providing leadership in promoting an understanding of positive mental health and the needs of children, consulting with the instructional staff in adjusting programs and experiences to enhance learning of the Core Curriculum Content Standards, counseling individuals and groups, and working with all whose responsibilities focus on the educational, social, and emotional well-being of children.

QUALIFICATIONS:

The School Psychologist shall:

1. Hold a Master's Degree from an accredited college or university.
2. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school psychologist endorsement (N.J.A.C. 6:11-11.12) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
3. Have excellent integrity and demonstrate good moral character and initiative
4. Have excellent experience in teaching and working with children and adolescents.
5. Demonstrate knowledge and understanding of child growth and development, learning assessment and diagnosis, psychological research related to learning, and group and individual therapy strategies.
6. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.

8. Demonstrate the ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The School Psychologist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES

The School Psychologist shall:

1. Provide psychological services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of Pupil Services, in accordance with all applicable federal, State and local codes and regulations.
2. Use observation and various assessment techniques as a certified psychological examiner to make psychological diagnostic evaluations of individual students in terms of social, emotional, and intellectual development in order to identify and diagnose learning strengths, difficulties and adjustment problems which manifest themselves in the school setting. (N.J.A.C. 6:28-3.4 et seq.) Share findings in writing and orally with appropriate staff and family so that effective interventions and programs are provided.
3. Prepare with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student, monitor the Plan's implementation, and participate in the annual review.
4. Ensure that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations, and that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency (N.J.A.C. 6A:14-3.7 et seq.)
5. Assist with group testing programs for measuring the aptitudes, achievement, interests, and social-personal development of students, and assist the instructional staff in interpretation of the findings so that programs are developed or modified to meet the needs of students.
6. Provide counseling in individual and group settings for students, parents, and personnel who work with the student(s). Assist students with learning to take responsibility for behavior and attitudes, developing problem-solving and decision-making skills to resolve conflict and crisis situations, and improving interpersonal relationships.
7. Serve as a consultant to the Principal and instructional staff in matters concerning student assessment, measurements, evaluations, mental health factors and conditions, curriculum and program development, learning, and teaching so that effective programs and experiences may be provided for all students. Recommend policies and procedures that promote student responsibility and a healthy and supportive school environment.
8. Monitor and determine whether the present educational program is the one best suited for a student's development and make appropriate recommendations for change where indicated.
9. Serve as a liaison and coordinate services between the school and the mental health professional agencies and resources in the community.
10. Participate in the planning, development and execution of a psychological services program, including a comprehensive plan for suicide prevention and for school-wide early intervention of disabilities as they relate to school performance.
11. Initiate, conduct, and assist in the design of surveys and research that have implications for the school program and climate for learning.

12. Visit pupil homes when appropriate or upon request of the Principal or supervisor.
13. Attend required staff meetings and serve, as appropriate, on staff committees.
14. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
15. Conduct or provide staff development sessions and educational programs for parents to promote an understanding of mental health concepts and to increase competency in dealing with problems in learning, behavior, and adjustment
16. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.
17. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
18. Summarize, interpret, and disseminate current developments in the psychological field related to learning and the educational performance of students through reading of professional journals, participation in professional development, and involvement in professional organizations.
19. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
20. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
21. Observe rigorously the code of ethics of the psychological profession to maintain the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
22. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3203 School Social Worker

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JOB TITLE: SCHOOL SOCIAL WORKER

REPORTS TO: Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of social work services to link the home and the school. Responsibilities include serving as a member of the Child Study Team, assessing the needs of students, providing appropriate social work services, monitoring student performance, consulting with the instructional staff to assist them in providing strategies for student social and personal growth, and coordinating services for and communications with a student's family and other social service resources.

QUALIFICATIONS:

The School Social Worker shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school social worker endorsement (N.J.A.C. 6:11-11.8) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Have excellent integrity and demonstrate good moral character and initiative.
3. Have experience in teaching and working with children and adolescents.
4. Demonstrate knowledge and understanding of child growth and development, community social service resources, and current social work issues.
5. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
6. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The School Social Worker shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Social Worker shall:

1. Provide social work services as a member of the Child Study Team and the Intervention and Referral Team (IRT) in the assessment of, educational planning for, monitoring of, and re-evaluation of students in need of Pupil Services, in accordance with all applicable federal, State and local codes and regulations.

2. Complete a diagnostic social history on students referred to the Child Study Team for evaluation, assessing the status of the student's social and academic adjustment in terms of school performance, family and personal history, socio-economic and cultural influences, and community factors.
3. Prepare, with other Child Study Team members, teachers, and parents, an Individualized Education Program (IEP) for each identified student, monitor the Plan's implementation, and participate in the annual review.
4. Ensure that the instructional program for the identified student addresses the Core Curriculum Content Standards and any accommodations, and that the IEP clearly specifies the performance levels in the Standards at which the student is expected to demonstrate competency (N.J.A.C. 6A:14-3.7 et seq.)
5. Maintain an on-going relationship with families for the purposes of sharing information regarding the student's educational program, assisting the family in cooperatively improving the student's home and school adjustment, using mediation techniques to resolve disputes, providing home management counseling, and assisting the family in utilizing appropriate community and school resources.
6. Assume leadership and cooperative roles in identifying and working with students with social problems and conditions that may interfere with effective learning.
7. Work with and counsel students to enhance their personal and social growth and increase their responsibility for behavior and attitudes. Provide opportunities and resources for students to increase academic success, improve interpersonal relationships, learn problem-solving and decision-making skills, and resolve conflicts and crisis situations.
8. Consult with and assist instructional staff with program modifications and strategies to encourage and support student personal and social growth and responsible behavior.
9. Serve as the school liaison to all community agencies by consulting and collaborating regularly with school personnel, social agencies, and other community resources to establish and provide coordinated social services to students and families.
10. Provide a follow-up program with the student, parents, school personnel, and community resources to support the progress of the student toward a satisfactory personal and school adjustment.
11. Attend juvenile court, probation and/or the Division of Youth and Family Services (DYFS) hearings, when requested, as a representative of the school.
12. Visit pupil homes when appropriate or upon request of the principal or supervisor.
13. Attend required staff meetings and serve, as appropriate, on staff committees.
14. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
15. Conduct or provide social services related staff development sessions for staff members and educational programs for parents.
16. Complete in a timely fashion all records and reports as required by law and regulation or requested by supervisors.

17. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
18. Understand and communicate current developments in the social work field through reading of professional journals, participation in professional development, and involvement in professional organizations.
19. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
20. Recommend policies and procedures that promote a healthy and supportive school environment. Consult with the principal about social adjustment issues and factors.
21. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3204 Speech Language Specialist

Page 1 of 5

JOB TITLE: SPEECH LANGUAGE SPECIALIST

REPORTS TO: Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of services in the identification and diagnosis of speech, language, communication, and hearing disorders and in the prescription and delivery of appropriate educational services and programs to eliminate, reduce, or accommodate disabilities that interfere with the student's meeting and exceeding the Core Curriculum Content Standards.

QUALIFICATIONS:

The Speech Language Specialist shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a Speech Language Specialist or a Speech Correctionist endorsement (N.J.A.C. 6:11-11.9) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.
2. Demonstrate the ability to assess, treat, and provide strategies for the prevention and remediation of speech, language, and hearing disorders.
3. Have at least three years of excellent teaching experience.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Demonstrate knowledge and understanding of speech-language pathology, child growth and development, learning assessment and diagnosis, research related to learning, instructional strategies, and classroom management.
6. Demonstrate an understanding of current rules and regulations regarding Child Study Teams and special education assessment and program requirements.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, and the community.
8. Demonstrate the ability to communicate effectively in English, orally and in writing, using proper grammar and vocabulary

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

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching performance and performance as a Speech Language Specialist.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Speech Language Specialist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Speech Language Specialist shall:

1. Provide comprehensive services for students with speech and/or language disorders, following N.J.A.C. 6A:14 et seq. and other State and District rules, regulations, and procedures.
2. Develop and implement screening procedures to identify students who are in need of corrective speech, language, and/or hearing instruction (N.J.A.C. 6A:14-3.6).
3. Participate on the Child Study Team when students with communications disorders are referred to the Team. Use observation, conferences with the instructional staff, and various assessment techniques to make diagnostic evaluations. Participate in Team conferences and communications with parents and students, and recommend intervention strategies for the Individual Education Plan (IEP). Monitor the Plan's implementation, and participate in the annual review.
4. Plan and deliver treatment for students with speech, language, and/or hearing deficiencies in individual and small group settings.
5. Assist with referrals of students to agencies and resources in the community when appropriate.
6. Provide regular evaluation of students receiving speech, language, and hearing specialized instruction to determine the effectiveness of services.
7. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Principal or Director of Pupil Services.
8. Assist the instructional staff through conferences, consultations, observations, and demonstrations with classroom organization and the implementation of effective instructional strategies and materials for students with speech, language, and hearing disorders.
9. Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of other school districts and agencies within the community.
10. Visit pupil homes when appropriate or upon request of the Principal.
11. Attend required staff meetings and serve, as appropriate, on staff committees.
12. Participate in faculty, school, parent, and community meetings and programs, sharing observations, issues and resources available.
13. Conduct or provide staff development sessions and educational programs for parents to promote an understanding of effective strategies to accommodate speech, language and hearing disorders.
14. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.

15. Summarize, interpret, and disseminate current developments in speech and language pathology through reading of professional journals, participation in professional development, and involvement in professional organizations.
16. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
17. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
18. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
21. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3206 Elementary Guidance Counselor

Page 1 of 8

JOB TITLE: ELEMENTARY GUIDANCE COUNSELOR

REPORTS TO: The Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing comprehensive developmental guidance and counseling services for elementary school students, so that each student develops the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Working collaboratively with other members of the school staff and with parents, the Elementary Guidance Counselor acts as an advocate for the student, arranging for appropriate resources when necessary, and assisting students in understanding the school and its environment, understanding themselves and their relationships with others, and understanding their strengths and needs.

QUALIFICATIONS:

The Elementary Guidance Counselor shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a student personnel services endorsement (N.J.A.C. 6:11-11.11) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold a valid driver's license with no serious violations.
3. Have excellent experience in teaching and working with children.
4. Demonstrate knowledge and understanding of the components and strategies of a comprehensive developmental guidance program, learning assessment and diagnosis, research related to learning, and the resources in the school and community to assist elementary students.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

8. Demonstrate the ability to listen well to children and to adults who work with children.
9. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.
11. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
13. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
14. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Elementary Guidance Counselor shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Elementary Guidance Counselor shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Assist teachers with planning and implementing learning experiences for children that promote positive concepts in self esteem, personal relationships with others, responsible behavior, and attitudes toward school and learning.
3. Teach developmental guidance lessons to address and support the Core Curriculum Content Standards, using a variety of instructional strategies and materials. Ensure that the instruction and materials used meet affirmative action guidelines and are free of stereotyping. Use effective presentation skills, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
4. Provide individual counseling of students referred by self, teachers, parents, and Pupil Services.
5. Provide group counseling to plan and facilitate counseling groups as needs of students warrant which would include but not be limited to groups for new students, loss/bereavement, etc.
6. Provide orientation along with administration, assist in planning and implementing orientation programs such as new students, kindergarten and elementary to middle school.
7. Provide teacher/parent consultation to parents, classroom teachers and grade-level interdisciplinary teams regarding relevant academic, social, or emotional needs of students.
8. Be in Intervention and Referral Team to arrange, plan and conduct Pupil Assistance Committee (PAC) meetings.
9. Be a Child Study Team Liaison to assist in the collection and assimilation of information necessary to Child Study Team and 504 referrals.
10. Articulation with administration, Pupil Personnel Services staff and in-district guidance department.
11. Hold membership in the Attendance Committee, Crisis Management Committee and Intervention and Referral Team.
12. Make referrals to and articulate with outside agencies, including but not limited to NJ Division of Youth and Family Services, law enforcement agencies, Big Brothers/Big Sisters, substance abuse programs, hospice and bereavement programs, Community Mental Health agencies, Crisis Intervention Units and, upon parent releases, private therapists.
13. Standardized Testing: to assist in the administration of school-wide standardized achievement testing and to maintain records for those students falling below minimum levels of proficiency.

14. Developmental Guidance Visits: to conduct class-sized developmental groups with the goal of enhancing personal growth and development. Examples of such may include but are not limited to: Child Abuse Prevention Programs, Drug Awareness Programs, Self Esteem Programs, and Individualized Lessons requested by teachers.
15. System Support: to organize and/or conduct school-wide programs for self esteem, child abuse prevention, etc.
16. Use of Technology: to enhance guidance record keeping and data collection.
17. Plan and implement learning experiences free of stereotyping to address the following Core Curriculum Content Standards:
Cross Content Workplace Readiness Standards, specifically in the areas of:
 - Career planning and workplace readiness skills;
 - Use of technology, information and other tools;
 - Critical thinking, decision-making, and problem solving skills; and
 - Self management skills.
18. Participate on the Intervention and Referral Services Team (IRST). Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques.
19. Coordinate the district applications process for 8th grade students applying to district academies or the county technical school. Ensure that students have the appropriate applications and information about each program.
20. Recommend adjustment in learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
21. Collaborate with the Substance Awareness Coordinator to coordinate substance awareness and substance abuse activities of the school, including providing support for students whose family life involves drugs and alcohol; and serving as a resource for the Substance Abuse Prevention Program, particularly regarding attendance.
22. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Work with students in evolving educational and career plans in terms of such evaluation.
23. Maintain student records and ensure their confidentiality.
24. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employees and other agencies.
25. Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.

26. Maintain a close relationship with the Child Study Team.
27. Work closely with, and involve parents in planning students' career plans, and assist in the resolution of school-related problems.
28. Assist in the organization and administration of standardized test programs.
29. Interview students new to the school, provide orientation and information relative to school procedures, curriculum and extra-curricular opportunities.
30. Participate 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.
31. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment.
32. Arrange for summer work and/or enrollment in summer school programs to make up noted deficiencies.
33. Maintain a professional office environment.
34. Follow the ethical standards for school counselors set forth by the American School Counselor Association.
35. Assist in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
36. Utilize the resources of the community in developing and expanding counseling services and activities.
37. Assist with the implementation of specialized guidance programs, including child abuse, sexual abuse, career education, equity and stereotyping, and other school and district programs.
38. Provide individual and group counseling services, including crisis intervention, to students experiencing difficulty with personal and social growth, and academic performance, referring students to other resources and agencies as needed.
39. Conduct conferences with students, parents, teachers, or administrators to help all to understand and assist students in achieving success in the school and in positive personal growth.
34. Follow the ethical standards for school counselors set forth by the American School Counselor Association.
35. Assist in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
36. Utilize the resources of the community in developing and expanding counseling services and activities.

37. Assist with the implementation of specialized guidance programs, including child abuse, sexual abuse, career education, equity and stereotyping, and other school and district programs.
38. Provide individual and group counseling services, including crisis intervention, to students experiencing difficulty with personal and social growth, and academic performance, referring students to other resources and agencies as needed.
39. Conduct conferences with students, parents, teachers, or administrators to help all to understand and assist students in achieving success in the school and in positive personal growth.
40. Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
41. Monitor student absences and lateness. Contact parents to ensure regular attendance. Make arrangements for assignments to be sent home for students who are to be absent for long periods of time.
42. Provide individual and group orientation sessions for students new to the school, monitoring students to ensure a smooth transition and adjustment into the life of the school.
43. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law.
44. Maintain a confidential log of all counseling sessions.
45. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Assist parents with understanding their role in encouraging children to learn and help those parents who need assistance in understanding child growth and development so that family communication skills are improved.
46. Assist with the administration of the State and school standardized assessments. Interpret results to students, parents, and school personnel.
47. Coordinate the identification and referral of average 7th and 8th graders to the Alternative Middle School Program. Collaborate with program staff to ensure the smooth transition of students to the alternative program.
48. Assist with approved research and follow-up studies related to student achievement, effectiveness of curriculum, student attitudes and perceptions, parent and community perceptions, and other information useful to the school to assess the overall effectiveness of the program for students.
49. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
50. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility.

51. Establish a professional rapport with students that earns their respect.
52. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
53. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
54. Assist with extra curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
55. Ensure the safety and health of all students, notifying the administration of any unsafe conditions, following established procedures.
56. Create a stimulating, attractive, organized, functional, healthy, and safe office, with proper attention to the visual, acoustic, and thermal environments.
57. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.
58. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
59. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
60. Summarize, interpret, and disseminate current developments in the guidance and counseling field, through reading of professional journals, participation in professional development, and involvement in professional organizations.
61. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
62. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
63. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
64. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal and not otherwise prohibited by law or regulation.
65. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3207 Middle School Guidance Counselor

Page 1 of 8

JOB TITLE: MIDDLE SCHOOL GUIDANCE COUNSELOR

REPORTS TO: The Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Assumes professional responsibility for providing comprehensive developmental guidance and counseling services in the areas of educational and career planning, and social and emotional development so that each student develops the skills, attitudes, and knowledge to meet and exceed the State Core Curriculum Content Standards. Working collaboratively with other members of the school staff and with parents, the Middle School Guidance Counselor acts as an advocate for the student, arranging for appropriate resources when necessary, and assisting students in understanding the school and its environment, understanding themselves and their relationships with others, understanding their strengths and needs, and planning for future educational and career opportunities.

QUALIFICATIONS:

The Middle School Guidance Counselor shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a student personnel services endorsement (N.J.A.C. 6:11-11.11) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Have excellent experience in teaching and working with adolescents.
3. Demonstrate knowledge and understanding of the components of a comprehensive developmental guidance program, child growth and development, strategies for effective career and educational planning, learning assessment and diagnosis, research related to learning, and the resources available in the school and community to assist secondary students.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.

7. Demonstrate the ability to listen well to adolescent needs and concerns.
8. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, audio and visual presentations, and telecommunications.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
12. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Middle School Guidance Counselor shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Middle School Guidance Counselor shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Develop with the student and then monitor a sequential educational plan of high school studies and experiences leading to a high school diploma and demonstrated proficiency in the Core Curriculum Content Standards, consistent with post-high school plans and the needs, interests, and skill levels of the student. The plan shall include parent approval and the student accepting responsibility for learning and successful performance.
3. Assist with maintaining and updating catalogues, displays, and materials.
4. Ensure that the materials and distribution meet affirmative action mandates and are free of stereotyping.
5. Provide individual counseling of students referred by self, teachers, parents, and Pupil Services.
6. Provide group counseling to plan and facilitate counseling groups as needs of students warrant which would include but not be limited to: groups for peer mediation, conflict resolution, new students and children dealing with divorce, bereavement, etc.
7. Make developmental guidance visits to conduct class-sized developmental groups, with the goal of enhancing personal growth and development. Examples of such may include, but are not limited to: decision-making workshops, career awareness, middle and high school transitions, and Child Abuse Prevention Programs.
8. Provide an Orientation/Transition Program along with administration and assist in planning and implementing orientation programs. This includes in-district orientations from primary to intermediate to middle schools, as well as out-of-district transitions from middle to high school and to and from other public and private schools.
9. Provide teacher/parent consultation to consult with parents, classroom teachers and grade-level interdisciplinary teams regarding relevant academic, social, or emotional needs of students.
10. Assist Intervention Teams to arrange, plan and conduct Pupil Assistance Committee (PAC) meetings.
11. Be a Child Study Team liaison to assist in the collection and assimilation of information necessary to Child Study Team and 504 referrals.
12. Provide articulation with administration, Pupil Personnel Services staff, in-district guidance department and High School Guidance Department.

13. Hold membership on the Assistance Committee, Crisis Management Committee, and Intervention Team.
14. Make referrals to and articulate with outside agencies, including but not limited to: NJ Division of Youth and Family Services, law enforcement agencies, Big Brothers/Big Sisters, substance abuse programs, hospice and bereavement programs, Community Mental Health agencies, Crisis Intervention Units, and, upon parent releases, private therapists.
15. Assist in the administration of school-wide standardized achievement testing and to maintain records for those students falling below minimum levels of proficiency.
16. Provide us of technology to enhance guidance record keeping and data collection.
17. Provide system support to organize and/or conduct school-wide programs such as "Career Day", workshops on substance awareness, sexual harassment, etc.
18. Make arrangements for assignments to be sent home for students who are to be absent for long periods of time.
19. Provide counseling services, including crisis intervention, to students experiencing difficulty with student growth and performance, referring students to other resources and agencies as needed.
20. Assist students in evaluating their aptitudes and abilities through the use of teacher comments, interpretation of individual standardized test scores and other pertinent data. Work with students in evolving educational and career plans in terms of such evaluation.
21. Maintain student records and ensure their confidentiality.
22. Provide information and prepare recommendations to colleges for admissions and scholarships, as well as to potential employees and other agencies.
23. Work closely with teachers, administrators and other professional staff members, providing information and assistance where needed for the ultimate benefit of students.
24. Maintain a close relationship with the Child Study Team.
25. Work closely with, and involve parents in planning students' career plans, and assist in the resolution of school-related problems.
26. Assist in the organization and administration of standardized test programs.
27. Interview students new to the school, provide orientation and information relative to school procedures, curriculum and extra-curricular opportunities.
28. Participate 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.
29. Work to prevent students from dropping out of school, and assist those that do in finding alternative educational programs and/or employment.

30. Maintain a professional office environment.
31. Follow the ethical standards for school counselors set forth by the American School Counselor Association.
32. Assist in the evaluation of current curriculum offerings and in the planning, selection and implementation of new course offerings.
33. Utilize the resources of the community in developing and expanding counseling services and activities.
34. Provide for a smooth transition from middle school to high school, which may include orientation programs for students and parents.
35. Conduct conferences with students, parents, teachers, or administrators to help all to understand and assist students in achieving success in the school and in positive personal growth.
36. Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
37. Plan and implement learning experiences free of stereotyping to address the Core Curriculum Content Standards of:
Cross Content Workplace Readiness Standards, specifically in the areas of:
 - Career planning and workplace readiness skills;
 - Use of technology, information and other tools;
 - Critical thinking, decision-making, and problem solving skills; and
 - Self management skills.Comprehensive Health and Physical Education Standards, specifically in the areas of :
 - Health promotion and disease prevention concepts and health enhancing behaviors;
 - Health-enhancing, personal, interpersonal, and life skills; and
 - Physical, mental, emotional, and social effects on the use and abuse of alcohol, tobacco, and other drugs.
38. Teach developmental guidance lessons that are free of stereotyping and follow affirmative action guidelines to address the Core Curriculum Content Standards, using a variety of instructional strategies and materials. Use effective presentation skills, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
39. Provide, if assigned substance abuse responsibilities, a program consistent with code (N.J.A.C. 6:29-6 et seq.) and local policies and regulations.
40. Provide individual and group orientation sessions for students new to the school, monitoring to ensure a smooth transition and adjustment into the life of the school.

41. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law.
42. Maintain a confidential log of all counseling sessions.
43. Assist with the administration of the State and school standardized assessments. Interpret results to students, parents, and school personnel.
44. Assist with approved research and follow-up studies related to student achievement, effectiveness of curriculum, student attitudes and perceptions, parent and community perceptions, status of graduates, and other information useful to the school to assess the overall program effectiveness for students.
45. Assist with providing gender and racial equity programs and with other services designed to reduce and eliminate stereotypes and biases.
46. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
47. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility.
48. Establish a professional rapport with students that earns their respect.
40. Communicate regularly with parents, seeking their support and advice, so as to create a cooperative relationship to support the student in the school. Hold conferences in the evening when required.
50. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
51. Assist with the preparation and monitoring of Individualized Education Plans for selected students.
52. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students. Assist with supervision of students in non-classroom areas as assigned.
53. Assist with extra curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
54. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
55. Create a stimulating, attractive, organized, functional, healthy, and safe office, with proper attention to the visual, acoustic, and thermal environments.
56. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.

57. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
58. Notify immediately appropriate personnel of evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
59. Summarize, interpret, and disseminate current developments in the guidance and counseling field, through reading of professional journals, participation in professional development, and involvement in professional organizations.
60. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
61. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
62. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
63. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
64. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3209 Substance Awareness Coordinator

Page 1 of 6

JOB TITLE: SUBSTANCE AWARENESS COORDINATOR

REPORTS TO: The Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Plans, implements, supervises, and evaluates a comprehensive substance awareness program to ensure that all students and staff are free of substance abuse of drugs, alcohol, tobacco, anabolic steroids, and controlled dangerous substances. Responsibilities include staff development, curriculum development, instructional programs, counseling/intervention/treatment services, coordination of community/school programs and services as well as policy and procedure review.

QUALIFICATIONS:

The Substance Awareness Coordinator shall:

1. Hold a valid New Jersey supervisor's certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a substance awareness coordinator endorsement (N.J.A.C. 6:11-11.5) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq.. The licensure shall include a State-approved school residency of at least six months, with a minimum of 300 clock hours of supervised practicum and professional experiences.
2. Have excellent experience in working with children, adolescents and adults. Demonstrate the ability to listen well to needs and concerns.
3. Have excellent experience in working with adults, teachers, parents, and community members.
4. Demonstrate knowledge and understanding of the components of a comprehensive substance awareness program, child growth and development, substance use assessment, and the resources available in the school and community to assist students.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates enthusiasm and sensitive interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Substance Awareness Coordinator shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Substance Awareness Coordinator shall:

1. Establish high standards and expectations for all students for academic performance and responsibility for behavior.
2. Plan, implement, supervise, and evaluate a comprehensive substance awareness program in accordance with N.J.S.A. 18A:40A-1 et seq. that includes:
 - Staff development concerning substance abuse issues and the district's programs and services;
 - Curriculum development and revision;
 - Instructional programs;
 - Coordinated counseling, intervention, and treatment services;
 - Coordinated community and school programs and services; and
 - Policy and procedures to address substance use by students.
3. Assist the K-12 instructional and supervisory staff with the planning and implementing of a sequential and comprehensive instructional program to address the Comprehensive Health and Physical Education Standards and other curriculum guidelines developed by the State. Teach lessons when appropriate or assigned. The program shall include instruction appropriate for each grade level in:
 - The nature of drugs, alcohol, tobacco, anabolic steroids and controlled dangerous substances;
 - The physiological, psychological, sociological, and legal effects of substances on the individual, the family, and society (N.J.S.A. 18A:40A-1,2);
 - Health promotion and disease prevention concepts and health-enhancing behaviors; and
 - Health-enhancing personal, interpersonal, and life skills.
4. Plan, organize, supervise, and evaluate a comprehensive staff development program that addresses issues of substance use, indicators of use, responsibilities of the staff, intervention strategies, and the procedures and services of the district and the community. (N.J.S.A. 18A:40A-15). Included in the on-going staff development shall also be programs for teachers teaching substance awareness curriculum (N.J.S.A. 18A:40A-3).
5. Plan, organize, supervise, and evaluate comprehensive parent education and outreach programs following the guidelines of the State and district (N.J.S.A. 18A:40A-16 et seq.). The ongoing program for parents shall include:
 - Review of curriculum and how the parent can support the program of studies;
 - Information on the pharmacology, physiology, psychosocial and legal aspects of substance use;
 - Information on school and district policies and procedures regarding substance use; and
 - Information on district and community resources for prevention, early intervention, treatment, and rehabilitation.
6. Collect and analyze data regarding substance use of students, the effectiveness of the programs and services of the district, and the need for new programs or modifications to existing programs. Share results with appropriate staff and use the information to make recommendations.

7. Coordinate loans of educational materials developed by the State to nonpublic schools (N.J.S.A. 18A:40A-5).
8. Plan, organize, supervise, and evaluate a program for identifying and assisting students at a high risk for use and addiction, particularly those with a family history of use.
9. Plan, organize, supervise, and evaluate comprehensive substance use counseling, intervention, and treatment services, coordinated among the schools and community resources. The services shall include identification, assessment, individual and group counseling, support groups, referrals to other agencies and services, and aftercare support.
10. Serve as a district representative to the community.
11. Assist school and district administrators in the development and regular review of substance use policies and procedures, ensuring that they are effective and meet statute and code requirements.
12. Coordinate the process and procedures for reporting, examining, and treating students suspected of use, and ensure that they are in compliance with statute and code (N.J.S.A. 18A:40A-12).
13. Counsel students, including crisis intervention, for students with substance use issues, referring students to other resources and agencies as needed.
14. Maintain a confidential daily log of all counseling sessions.
15. Maintain accurate student records, protecting the privacy and confidentiality of information, in accordance with school policy and federal and State law (N.J.S.A. 18A:40A-7.1). Cooperate with juvenile justice officials when necessary in providing information and rendering substance use treatment services, following district and State policies and the *Memorandum of Agreement Between Education and Law Enforcement Officials*.
16. Participate when requested on the Intervention and Referral Services Team (IRST) or Section 504 Team. Assist in the assessment and diagnosis of the learning, social, and emotional needs and styles of students, using a variety of techniques. Recommend adjustment in learning experiences accordingly, requesting advice and assistance from specialists when appropriate.
17. Work closely with other school personnel to prevent students from dropping out of school, particularly those with substance use issues, and assist with finding alternative programs or employment when necessary.
18. Conduct conferences with students, parents, teachers, and administrators to help all to understand and assist students in achieving success in the school and in positive, substance-free personal growth.
19. Coordinate school and community resources when needed to assist a student and parents, working closely with other school personnel, including the administration, nurse, social worker, learning disabilities teacher consultant, attendance officer, and others.
20. Assist in preparing grant and other applications as requested.

21. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
22. Provide a nurturing, supportive, and positive climate, using positive motivation that encourages student responsibility and earns respect.
23. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
24. Assume responsibility for all students within the school, beyond those specifically assigned, supervising in a fair and constructive manner to ensure the safety and well being of all students.
25. Assist with extra-curricular activities, supporting the total program of the school. Attend student events to demonstrate genuine interest in the life of the students.
26. Ensure the safety and health of all students, notifying the administration of any unsafe conditions following established procedures.
27. Create a stimulating, attractive, organized, functional, healthy, and safe office, with proper attention to the visual, acoustic, and thermal environments.
28. Serve as a role model for students, dressing professionally, demonstrating the importance and relevance of learning, accepting responsibility in school, and demonstrating pride in the honorable profession of teaching and counseling.
29. Attend required staff meetings and serve, as appropriate, on staff committees. Participate in curriculum and program development, and in the selection of materials and equipment to support instruction.
30. Summarize, interpret, and disseminate current developments in the substance use and counseling fields, through reading of professional journals, participation in professional development, and involvement in professional organizations.
31. Continue to grow professionally through collaboration with colleagues and professional growth experiences. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
32. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
33. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
34. Perform any duties that are within the scope of employment and certifications, as assigned by the Director of Pupil Services and the Principal and not otherwise prohibited by law or regulation.
35. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3211 School Nurse

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JOB TITLE: SCHOOL NURSE

REPORTS TO: Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Serves as the primary advocate for the health and well being of students and staff within the school. Responsibilities include health screenings and services, emergency first aid, the care of those who are ill and injured while in the school, maintenance of health records, and instruction in sound health practices.

QUALIFICATIONS:

The School Nurse shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school nurse endorsement (N.J.A.C. 6:11-11.7) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold a license as a registered professional nurse (RN) in New Jersey.
3. Hold and maintain a current CPR/AED certification and Professional Rescuer Certification.
4. Hold and maintain a valid driver's license with no serious violations.
5. Show evidence of successful school nurse experience including teaching of health related topics.
6. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The School Nurse shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Nurse shall:

1. Work in concert with the school administration, School Medical Director/School Physician and other medical personnel who are appointed by the Board, completing appropriate records and reports and carrying out medical orders that may be issued.

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

16. Consult with the Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
17. Plan and implement school health management protocols for the child with chronic health problems.
18. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids. Follow district policy for Crisis Intervention and DYFS reporting.
19. Counsel students, staff, and parents concerning health issues, care, treatment, and other community health issues.
20. Serve as a resource to the instructional staff in developing curriculum, modifying instruction and selecting the materials used to meet the State Core Curriculum Content Standards for a comprehensive health education program.
21. Teach students, upon request of classroom teacher or Building Administrator selected health topics including but not limited to:
 - Health promotion and disease prevention concepts and health-enhancing behaviors;
 - Health-enhancing personal, interpersonal, and life skills;
 - Effects of the use and abuse of alcohol, tobacco, and other drugs;
 - Biological, social, cultural, and psychological aspects of human sexuality and family life;
 - Health-related fitness concepts;
 - Career planning and workplace readiness skills;
 - Critical thinking, decision-making, and problem solving skills;
 - Self-management skills; and
 - Safety principles.
22. Serve as a resource to classroom teachers on comprehensive health related instruction so that all students demonstrate competency in the Core Curriculum Content Standards.
23. Understand and communicate current developments in the health field through reading of professional journals, participation in professional development, and involvement in professional organizations.
24. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
25. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
26. Attend required staff meetings and serve, as appropriate, on staff committees.
27. Maintain in safe, clean condition, all health office equipment needed to carry out job functions and responsibilities.

28. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
29. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
30. Perform any duties that are within the scope of the New Jersey Nurse Practice Act, employment and certifications, as assigned by the Principal and Director of Pupil Services and not otherwise prohibited by law or regulation.
30. Perform any duties that are within the scope of the New Jersey Nurse Practice Act, employment and certifications, as assigned by the Principal and Director of Pupil Services and not otherwise prohibited by law or regulation.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL
3212 School Medical Inspector/School Physician
Page 1 of 5

JOB TITLE: SCHOOL MEDICAL INSPECTOR/SCHOOL PHYSICIAN

REPORTS TO: Director of Pupil Services

SUPERVISES: School Health Personnel

NATURE AND SCOPE OF JOB:

Serves as an advocate for the health and well being of students and staff within the district by serving as a medical consultant, approving medical protocols and emergency procedures, evaluating the health services program for the district and each of its schools, and providing health screenings and examinations of students and staff to ensure that the learning potential of each student is not diminished by a remediable physical disability and the school community is protected from the spread of communicable disease or other health or cleanliness detriments.

QUALIFICATIONS:

The School Medical Inspector/School Physician shall:

1. Hold a medical degree from a recognized medical school with a specialty in pediatrics, internal medicine, orthopedics, and/or family practice.
2. Hold a current license for the practice of medicine and surgery in the State of New Jersey (N.J.S.A. 18A:40-1).
3. Show evidence of successful health care experience working with children and adolescents.
4. Hold a driver's license with no serious violations.
5. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

1. Required documentation outlined in the qualifications above.
2. A minimum of three letters of reference from former employers or medical school personnel.
3. District application and resume.
4. Transcript of medical degree.
5. Employment interview.

EMPLOYMENT TERMS:

The School Medical Inspector/School Physician shall be employed under the following terms:

1. Services provided on a schedule determined by the Superintendent or designee.
2. Salary, benefits, and leave time as specified in a written contractual agreement.
3. Conditions established by laws and codes of the State, and policies, rules and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Medical Inspector/School Physician shall:

1. Serve as a medical consultant in the planning, revision, implementation, and evaluation of the health services program of the district and each of its schools.
2. Serve as a medical consultant in the development and revision of Board policies and regulations.
3. Communicate with the Board, the Superintendent, and School Nurses current medical developments and procedures that may affect the health and wellness of students and staff and the procedures of the health services program.
4. Approve periodically all medical protocols and medical emergency procedures of the district and its schools.

5. Examine and evaluate students individually in surroundings that afford privacy using accepted medical procedures. Examinations and screenings may be performed by the Medical Inspector or by approved staff under the supervision of the Medical Examiner. Examinations and screenings shall be those prescribed by State statute, the rules and regulations of the State Board of Education and the State Department of Health, and the policies and regulations of the Board of Education, including:
 - A comprehensive physical examination every third year on each child enrolled in the public schools as early in the school session as possible in accordance with the schedule developed by the Superintendent or designee (Board Policy 5310 and N.J.A.C. 6A:16-2.2 et seq.).
 - Annual examination for scoliosis for students between the ages of 10 and 18 (N.J.S.A. 18A:40-4.3).
 - Students referred for health, physical, emotional, or behavioral problems.
 - Students referred for suspected drug, alcohol or anabolic steroid use (Board Policy 5530).
 - Students involved in school-provided transportation involved in a local accident.
 - Students referred for evaluation for eligibility for special education and/or related services (Board Policy 2460.7).
 - Students referred for suspected communicable disease.
 - Students referred following a prolonged absence as a result of a serious illness or accident.
 - Students seeking working papers.
 - Students engaged in athletics (N.J.A.C. 6A: 16-2.2 et seq. and Board Policy 2431).
 - Other examinations and screenings to ensure that the learning potential of each student is not diminished by a remediable physical disability and the school community is protected from the spread of communicable disease or other health or cleanliness detriments.
6. Record the evaluation and screening findings on forms provided by the district. Report to parents the findings and recommend treatment where necessary (N.J.S.A. 18A:40-4 and 40-5).
7. Observe all regulations and policies regarding parents who request in writing an exemption from health screenings and examinations (N.J.S.A. 18A:40-4 et seq.).
8. Examine and evaluate district employees individually in surroundings that afford privacy using accepted medical procedures. Examinations and screenings shall be those prescribed by State statute, the rules and regulations of the State Board of Education and the State Department of Health, and the policies and regulations of the Board of Education, including:
 - New employees, including the administration of the tuberculin test and arrangement for a chest x-ray for positive reactors.
 - Employees returning from absence due to prolonged or serious illness or accident, when requested by the Superintendent.
 - Employees, when circumstances warrant a request by the Superintendent to ensure the health and safety of students and staff.
9. Comply with the rules and regulations of the local Board of Health and the State Department of Health regarding the sanitation of public grounds and buildings and the prevention of communicable diseases. Make recommendations for improvement or correction to the Superintendent when circumstances warrant.

10. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
11. Follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5).
12. Follow acceptable and established procedures for the disposal of medical waste.
13. Recommend appropriate medical supplies and equipment necessary to operate school health service facilities.
14. Work with community health agencies and resources to provide a comprehensive and coordinated health services program for the school and its students.
15. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
16. Conduct or recommend health related professional development sessions for staff members.
17. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
18. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
19. Perform duties that are within the scope of employment and licenses as assigned and not otherwise prohibited by law or regulation, including duties consistent with N.J.S.A. 18A:40-1, N.J.A.C. 6:29-1.2, N.J.S.A. 18A:40-4, N.J.S.A. 18A:40-3, N.J.A.C. 6A:16-2.2, et seq., Board Policy 5310, Board Regulation 5310, N.J.S.A. 18A:16-2, N.J.A.C. 6:29-7.1 et seq., Board Policy 2431 and Board Regulation 2431.2, as may be from time to time amended.
20. Adhere to New Jersey school law, State Board of Education and State Board of Health rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3213 Occupational Therapist

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JOB TITLE: OCCUPATIONAL THERAPIST

REPORTS TO: Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of occupational therapy services, following established protocols and the student's Individual Education Plan (IEP). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles. Provides a treatment plan to promote wellness, physical and mental development, with an emphasis on fine and gross motor development, visual and perceptual skills, reasoning and cognitive skills, and functional self-care skills.

QUALIFICATIONS:

The Occupational Therapist shall:

1. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school occupational therapist endorsement (N.J.A.C. 6:11-11.15) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
2. Hold a certification by the National Board for Certification in Occupational Therapy (NBOTC).
3. Hold a current CPR certification and a current Basic First Aid certification.
4. Hold and maintain a valid driver's license with no serious violations.
5. Show evidence of successful occupational therapy experience and experience working with children and adolescents, preferably in a school setting.
6. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.

9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Occupational Therapist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Occupational Therapist shall:

1. Work in concert with the school administration, School Medical Examiner, and other medical personnel who are appointed by the Board, completing appropriate records and carrying out medical orders that may be issued.
2. Plan and conduct screening and initial evaluations of students by means of observation and professionally accepted assessments to determine the level of ability and disability relative to the need for occupational therapy. Inform parents and appropriate staff of the need for corrective care. Participate when requested on the Child Study Team and the Intervention and Referral Team (IRT) in the identification and placement of students in need of specialized services.
3. Plan and implement habilitative/rehabilitative programs of therapy following established occupational therapy protocols in accordance with the student's IEP that will develop improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
4. Conduct individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
5. Recommend and train students in the use of assistive technology or orthotic devices, including the use of prosthetic devices.
6. Observe students in the school setting and advise the Child Study Team and instructional personnel when the need to make adjustments in the instructional program is needed.
7. Keep the professional staff, health care providers, and parents informed with treatment objectives and student progress. Provide instruction so that parents and others reinforce and assist with the treatment.
8. Maintain and ensure an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
9. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
10. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5).
11. Follow acceptable and established procedures for the disposal of medical waste.
12. Select, arrange for purchase, and store appropriate supplies and equipment necessary to operate a school occupational therapy program, following school and district procedures. Recommend a budget to support the program.
13. Maintain in safe, working condition all occupational therapy equipment.

14. Work with community health agencies and resource persons to provide a comprehensive and coordinated school occupational therapy program.
15. Visit student homes to assess family needs related to a child's functioning independently, or upon request of the principal or supervisor. Consult with the Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
16. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Understand and communicate current developments in the occupational therapy field through reading of professional journals, participation in professional development, and involvement in professional organizations.
18. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and district procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
19. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
22. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
23. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
24. Understand and abide by the American Occupational Therapy Association's Occupational Therapy *Code of Ethics* and the *Standards of Practice for Occupational Therapy*, and other AOTA documents relevant to the deliver of occupational therapy services.
25. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3214 Physical Therapist

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JOB TITLE: PHYSICAL THERAPIST

REPORTS TO: Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of physical therapy services, following established protocols and the student's Individual Education Plan (IEP). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles. Provides a treatment plan to promote wellness, physical and mental development, with an emphasis on fine and gross motor development, visual and perceptual skills, reasoning and cognitive skills, and functional self-care skills.

QUALIFICATIONS:

The Physical Therapist shall:

1. Hold a Master's Degree from an accredited college or university.
2. Hold a valid New Jersey educational services certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11 with a school occupational therapist endorsement (N.J.A.C. 6:11-11.15) and other appropriate endorsement(s) in accordance with the requirements of N.J.A.C. 6:11-10.1 et seq..
3. Hold a certification by the National Board for Certification in Occupational Therapy (NBOTC).
4. Hold a current CPR certification and a current Basic First Aid certification.
5. Hold and maintain a valid driver's license with no serious violations.
6. Show evidence of successful physical therapy experience and experience working with children and adolescents, preferably in a school setting.
7. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of eligibility to work in the United States by completing the I-9 form.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Physical Therapist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Physical Therapist shall:

1. Work in concert with the school administration, School Medical Examiner, and other medical personnel who are appointed by the Board, completing appropriate records and carrying out medical orders that may be issued.
2. Plan and conduct screening and initial evaluations of students by means of observation and professionally accepted assessments to determine the level of ability and disability relative to the need for physical therapy. Inform parents and appropriate staff of the need for corrective care. Participate when requested on the Child Study Team and the Intervention and Referral Team (IRT) in the identification and placement of students in need of specialized services.
3. Plan and implement habilitative/rehabilitative programs of therapy following established physical therapy protocols in accordance with the student's IEP that will develop improve, sustain, or restore skills in academic, daily living, school, and leisure activities.
4. Conduct individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
5. Recommend and train students in the use of assistive technology or orthotic devices, including the use of prosthetic devices.
6. Evaluate patients to ascertain type of physical therapy treatment required.
7. Perform appropriate physical therapy treatment procedures.
8. Observe and accurately records patient's reactions and progress.
9. Adjust orthotic and prosthetic appliances.
10. Evaluate patient for adaptive equipment.
11. Adjust and make minor repairs to physical therapy equipment and apparatus.
12. Recognize potential hazards and dangerous situations and to take those measures required to ensure their removal and/or connection.
13. Work harmoniously and cooperatively with associates.
14. Prepare reports and maintain records and files.
15. Read and interprets the NJ Physical Therapy Practice Act and the legal aspects of the practice of physical therapy in New Jersey.
16. Apply the Code of Ethics, Guide for Professional Conduct, and Standards for Physical Therapy Services of the American Physical Therapy Association to daily practice.
17. Observe students in the school setting and advise the Child Study Team and instructional personnel when the need to make adjustments in the instructional program is needed.

18. Keep the professional staff, health care providers, and parents informed with treatment objectives and student progress. Provide instruction so that parents and others reinforce and assist with the treatment.
19. Maintain and ensure an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
20. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
21. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5).
22. Follow acceptable and established procedures for the disposal of medical waste.
23. Select, arrange for purchase, and store appropriate supplies and equipment necessary to operate a school occupational therapy program, following school and district procedures. Recommend a budget to support the program.
24. Maintain in safe, working condition all occupational therapy equipment.
25. Work with community health agencies and resource persons to provide a comprehensive and coordinated school occupational therapy program.
26. Visit student homes to assess family needs related to a child's functioning independently, or upon request of the Principal or supervisor. Consult with the Child Study Team, Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
27. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
28. Understand and communicate current developments in the physical therapy field through reading of professional journals, participation in professional development, and involvement in professional organizations.
29. Complete the required 100 clock hours of State-approved continuing professional development every five years in accordance with State and District procedures, as specified in the Professional Improvement Plan (N.J.A.C. 6:11-13).
30. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.
31. Attend required staff meetings and serve, as appropriate, on staff committees.

32. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
33. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
34. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
35. Perform any duties that are within the scope of employment and certifications, as assigned by the Principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
36. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3215 Behavioral Specialist

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JOB TITLE: **BEHAVIORAL SPECIALIST**

REPORTS TO: Principal and Director of Pupil Services

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Provides a full range of behavioral therapy services, following established protocols and the student's Individual Education Plan (IEP) and by the Intervention and Referral Team (IRT). Assists in the identification and diagnosis of students who have a disease, disorder, impairment, activity limitation, or participation restriction which interferes with their ability to function independently in daily life roles. Provides a treatment plan to promote wellness, physical and mental development, visual and perceptual skills, reasoning and cognitive skills.

QUALIFICATIONS:

The Behavioral Specialist shall:

1. Hold a Bachelor's degree with a major in psychology or a related field of study.
2. Show evidence of successful behavioral therapy experience and discrete trial experience working with children and adolescents, preferably in a school setting.
3. Demonstrate knowledge and understanding of child growth and development, wellness education, community health and social service resources, and current health issues.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates enthusiasm and the interpersonal skills to relate well with students, staff, administration, parents, the community, and health and social service agencies.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.

CHILD STUDY TEAM/COUNSELORS/MEDICAL PERSONNEL

3215 Behavioral Specialist

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Behavioral Specialist shall be employed under the following terms:

1. Work year of 215 days.
2. Salary or hourly wage, benefits, and leave time as specified in the Collective Bargaining Agreement.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

The Behavioral Specialist shall:

1. Work in concert with the school administration and other school personnel who are appointed by the Board, completing appropriate records and carrying out orders that may be issued.
2. Plan and conduct screening and initial evaluations of students by means of observation and professionally accepted assessments to determine the level of ability and disability relative to the need for behavioral therapy. Inform parents and appropriate staff of the need for corrective care. Participate when requested on the Child Study Team (CST) and the Intervention and Referral Team (IRT) in the identification and placement of students in need of specialized services.
3. Plan and implement habilitative/rehabilitative programs of therapy following established behavioral therapy protocols in accordance with the student's IEP that will develop improve, sustain, or restore skills in academic, daily living, school, and leisure activities.

4. Conduct individual and group therapy in the areas of fine and gross motor development, visual and sensory perception, reasoning, cognitive, and functional self-care skills.
5. Use both socratic and inductive methods to understand and assist pupils.
6. Observe students in the school setting and advise the Child Study Team (CST) and instructional personnel when the need to make adjustments in the instructional program is needed.
7. Keep the professional staff, health care providers, and parents informed with treatment objectives and student progress. Provide instruction so that parents and others reinforce and assist with the treatment.
8. Maintain and ensure an accurate student therapy record system. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
9. Complete and submit in a timely fashion all medical forms and reports as required by statute, regulation, policy, or as requested.
10. Understand and follow established procedures for sanitation and hygiene in the handling of body fluids (N.J.A.C. 6:29-2.5).
11. Provide student programming and parent training services.
12. Select, arrange for purchase, and store appropriate supplies and equipment necessary to operate a school behavioral therapy program, following school district procedures. Recommend a budget to support the program.
13. Maintain in safe, working condition all behavioral therapy equipment.
14. Work with community health agencies and resource persons to provide a comprehensive and coordinated school behavioral therapy program.
15. Visit student homes to assess family needs related to a child's functioning independently, or upon request of the principal or supervisor. Consult with the Child Study Team (CST), Attendance Officer, and other school personnel regarding the health of a child and the home situation, recognizing that the total family health and home status is important to the welfare of the child.
16. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
17. Understand and communicate current developments in the behavioral therapy field through reading of professional journals, participation in professional development, and involvement in professional organizations.
18. Recommend policies and procedures that promote a healthy school environment and a clean, safe facility. Identify and communicate to the principal any unsafe practices or conditions.

19. Attend required staff meetings and serve, as appropriate, on staff committees.
20. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
21. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the school.
22. Perform any duties that are within the scope of employment and certifications, as assigned by the principal or Director of Pupil Services and not otherwise prohibited by law or regulation.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities .

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

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

Revised: September 2021

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3301	Director of Athletics-Middle School
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JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

ATHLETICS
3301 Athletic Coordinator
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JOB TITLE: ATHLETIC COORDINATOR

REPORTS TO: Superintendent of Schools and Middle School Principal

SUPERVISES: Athletic Coaches and Athletic Trainers and other athletics personnel

NATURE AND SCOPE OF JOB:

Provides leadership in the development, organization, implementation, coordination, and evaluation of the athletic programs. Achieving excellence requires that the Athletic Coordinator works collaboratively to lead and nurture members of the staff and to communicate effectively with parents, members of the community, and colleagues in other districts and schools. Inherent in the position are the responsibilities for planning, curriculum development, program evaluation, personnel management, and financial management.

QUALIFICATIONS:

The Athletic Coordinator shall:

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11, with a supervisor endorsement (N.J.S.A. 18A:26-2.1 and N.J.A.C. 6:11-9.3 and 9.6).
2. Hold a Master's Degree from an accredited college or university.
3. Hold and maintain current first aid certification and CPR certification.
4. Have excellent administrative and/or teaching experience and work with adolescents, including experience as an athletic coach.
5. Demonstrate excellent organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
8. Demonstrate an understanding of the regulations regarding the operation of an athletic program.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Athletic Coordinator shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Athletic Coordinator shall:

1. Athletic Responsibilities

- a. Develop and coordinate the interscholastic athletic programs.
- b. Keep the middle school principal informed on all matters pertaining to the interscholastic athletic program.
- c. Recommend and assign athletic coaches and support personnel.
- d. Prepare, in detail, an annual budget for the athletic department in the areas of equipment, supplies, contracted services and facilities improvement.
- e. Initiate purchase requisitions for all athletic supplies, materials and equipment and provide for their receipt and distribution.
- f. Schedule all athletic events and coordinate use of facilities.
- g. Schedule physicals for all athletics, as needed, and ensure medical coverage at all athletic events as required.
- h. Prepare and coordinate a schedule of field lining and care for each season. Update this schedule as the needs arise due to rescheduled games or matches.
- i. Review with each coach his/her duties and responsibilities in connection with his/her particular sport.
- j. Check, complete, and keep a record of eligibility and parental permission for all athletic participants.
- k. Develop and place into operation appropriate rules and regulations governing the conduct of athletic activities.
- l. Supervise the care and treatment of all athletes and the repair, cleaning and storage of all athletic equipment.
- m. Prepare an athletic awards program that will recognize the contribution and achievement of our student athletes.
- n. Collaborate with the Township Recreation Department to supplement their programs and services.
- o. Compile and complete required reports and statistics and assist in scheduling as needed.

2. Promote the athletic program.

3. Approve and coordinate fund raising.

4. Address Title IX Regulations and compliance.

5. Enforce the Board of Education approved Athletic Policy.

6. Keep an inventory of all athletic equipment and supplies.

7. Be responsible for the care, maintenance and storage of all athletic equipment

8. Attend professional meetings with the members of the Athletic Department.

9. Recommend the best qualified teacher available for coaching positions.

10. Maintain a coach's end of season report which will include:

- Scores of every contest held.
- Records (school, district, state, league) established by the team or individual participant.
- Honor and award winners.

- Individual participation summaries.
 - Recommendations for next season.
 - Annual inventory at the end of the season and prior to ordering for the next season.
 - Budget requests from each coach.
 - Eligibility lists – kept up-to-date for all individual and team participants.
11. Post available coaching positions.
 12. Provide in-service training for coaches.
 13. Review athletic sports and move coaches from one sport to another depending on the number of student athletes involved in the sport.
 14. Arrange schedules for all athletic contests and file contracts in the Athletic Director's office.
 15. Arrange transportation for all athletic teams.
 16. Contract officials for all home games. There should be on file a written contract with each official assigned to work at the school for an athletic event.
 17. Provide for the proper administration and supervision of all athletic contests. This would include:
 - Selling and taking of tickets.
 - Arranging for sufficient police/security coverage.
 - Arranging for medical and ambulance coverage.
 - Providing seating facilities for teams and spectators.
 - Providing necessary facilities for the visiting team.
 - Providing the necessary game equipment.
 - Setting up the facility for game time.
 18. Secure workers for all athletic events.
 19. Secure facilities needed for all athletic events.
 20. Develop game programs for all sports.
 21. Develop and post athletic event schedules.
 22. Provide timely notification of cancellations to coaches and parents.
 23. Assign van drivers for Athletic Programs as necessary.
 24. Establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
 25. Regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
 26. Establish a professional rapport with students and with staff that earns their respect. Maintain visibility with students, staff, parents, and the community, attending practices and events regularly.

27. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the school.
28. Serve as a role model for students, dressing professionally, demonstrating good sportsmanship, the importance and relevance of learning, accepting responsibility, and pride in the education profession
29. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
30. Keep the staff informed and seek ideas for the improvement of the department. Conduct meetings as necessary for the proper functioning of the instructional and athletic programs.
31. Complete in a timely fashion all records and reports as required by law and regulation or requested by the Superintendent. Answer correspondence promptly.
32. Communicate with the Superintendent and with the principals regularly about the needs, successes, and general operation of the athletic programs. Recommend policies and procedures to promote a healthy and supportive climate for athletics.
33. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
34. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
35. Represent the school and district at community, State, athletic league, N.J.S.I.A.A., and professional meetings.
36. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
37. Summarize, interpret, and disseminate current developments in comprehensive health education, physical education, athletics, and student activities through reading of professional journals, participation in professional development, and involvement in professional organizations.
38. Maintain in working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
39. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
40. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.

41. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent of Schools and not otherwise prohibited by law or regulation.
42. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent of Schools shall evaluate the Athletic Coordinator in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

ATHLETICS
3302 Athletic Coach
Page 1 of 5

JOB TITLE: ATHLETIC COACH

REPORTS TO: Athletic Coordinator

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Develops individual and team proficiency by teaching and coaching individual students and teams in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship. Advocates a healthy and responsible life style and promotes the accomplishments of the team and individual members.

QUALIFICATIONS:

The Athletic Coach shall:

1. Hold a New Jersey instructional certificate, or a county substitute certificate (N.J.A.C. 6:29-3.3 and 6:11-4.5).
2. Hold and maintain first aid certification and CPR certification.
3. Hold a valid driver's license with no serious violations.
4. Show evidence of successful experience in the assigned sport and in working with students or with student athletes.
5. Have the ability to demonstrate the physical skills required of the sport, and be able to explain the rules and regulations governing the sport.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or during the initial six month period provide a sworn statement that

the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Athletic Coach shall be employed under the following terms:

1. Length of the sports season, including recruitment and practices prior to, and championship contests and other events related to the sport following the regular season.
2. Salary or hourly wage as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Athletic Coach shall:

1. Develop a recruitment plan and selection process with performance criteria, approved by the supervisor, to attract students to the sport and team that is free of prejudice and stereotyping. Criteria should include attitudes, demonstrated skills, potential for growth and improvement, balance of skills for team development, and healthy and cooperative attitudes.
2. Provide a program of instruction and coaching to develop individual and team proficiency in the physical skills of the sport, physical conditioning, safety, injury prevention and management, the rules and strategies of the game, and the attitudes and values of discipline, personal responsibility, team cooperation, and good sportsmanship.

3. Incorporate into instruction, when appropriate, the Core Curriculum Content Standards, particularly the Cross-Content Workplace Readiness Standards and the Comprehensive Health and Physical Education Standards. The purpose is to reinforce the school's responsibility to ensure that all students meet and exceed the standards required for graduation from high school.
4. Advocate a healthy and responsible life style for all students and adults participating on or assisting the team. Promote the concepts of the effects of substances (e.g., alcohol, tobacco, controlled substances and ergogenic aids), total physical fitness, and healthy habits for a lifetime of vigorous living.
5. Display at all times good sportsmanship, serving as a role model for students and adults of expected standards for behavior and attitudes. Demonstrate ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
6. Follow the Emergency Action Plan when necessary, stabilizing and assisting in the care of the injured.
7. Notify supervisors immediately of any emergency, injury, or unusual event involving the team or team members.
8. Monitor and ensure the safety of the facility, fields, and all equipment used in the sport.
9. Maintain an inventory of equipment and uniforms and ensure their proper use.
10. Plan and provide a written schedule of practice within season rules.
11. Attend all practices and contests, arriving on time and supervising students until all have left the practice or event.
12. Promote the accomplishments of the team and individual members through the local press and school publications.
13. Communicate regularly with teachers and counselors of students to ensure that academic standards and behavior expectations are being met.
14. Communicate regularly with parents about accomplishments and needs of student athletes, schedules, and other matters important to parents and the functioning of the team.
15. Recommend the purchase of equipment, supplies, and uniforms, as needed.
16. Complete in a timely fashion all necessary records and reports.
17. Attend meetings or workshops as required by the supervisor or the league.
18. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
19. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.

20. Adhere to New Jersey school law, the policies, rules, regulations, and procedures of the State Board of Education, the New Jersey Interscholastic Athletic Association, the league, the Board of Education, and the school, and to contractual obligations.
21. Perform any duties and responsibilities that are within the scope of employment, as assigned by the principal or supervisor, and not otherwise prohibited by law or regulation

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Principal and/or Assistant Principal shall evaluate the Athletics Coach in accordance with Policy Nos. 3221 or 3222, Regulation Nos. 3221 or 3222, this Job Description and such other criteria as shall be established by the Board of Education.

Revised: September 2021

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JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4002 Administrative Secretary
Page 1 of 5**

JOB TITLE: ADMINISTRATIVE SECRETARY

REPORTS TO: Assigned administrator or supervisor

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Administrative Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be proficient in the use of Microsoft Office or an equivalent computer program.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Administrative Secretary shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Administrative Secretary shall:

1. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
2. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

3. Ensure that all communications from the office meet proper written and oral English standards.
4. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
5. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
6. Arrange appointments and maintain a schedule for the administrator.
7. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
8. Create forms, compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the administrator's responsibilities.
9. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
10. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
11. Order and maintain office supplies and provide for the maintenance and repair of equipment.
12. Guide hourly or part time clerical assistants assigned to the office.
13. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
14. Recommend to the administrator improvements needed in office procedures or operations.
15. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
16. Assist the administrator in handling interruptions and emergencies.
17. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
18. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
19. Attend required staff meetings and serve, as appropriate, on staff committees.
20. Keep informed about school and District activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.

21. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
22. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
23. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
24. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The assigned administrator or supervisor shall evaluate the Administrative Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4003 School Secretary
Page 1 of 5**

JOB TITLE: SCHOOL SECRETARY
REPORTS TO: The Principal or designee
SUPERVISES: Any assigned secretarial personnel

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective school office that assists the Principal or designee and school staff in the performance of responsibilities so that a safe learning environment and effective instruction are provided to ensure that all students meet and exceed the Core Curriculum Content Standards.

QUALIFICATIONS:

The School Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Be proficient in the use of Microsoft Office or an equivalent computer program.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The School Secretary shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Secretary shall:

1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Principal.

3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Type, reproduce and distribute notices to staff, students and parents.
5. Ensure that all communications from the office meet proper written and oral English standards.
6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.
7. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.
8. Maintain attendance data for each staff member, recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data, as required.
9. Maintain a current school calendar of events and use of facilities.
10. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.
11. Arrange appointments and maintain a schedule for the Principal or designee and assigned staff.
12. Make announcements and operate the school intercom systems.
13. Assist the Principal or designee in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
14. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Principal's or designee's responsibilities. Complete all required monthly and year end reports in a timely fashion.
15. Order and maintain office supplies.
16. Maintain inventories of books, materials, and equipment of the school.
17. Supervise assigned secretarial and clerical assistants.
18. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
19. Recommend to the Principal or designee improvements needed in office procedures or operations.
20. Communicate to the Principal or designee any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
21. Assist the Principal or designee and staff in handling interruptions and emergencies, calling for assistance when needed.

22. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
23. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
24. Attend required staff meetings and serve, as appropriate, on staff committees.
25. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
26. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
27. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
28. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
29. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal or designee, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Principal or designee shall evaluate the School Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4007 Child Study Team Secretary
Page 1 of 5**

JOB TITLE: CHILD STUDY TEAM SECRETARY

REPORTS TO: Director of Pupil Services

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities to support the work of the Child Study Team.

QUALIFICATIONS:

The Child Study Team Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, skills in stenography or use of dictating equipment, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
5. Demonstrate appropriate telephone etiquette, with proper voice inflection.
6. Demonstrate the ability to maintain confidences.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Child Study Team Secretary shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Child Study Team Secretary shall:

1. Perform confidential secretarial and clerical tasks of a varied nature, requiring a thorough knowledge of the rules and regulations regarding special education services and the classification of students.
2. Word process evaluations and reports prepared by members of the Child Study Team and the Supervisor.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, typing, and proofing letters and responses.
4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential files on classified students and students receiving specialized services.

7. Arrange appointments and maintain a schedule for the Child Study Team and Supervisor.
8. Assist the Supervisor and the Child Study Team in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Child Study Team's responsibilities.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks. Correct any audit exceptions or recommendations immediately.
12. Handle the details and record keeping for the transportation system provided special needs students.
13. Order and maintain office supplies and provide for the maintenance and repair of equipment.
14. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
15. Recommend to the administration improvements needed in office procedures or operations.
16. Communicate to the administration any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
17. Assist the staff in handling interruptions and emergencies.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Keep informed about school and district activities, requirements of the special education law and code, Board policy and regulations, and other information necessary for the functioning of the office that supports the Child Study Team.
22. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.

23. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
24. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Coordinating Director of Pupil Services shall evaluate the Child Study Team Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4008 Confidential Secretary to the Superintendent
Page 1 of 6**

JOB TITLE: **CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT**

REPORTS TO: Superintendent

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists the Superintendent, central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary to the Superintendent shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary to the Superintendent shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary to the Superintendent shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
12. Order and maintain office supplies and provide for the maintenance and repair of equipment.
13. Supervise hourly or part time clerical assistants assigned to the office.

14. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
15. Recommend to the administrator improvements needed in office procedures or operations.
16. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
17. Assist the administrator in handling interruptions and emergencies.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
22. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
23. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
24. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Serve as district policy editor, which includes preparing drafts of new/revised policies and regulations for BOE first and second readings/approval, updating revised policies and regulations in Strauss Esmay website, posting on district website, and distributing to policy manual holders.
27. Prepare annual district calendar and keep updated on district website as changes are made.

28. Update job descriptions as the Superintendent instructs.
29. Perform various public relations tasks including: composing (including photography) district press releases, distributing to local newspapers and posting same on the district website; preparing and distributing Board Briefs following each Board meeting; preparing and distributing via e-mail weekly Community News; coordinating with school secretaries the distribution of district, Home School Association and Readington Educational Foundation e-mails; and other PR duties as assigned.
30. Prepare Notices of Vacancy and newspaper classified ads for vacancies in the district and enter job postings into AppliTrack.
31. Register students who are new to the district.
32. Collect data and complete requested reports, e.g., QSAC, Civil Rights Data Collection, etc.
33. Prepare monthly district enrollment report and have included as a Board agenda attachment.
34. Maintain staff files.
35. Update forms on Staff Portal as needed.
36. Coordinate printing and bulk mailing of district newsletters.
37. Serve as back-up to the Business Administrator's secretary.
38. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.

3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent shall evaluate the Confidential Secretary to the Superintendent in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

SECRETARIAL and CLERICAL
4009 Confidential Secretary to the Business Administrator/Board Secretary
Page 1 of 5

JOB TITLE: **CONFIDENTIAL SECRETARY TO THE BUSINESS
ADMINISTRATOR/BOARD SECRETARY**

REPORTS TO: Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary to the Business Administrator/Board Secretary shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary to the Business Administrator/Board Secretary shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary to the Business Administrator/Board Secretary shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
12. Recommend to the administrator improvements needed in office procedures or operations.
13. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
14. Assist the administrator in handling interruptions and emergencies.
15. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
16. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
17. Attend required staff meetings and serve, as appropriate, on staff committees.
18. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
19. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
20. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.

21. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
22. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
23. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.
24. Prepare and distribute/post BOE meeting notices, meeting agendas, minutes, and meeting follow-up correspondence, and maintain minute books.
25. Prepare, distribute and collect staff contracts and renewal letters.
26. Process paperwork for newly hired professional and non-professional staff members, and prepare Board motions for new hires; enter new employee information into CSI and Aesop.
27. Process paperwork for district substitutes, including student teachers, and prepare appropriate motions for Board agenda.
28. Enter substitutes into CSI and Aesop, and maintain substitute files.
29. Update district forms on Staff Portal as needed.
30. Process verification of continuous employment requests.
31. Keep the Readington Township Education Association apprised of staff changes (new hires, leaves of absence, resignations, retirement).
32. Keep the tech department apprised of staff changes (resignations, leaves of absence, retirements, etc.).
33. Conduct file maintenance/disposal of files and records in accordance with the New Jersey Division of Archives & Records Management guidelines.
34. Serve as back-up to the Superintendent's secretary.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4010 Confidential Secretary – Pupil Services
Page 1 of 5**

JOB TITLE: **CONFIDENTIAL SECRETARY – PUPIL SERVICES**

REPORTS TO: Assigned central office administrator or supervisor

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary – Pupil Services shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary – Pupil Services shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary – Pupil Services shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports, documents and budgets by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities, including but not limited to the ASSA, EXAID, End-of-Year Report, the Annual Aides Report, and the School Register Summary.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities.
11. Maintain financial records for the accounts and budgets assigned to the office (including but not limited to out-of-district student tuition, extended school year, Pupil Services Department supplies, professional days, mileage reimbursements, and course reimbursements), preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
12. Input and update special education students' data in the student information database and assist in maintaining Child Study Team student files.
13. Order and maintain office supplies and provide for the maintenance and repair of equipment.
14. Supervise hourly or part time clerical assistants assigned to the office.
15. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
16. Recommend to the administrator improvements needed in office procedures or operations.
17. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
18. Assist the administrator in handling interruptions and emergencies.
19. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
20. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.

21. Attend required staff meetings and serve, as appropriate, on staff committees.
22. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.
23. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
24. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
25. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
26. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
27. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**SECRETARIAL and CLERICAL
4011 Confidential Secretary – Curriculum Office
Page 1 of 5**

JOB TITLE: **CONFIDENTIAL SECRETARY – CURRICULUM OFFICE**

REPORTS TO: Assigned central office administrator or supervisor

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs confidential secretarial and clerical responsibilities necessary for an efficient and effective office that assists central office administrators and supervisors in the performance of their responsibilities.

QUALIFICATIONS:

The Confidential Secretary – Curriculum Office shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent secretarial skills, including at least 50 words per minute at the keyboard with a minimum of errors, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Be proficient in the use of Microsoft Office or an equivalent computer program.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate appropriate telephone etiquette, with proper voice inflection.
8. Demonstrate the ability to maintain confidences.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
11. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Confidential Secretary – Curriculum Office shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Confidential Secretary – Curriculum Office shall:

1. Hold as confidential, all aspects of the job designated confidential by the supervisor.
2. Perform confidential secretarial and clerical tasks of a varied nature, some of which may be unique to the assigned office, requiring a thorough knowledge of the rules and regulations of the schools and school system, and the frequent exercise of independent judgment.
3. Handle mail and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.

4. Ensure that all communications from the office meet proper written and oral English standards.
5. Greet visitors and answer telephone calls in a pleasant and efficient manner, communicating effectively in routine, sensitive, and confidential matters.
6. Maintain an efficient and well organized electronic and paper data collection and filing systems, including confidential files.
7. Arrange appointments and maintain a schedule for the administrator.
8. Assist the administrator in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
9. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required District and State data collections, and the completion of the administrator's responsibilities, including but not limited to the District Five-Year Compliance Report (100 hours professional development), the NJ State Report Card, the mentor program, the Provisional Teacher Program, and Teacher Academy.
10. Arrange meeting details, prepare agendas and materials, and handle follow-up activities, including but not limited to new staff orientation, staff development and curriculum days, department meetings.
11. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
12. Order and maintain office supplies and provide for the maintenance and repair of equipment.
13. Supervise hourly or part time clerical assistants assigned to the office.
14. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
15. Recommend to the administrator improvements needed in office procedures or operations.
16. Communicate to the administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
17. Assist the administrator in handling interruptions and emergencies.
18. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
19. Maintain in safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
20. Attend required staff meetings and serve, as appropriate, on staff committees.
21. Keep informed about school and district activities, requirements of the law and code, Board policy and regulations, and other information necessary for the functioning of the office.

22. Continue to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs.
23. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
24. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines. Violation of confidentiality may result in termination.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Maintain the Curriculum Office website, including updating information and posting new material.
27. Maintain and update forms used for the staff observation process and maintain records of completed observation and related forms (PIPs, observations, summatives).
28. Assist District Test Coordinator in the ordering, receipt, distribution and return of testing materials.
29. Process all district Requests for Approval of Professional Trip forms and Professional Development Evaluation forms and maintain database of all professional days by school year.
30. Act as district contact for the placement of student teachers, observers, etc.
31. Create and submit Curriculum Office motions to be included on Board of Education meeting agendas and attend agenda review meetings.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by the administrator or supervisor, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The assigned central office administrator or supervisor shall evaluate the Confidential Secretary in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

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JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PARAPROFESSIONALS
4122 Kindergarten Classroom Aide
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JOB TITLE: **KINDERGARTEN CLASSROOM AIDE**

REPORTS TO: Principal or designee

SUPERVISES: Assists teacher in supervising students

NATURE AND SCOPE OF JOB:

Under direction, provides direct aid to teachers or other certificated staff members; assists in the classroom activities of school children; does other related duties.

QUALIFICATIONS:

The Kindergarten Classroom Aide shall:

1. Have graduated from High School or have possession of an approved High School Equivalent Certificate.
2. Knowledge of teaching and school problems, practices, and procedures as they affect children.
3. Have the ability to follow written and oral instructions.
4. Have the ability to work with a variety of people.
5. Have the ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

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

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Kindergarten Classroom Aide shall:

1. Assist the teacher with classroom instructional tasks as assigned.
2. Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
3. Assist the teacher with preparation of instructional materials, set up of learning centers, preparation of displays and bulletin boards, and other non-instructional tasks as assigned.
4. Assist the teacher and students with cleanup from activities.
5. Assist the teacher with supervision of students
6. Work with individual students or small groups of students to reinforce learning of material or skills introduced by the teacher.
7. Help to facilitate co-op learning groups.

8. Operate and care for equipment used in the classroom for instructional purposes.
9. Help students master equipment or instructional materials assigned by teacher.
10. Guide independent study, enrichment work and remedial work assigned by the teacher.
11. Assist the teacher in the correction and feedback on student work.
12. Perform clerical duties related to the instructional program including attendance reports, collection of money, duplication of materials and distribution and return of notices to home.
13. Read to students, listen to students read and participate in other forms of oral communication with students.
14. Help very young children with their clothing, snacktime routine and toileting activities.
15. Assist the teacher in the supervision of the students and assume responsibility for taking groups of students to the lavatory, playground, cafeteria or other places in the school.
16. Assist the teacher on field trips, cultural arts programs and any other group activities.
17. Help with lunch, bus, hallway and playground duty.
18. Assist with the supervision of students during emergency drills, assemblies, play periods, and field trips.
19. Redirect a restless or inattentive child into appropriate activities.
20. Be sensitive to and assist students with special needs and adjust the instructional tasks as needed.
21. Accompany and assist the teacher in supervision on approved instructional field trips.
22. Arrange furniture and equipment for various learning activities and experiences.
23. Maintain the orderly arrangement of materials and equipment within the classroom.
24. Assist children with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
25. Communicate to the teacher any unusual situations or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
26. Assist the teacher in handling interruptions and emergencies.
27. Participate in appropriate in-service and workshop programs and attend required meetings.
28. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.

29. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
30. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
31. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PARAPROFESSIONALS
4124 Instructional/Personal Aide
Page 1 of 4

JOB TITLE: INSTRUCTIONAL/PERSONAL AIDE

REPORTS TO: Principal and assigned teacher(s)

SUPERVISES: Students, under the authority of the teacher

NATURE AND SCOPE OF JOB:

Assists the teacher and special needs students with instructional and non-instructional activities necessary for the implementation of a functional class environment that enhances student learning and achievement. Tasks are assigned by the teacher and approved by the Principal and Director of Student Support Services.

QUALIFICATIONS:

The Teacher Aide – Disabled Students shall:

1. Meet the requirements for a paraprofessional established by the Board of Education and approved by the County Superintendent of Schools (N.J.A.C. 6:11-4.6).
2. Have earned at least a high school diploma or equivalent.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Show evidence of successful experience in working with children in general and special needs children in particular.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with special needs students, staff, administration, parents, and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to perform simple clerical tasks.
8. Demonstrate simple computer literacy, including keyboarding skills.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

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

VERIFICATION OF COMPETENCY:

1. District Application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Teacher Aide – Disabled Students shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Teacher Aide – Disabled Students shall:

1. Assist the teacher with classroom instructional tasks as assigned, including reading and listening to students, and reviewing their work.
2. Understand the specialized learning requirements of individual students, as outlined in the Individual Education Plan (IEP), and adjust instructional tasks as needed.
3. Work with students individually and in small groups to assist with the learning of content and skills introduced by the teacher.
4. Assist students with instructional activities when they move to a specialized or regular education classroom.
5. Observe student behavior and learning, communicating observations regularly with the teacher.
6. Assist the teacher with clerical work, record keeping, preparation of instructional materials, set up of learning centers, preparation of displays and bulletin boards, and other non-instructional tasks as assigned.

7. Assist the teacher and students with cleanup from activities.
8. Assist students with movement among activities.
9. Assist students with the use of specialized equipment.
10. Assist the teacher with supervision of students.
11. Redirect a restless or inattentive child into appropriate activities.
12. Assist the teacher in communicating with parents.
13. Accompany and assist the teacher in supervision on approved instructional field trips.
14. Arrange furniture and equipment for various learning activities and experiences.
15. Maintain the orderly arrangement of materials and equipment within the classroom.
16. Assist children with preparing for and moving to other classrooms, school activities, outside activities and arrival and departure from school.
17. Help young children or older special needs children with clothing, grooming, health habits, and bathroom activities.
18. Communicate to the teacher any unusual situations or needs of students. Notify immediately appropriate personnel of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
19. Assist the teacher in handling interruptions and emergencies.
20. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
21. Participate in appropriate in-service and workshop programs and attend required meetings.
22. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
23. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
24. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
25. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
26. Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Principal or designee shall evaluate the Teacher Aide - Disabled Students in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PARAPROFESSIONALS
4125 Interpreter for the Deaf - Aide
Page 1 of 5

JOB TITLE: INTERPRETER FOR THE DEAF - AIDE

REPORTS TO: Principal or designee

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

Under direction of an Interpreter for the Deaf, facilitates communication between deaf, or hard of hearing, and hearing individuals on diverse topics, and under varying situations; utilizes a variety of modes of communication such as oral interpreting or deaf-blind interpreting and does other related duties.

QUALIFICATIONS:

The Interpreter for the Deaf-Aide shall:

1. Graduation from High School. Coursework in American Sign Language and Interpreting.
2. Three (3) year of experience in American Sign Language Interpretation, which must have been gained within the past five (5) years.
3. Applicants must be able to communicate effectively in the language of the deaf, American Sign Language, sufficiently to perform the duties of this position.
4. Knowledge of the special needs and concerns of the deaf or hard of hearing community.
5. Knowledge of the linguistic and cultural differences affecting the deaf and hard of hearing community.
6. Read and interpret federal and state laws and regulations applicable to the deaf or hard of hearing community, including the Americans with Disabilities Act and P.L. 1983 c.564, an act providing for interpreters for the deaf and hard of hearing in official proceedings.
7. Read and interpret information relevant to the federal, state, and local government organizations providing services to the deaf or hard of hearing community.
8. Facilitate communication between deaf or hard of hearing individuals utilizing a TTY.
9. Interpret utilizing a variety of skills including American Sign Language, oral interpretation, tactile interpretation, and Signed English Systems.
10. Ability to communicate in sign language and AMSLAN.

11. Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
12. Read, write, speak, and understand or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
13. Perform other duties assigned by the Interpreter for the Deaf.
14. Have excellent integrity and demonstrate good moral character and initiative.
15. Show evidence of successful experience in working with children in general and special needs children in particular.
16. Exhibit a personality that demonstrates interpersonal skills to relate well with special needs students, staff, administration, parents, and the community.
17. Provide proof of eligibility to work in the United States by completing the I-9 form.
18. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
19. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
20. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
21. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Interpreter for the Deaf - Aide shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Interpreter for the Deaf-Aide shall:

1. Aide in providing interpretation services to individuals and groups at meetings, conferences, interviews, and under other related circumstances on a variety of topics or situations which may include education, vocation, employment, medical, welfare, community, organization meetings, and others
2. As required, assists in the coordination of interpreting services and other activities relevant to the deaf or hard of hearing community.
3. Perform sign language interpretation; render spoken messages into signs and signs into spoken messages utilizing American Sign Language; accurately relay the mood, tone, and feeling of the deaf or hard of hearing individual, to the hearing individual, and vice versa.
4. Perform transliteration services, render spoken English into one of the Signed English Systems, and the Signed English System into spoken English.
5. Perform oral interpretation; present spoken messages utilizing easily read, clear mouth movements, and may orally repeat the spoken message of the deaf or hard of hearing individual to the hearing individual if necessary.
6. Perform tactile interpretation; present spoken message in American Sign Language using tactile communication.
7. Provide technical assistance in the development of workshops, seminars, and other programs to the needs and cultural mediation of the deaf or hard of hearing community.
8. Gather and compile information for public awareness and other informational brochures and literature.
9. Operate a text telephone (TTY) to facilitate telephonic communication between deaf or hard of hearing individuals.
10. Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

11. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and effective work ethic.
12. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
14. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by the teacher or Principal, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.

5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Principal or designee shall evaluate the Interpreter for the Deaf - Aide in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

PARAPROFESSIONALS
4126 Cafeteria Aide
Page 1 of 4

JOB TITLE: CAFETERIA AIDE

REPORTS TO: Principal

SUPERVISES: Students, under the authority of the Principal

NATURE AND SCOPE OF JOB:

Assists the professional staff with establishing and maintaining a calm and pleasant atmosphere with the supervision of students in the cafeteria and on the playground at lunch time.

QUALIFICATIONS:

The Cafeteria Aide shall:

1. Have earned a high school diploma or equivalent.
2. Hold and maintain CPR certification.
3. Have excellent integrity and demonstrate good moral character and initiative.
4. Exhibit a personality that displays interpersonal skills to relate well with students, staff, administration, parents and the community.
5. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
6. Provide proof of eligibility to work in the United States by completing the I-9 form.
7. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
8. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
9. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.
10. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The Cafeteria Aide shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Cafeteria Aide shall:

1. Assist the professional staff with supervision of students to and from the cafeteria, in the cafeteria, and on the playground, ensuring orderly, appropriate, and safe behavior. Follow established guidelines for cafeteria behavior and for discipline of students, using positive motivation techniques. Never leave a class or students unattended or unsupervised.
2. Assist students with proper eating habits and social graces at meal time, and assist in developing and maintaining a friendly and relaxed atmosphere. Assist younger students with the use of eating utensils as needed.
3. Circulate among students to assist with any problems that may arise.
4. Assist with organizing students for movement into and out of the cafeteria and playground, and on serving lines.
5. Assist students with the cleanup of tables. Maintain a clean and attractive cafeteria.
6. Inform professional staff immediately of any discipline problems beyond the control of the Monitor.
7. Notify and assist the certificated staff, building administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
8. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic

9. Participate in appropriate in-service and workshop programs and attend any required meetings.
10. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
11. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
12. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
13. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Principal and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION TABLE OF CONTENTS

READINGTON TOWNSHIP BOARD OF EDUCATION

**PARAPROFESSIONAL
4155 CLERICAL AIDE
Page 1 of 3**

JOB TITLE: CLERICAL AIDE

REPORTS TO: Building or Central Office Administrator or designee

NATURE AND SCOPE OF JOB

The clerical aide provides general office support to secretaries and office staff members.

QUALIFICATIONS:

The clerical aide shall:

1. Have a high school diploma.
2. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
3. Exhibit competency in using various computer applications.
4. Have good communication skills.
5. Demonstrate the ability to multi-task.
6. Have the ability to maintain an accurate filing and recording system.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
11. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
12. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C.12101 and in accordance with N.J.A.C. 6:3-4A-4.

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CLERICAL AIDE
Page 2 of 3**

13. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The clerical aide shall be employed under the following terms:

1. Work a minimum of 200 days.
2. Work a minimum of 7.5 hours exclusive of a 30-minute unpaid lunch.
3. Salary, benefits, leave time, and conditions specified in the collective bargaining agreement.
4. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The clerical aide shall:

1. Maintain records, as directed by supervisor.
2. Type and maintain purchase orders
3. Schedule meetings and maintain records of such, as directed.
4. Maintain positive rapport with members of the school community.
5. Answer phones and greet visitors.
6. Complete all tasks as assigned by supervisor or designee.

PHYSICAL DEMANDS

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

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

1. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
2. Communicate, convey or exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The building or central office administrator or designee shall evaluate the Clerical Aide in accordance with Policy No. 4220, Regulation No. 4220, this job description and such other criteria as shall be established by the Board of Education.

JOB DESCRIPTION TABLE OF CONTENTS

READINGTON TOWNSHIP BOARD OF EDUCATION

4200-FACILITIES/GROUNDS/OPERATIONS

4201	Facilities Manager
4203	Maintenance Foreman
4204	Head Custodian
4205	General Custodian
4206	Maintenance Worker

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4201 Facilities Manager

Page 1 of 7

JOB TITLE: FACILITIES MANAGER

REPORTS TO: School Business Administrator

SUPERVISES: All Facility Maintenance and Custodial Personnel

NATURE AND SCOPE OF JOB:

Organizes, administers, and leads a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

QUALIFICATIONS:

The Facilities Manager shall:

1. Meet the requirements of a "Certified Educational Facilities Manager" pursuant to N.J.S.A. 18A:17-49.
2. Hold an Associate's Degree or have similar work experience in a field related to organizing and leading a program of maintaining facilities.
3. Have at least five years of experience in construction and/or property management, with a minimum of three years in a supervisory capacity.
4. Demonstrate knowledge of construction codes, health and safety regulations, financial and management practices, purchasing, supervision and motivation of personnel, and state and local regulations regarding the maintenance of buildings and equipment.
5. Hold a Black Seal license.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Have excellent leadership and organizational skills and the ability to motivate people.
8. Have excellent integrity and demonstrate good moral character and initiative.

9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. Provide proof of eligibility to work in the United States by completing the I-9 form.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
17. Commencing September 1, 2002, no person shall be employed by a board of education of a school district as a buildings and grounds supervisor unless he is a certified educational facilities manager; except that when a vacancy occurs in a position in which the duties of a buildings and grounds supervisor are performed, a board may select, for a period not to exceed two years and commencing on the date of the vacancy, a person who is not a certified educational facilities manager to perform on an interim basis, the duties of a buildings and grounds supervisor.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Facilities Manager shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.

3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Facilities Manager shall:

1. Administer the Department of Facilities, Maintenance and Custodian Services.
2. Lead, organize, manage, and supervise all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
3. Develop and implement the multi-year Comprehensive Maintenance Plan (N.J.A.C. 6:8-4.9(a)7) that is both corrective and preventative for the upkeep of all facilities, grounds, and the major facilities systems (HVAC, mechanical, plumbing, electrical, and structural) of the district. Provide an efficient work order system for repairs of facilities and equipment that ensures that all maintenance and repairs are completed in a timely fashion, and provide regular work order status reports to the Superintendent, Business Administrator, and principals of the buildings. Recommend facility improvement and modernization to improve the systems, equipment, and facilities of the district.
4. Assume responsibility, with the assistance of the Maintenance Foreman, for the comprehensive overall planning and scheduling of maintenance and repair requirements of the district's schools, office facilities and grounds.
5. Establish security and custodial requirements for each school building and installation.
6. Direct the maintenance of all buildings and grounds as to cleanliness and safety.
7. In conjunction with building principals, recruit, screen, recommend for hiring all custodial staff.
8. Assign, supervise and evaluate all custodial staff with consultation of the building principal.
9. With input from the building principals and Maintenance Foreman, develop and oversee schedules of work for each individual buildings and ensure that proper supplies are available in each building.
10. Establish and supervise summer cleaning programs and schedules.
11. Keep abreast of new work methods, procedures and equipment.
12. Ensure the standards consistent with all applicable local, state and federal laws are maintained.
13. Organize and implement an orientation program for custodial and maintenance personnel.
14. Supervise and inspects, with the assistance of the Maintenance Foreman, 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.

15. Work with Athletic Director and Maintenance Foreman, to ensure proper preparation of playing field, grounds and other necessary facilities for athletics and other school activities.
16. Confer with school principals, landscape architects, Maintenance Foreman, and other parties in making plans for landscaping, planning and maintenance of various school grounds.
17. Maintain such records as are required by Board policy or law.
18. Interpret and enforce Board policies regarding school maintenance, energy efficiency, safety and security procedures with the assistance of the Maintenance Foreman where necessary.
19. Confer with architects and engineers as needed.
20. Assure compliance with A.H.E.R.A., P.E.O.S.H.A., Right to Know and Indoor Air Quality environmental regulations.
21. Implement, with the assistance of Maintenance Foreman, a computerized preventative maintenance program.
22. Evaluate the maintenance staff.
23. Recommend policies and regulations dealing with facilities.
24. Develop a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Establish and implement an effective summer and non-school day program of specialized cleaning and repairs.
25. Supervise a personnel management program for the Building and Grounds Department that includes a recruitment and selection process, and a written evaluation process that uses the recommendations of building level administrators. Recommend the continued employment, discipline, or dismissal of all custodial and maintenance personnel.
26. Develop and supervise work and vacation schedules for all custodial and maintenance personnel, including substitutes.
27. Monitor and approve time records of all maintenance and custodial personnel, and approve all overtime using established procedures and budgets.
28. Establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of accidents and injuries.
29. Work cooperatively with community and state agencies, including the police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds. Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.

30. Provide and monitor a system of regular building, equipment, and grounds inspections to meet all federal, state and local requirements, including the annual Department of Education Checklist, submitting all reports in a timely fashion.
31. Recommend to the School Business Administrator or principal any improvements needed.
32. Analyze all accidents and regularly search for patterns in injury reports in order to establish corrective procedures to reduce the potential for future accidents or hazards.
33. Monitor and recommend systems and procedures to ensure the security of all facilities.
34. Establish and maintain a system of financial records, controls, and accounting procedures for the repair and maintenance of the facilities in accordance with GAAP and applicable regulations, submitting all reports in a timely fashion. Correct immediately any audit exceptions.
35. Develop and recommend the Buildings and Grounds budget, and then administer the approved budget, completing all required documentation.
36. Maintain current drawings and engineering records describing district facilities, equipment, and grounds.
37. Maintain the Fixed Assets Inventory, following the requirements of GAAP.
38. Maintain an inventory control system and purchase supplies, parts, and equipment through the established bid or price quote process that follows federal, state and local regulations.
39. Assist the Superintendent and the School Business Administrator with the development and annual review of the district's Long Range Facilities Plan (N.J.A.C. 6A Chapter 26, Subchapter 2). Strive to incorporate sustainability practices in construction and procurement on capital projects implemented.
40. Approve the specifications and recommend contractors to perform maintenance and repair services, using established district procedures. Supervise and inspect the work performed and recommend payment upon satisfactory completion of the work.
41. Develop, implement and monitor an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with the Supervisor of Health, Physical Education, and Athletics and with principals in the preparation of playing fields and facilities for athletics and school activities. Conduct regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained.
42. Communicate regularly with the Superintendent and School Business Administrator, principals, and appropriate staff about the needs and regulations and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools so that cooperative working relationships with building staff are encouraged and maintained.
43. Supervise removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
44. Develop, implement, and monitor an energy conservation program, making recommendations for efficiency and reduction in the costs of operating the facilities. Promote energy conservation activities and track progress through utility tracking reports. Report program successes and areas of improvement to the Green Committee.

45. Provide and maintain an efficient and effective waste disposal system with provisions for recycling of all waste permitted by local and State regulations.
46. Develop and implement in-service programs and activities for staff members.
47. Operate electronic and other equipment needed to carry out job functions and responsibilities.
48. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
49. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
50. Attend required meetings and serve, as appropriate, on district committees.
51. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
52. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
53. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
54. Use computers and/or electronic equipment to fulfill job functions.
55. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
56. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
57. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
58. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4203 Maintenance Foreman

Page 1 of 5

JOB TITLE: MAINTENANCE FOREMAN

REPORTS TO: Facilities Manager

SUPERVISES: Maintenance workers and custodians

NATURE AND SCOPE OF JOB:

The Maintenance Foreman provides supervision of custodians and assists the Coordinator of Buildings & Grounds in providing students and staff with safe, well maintained, efficient working physical facilities.

QUALIFICATIONS:

The Maintenance Foreman shall:

1. Have a high school diploma.
2. Have at least three (3) years of experience working in the area of maintenance and/or custodial services.
3. Hold a Black Seal license.
4. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have excellent leadership and organizational skills and the ability to motivate people.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Maintenance Foreman shall be employed under the following terms:

1. Work year of twelve months.
2. Salary or hourly wage, benefits and leave time as specified in the written contractual agreement with the Board.
3. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Maintenance Foreman shall:

1. Assume responsibility, with the assistance of the Coordinator of Buildings & Grounds, for the comprehensive overall implementation of maintenance and repair requirements of the district's schools, office facilities and grounds.
2. Establish appropriate maintenance requirements, with the assistance of principals and the Coordinator of Buildings & Grounds, for each school building and installation.
3. In conjunction with the Coordinator of Buildings & Grounds, recruit, screen, and assist in hiring all maintenance staff.

4. Assign, supervise and has input into evaluation of staff.
5. Determine and establish, with the assistance of the Coordinator of Buildings & Grounds, detailed specifications pertaining to supplies, materials, equipment and local contract work.
6. With the assistance of the Coordinator of Buildings and Grounds, recommends for purchase and maintains an inventory of necessary equipment and supplies.
7. With input from the Coordinator of Buildings and Grounds, develops and oversees schedules of maintenance work for each individual building and ensure that proper supplies are available in each building.
8. Establish and supervise, with the assistance of the Coordinator of Buildings & Grounds, summer maintenance programs and schedules.
9. Responsible for all maintenance work and for all school repairs and emergency repairs.
10. Keep abreast of new work methods, procedures and equipment.
11. Ensure that standards consistent with all applicable local, state and federal laws are maintained.
12. Inspect all school buildings, grounds and installations on a regular basis to determine that high standards of workmanship, cleanliness, safety and security are maintained.
13. Plan and implement, with the assistance of the Coordinator of Buildings and Grounds, the district's Five Year Facilities Plan and program of preventative maintenance.
14. Organize and implement an orientation program on proper operation and maintenance of school facilities for departmental personnel.
15. Inspect and maintain fire alarm systems and fire extinguishers on a regularly scheduled basis.
16. Assist the Coordinator of Buildings & Grounds with the budget for maintenance, grounds, and security supplies and equipment.
17. Assists the Coordinator of Buildings & Grounds with inspection of improvement and renovation work performed by outside contractors and verify that the terms of all such contracts have been fulfilled before authorizing final payments.
18. Work with Athletic Director and Coordinator of Buildings & Grounds to ensure proper preparation of playing fields, grounds and other facilities for athletics and school activities.
19. Confer with school principals, landscape architects and Coordinator of Buildings & Grounds in making plans for landscaping, planning and maintenance of various school grounds.
20. Assist the Coordinator of Buildings & Grounds in maintaining such records as are required by Board policy or law.
21. Interpret and enforces Board policies regarding school maintenance, safety and security procedures.

22. Operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Maintain effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
24. Research and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
25. Attend required meetings and serve, as appropriate on staff committees.
26. Notify and assist the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
27. Understand and communicate current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
28. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
29. Use computers and/or electronic equipment to fulfill job functions.
30. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
31. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
32. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
33. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Buildings & Grounds and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.

3. Communicate, convey or exchange information effectively.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Coordinator of Buildings & Grounds shall evaluate the Maintenance Foreman in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS

4204 Head Custodian

Page 1 of 5

JOB TITLE: HEAD CUSTODIAN

REPORTS TO: Facilities Manager

SUPERVISES: Custodians

NATURE AND SCOPE OF JOB:

The Head Custodian oversees custodial operations of an individual school or building to ensure a safe, clean and comfortable environment. The Head Custodian also carries out administrative tasks required to operate and maintain the plant to required standards.

QUALIFICATIONS:

The Head Custodian shall:

1. Have earned a high school diploma or its equivalent.
2. Hold a Black Seal License.
3. Demonstrate knowledge and experience in motivating and supervising personnel and in the cleaning and maintaining of school or other facilities.
4. Hold a valid driver's license with no serious violations.
5. Have a minimum of three years' experience in plant operation and maintenance; cleaning methods and procedures.
6. Have a demonstrated knowledge of fire/safety and hazardous materials laws and regulations.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Head Custodian shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Head Custodian shall:

1. Manage and supervise the maintenance and custodial operations of the school, ensuring that the buildings and grounds of the school are in a clean and safe condition.
2. Inspect the school and grounds regularly to ensure safety, cleanliness, and attractiveness, completing and submitting all required reports. Report immediately any hazards or unsafe conditions to the principal and to the Custodial Supervisor and/or Maintenance Supervisor.
3. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded and that no one works in an unsafe or hazardous condition.
4. Inspect, maintain and operate the heating, ventilating, and other mechanical systems of the building to provide proper temperature appropriate to the season with an economical use of fuel, water, and electricity and in compliance with all regulations regarding safety and efficiency of the systems.

5. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
6. Display and maintain all required certificates, including the Black Seal license.
7. Schedule the custodial staff of the school, and assign and monitor tasks and areas of responsibility, using the specifications of the custodial services plan to ensure that the school and grounds are clean, attractive, and safe.
8. Make minor repairs to the building, building systems, and grounds.
9. Request maintenance and repair work that is beyond the scope of the Head Custodian's responsibility or expertise.
10. Assist the district maintenance staff with repairs and installations.
11. Maintain an adequate supply of cleaning chemicals, custodial supplies, equipment and tools, requesting replacements in a timely fashion. Provide inventory control to ensure need and proper use, and store supplies and chemicals in a safe and approved manner.
12. Keep assigned areas of the buildings and grounds neat, clean, attractive, and safe, following the specifications and tasks outlined in the Custodial Services Plan, including regular sweeping and moping of floors, dusting of furniture and equipment, washing of windows and blinds, and scrubbing of walls and sanitary fixtures.
13. Clean up body fluids from a sick or injured person, following prescribed procedures.
14. Clean eating areas after each lunch period.
15. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
16. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
17. Remove graffiti immediately.
18. Report immediately any damage, vandalism, or theft of equipment.
19. Remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
20. Move furniture, equipment, supplies, and deliveries as required and requested.
21. Change light bulbs and replace glass when in need of replacement.
22. Participate in safety and Right To Know training.
23. Perform specialized cleaning of facilities during the summer months or when school is not in session.

24. Maintain in safe working condition and operate in a safe manner all equipment necessary to carry out job functions and responsibilities.
25. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
26. Attend required meetings and serve, as appropriate on staff committees.
27. Respond to, or arrange for coverage, all fire and security alarms when the assigned building is unoccupied.
28. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
29. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
30. Use computers and/or electronic equipment to fulfill job functions.
31. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
32. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
33. Participate in appropriate in-service and workshop programs and attend any required meetings.
34. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
35. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
36. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Buildings & Grounds, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

1. Use strength to lift items needed to perform the functions of the job.
2. Remain in a stationary position for required periods of time and be able to travel throughout the district/building.
3. Communicate, convey or exchange information effectively.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Facilities Manager shall evaluate the Head Custodian in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

FACILITIES/GROUNDS/OPERATIONS
4205 General Custodian
Page 1 of 5

JOB TITLE: GENERAL CUSTODIAN

REPORTS TO: Head Custodian, Facilities Manager, and Principal

SUPERVISES:

NATURE AND SCOPE OF JOB:

Cleans facilities and grounds and performs simple repairs to provide a safe, attractive and clean environment for learning.

QUALIFICATIONS:

The General Custodian shall:

1. Demonstrate the ability to communicate effectively in English, at least at an eighth grade level, using proper grammar and vocabulary.
2. Hold a Black Seal License (optional).
3. Hold a valid driver's license with no serious violations.
4. Have a minimum of one year of previous work related experience.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that displays interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Provide proof of eligibility to work in the United States by completing the I-9 form.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
9. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.
10. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A-4.

11. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The General Custodian shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES

The General Custodian shall:

1. Follow work schedules and temporary work schedules assigned by the Head Custodian and/or Principal of the school.
2. Keep assigned areas of the buildings and grounds, (including sidewalks, driveways, and play areas) neat, clean, and safe, completing the tasks outlined in the Custodial Services Plan for the building. Scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures. Wash windows and clean shades and blinds on an established and regular schedule. Keep all floors clean.
3. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
4. Clean up body fluids from a sick or injured person, following prescribed procedures.
5. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
6. Check regularly the security of the building and ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied.
7. Remove graffiti immediately.
8. Report immediately any damage, vandalism, or theft of equipment.

9. Serve in the school assigned, substituting in another school when necessary, and remain on school premises during assigned hours, unless assigned to another site.
10. Remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.
11. Maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. Store supplies and chemicals in a safe and approved manner.
12. Move furniture, equipment, supplies, and deliveries as required and requested.
13. Report needed repairs promptly.
14. Change light bulbs whenever any are in need of replacement.
15. Perform specialized cleaning of facilities during the summer months or when school is not in session.
16. Participate in safety and Right To Know training.
17. Maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.
18. Make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.
19. Attend required meetings and serve, as appropriate on staff committees.
20. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
21. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils. Assist with emergency evacuations and drills.
22. Use computers and/or electronic equipment to fulfill job functions.
23. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
24. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Participate in appropriate in-service and workshop programs and attend any required meetings.
26. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
27. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

28. Perform any duties and responsibilities that are within the scope of employment, as assigned by the supervisors, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Facilities Manager, the Head Custodian and the Principal shall evaluate the General Custodian in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**FACILITIES/GROUNDS/OPERATIONS
4206 Maintenance Worker
Page 1 of 5**

JOB TITLE: MAINTENANCE WORKER

REPORTS TO: Facilities Manager

SUPERVISES: Assigned maintenance personnel

NATURE AND SCOPE OF JOB:

Performs inspections, maintenance, and repairs to ensure that all students, staff, and the community are provided a safe, attractive and clean, and healthy environment for learning and work.

QUALIFICATIONS:

The Maintenance Worker shall:

1. Have earned a high school diploma or its equivalent.
2. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
3. Demonstrate knowledge, a minimum of three years of experience, and proficiency in several areas of maintenance (e.g., plumbing, painting, carpentry, masonry/concrete/tile, window glazing, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, field/playground maintenance, furniture repair, and small engine repair).
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, using proper grammar and vocabulary.
7. Provide proof of eligibility to work in the United States by completing the I-9 form.
8. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Maintenance Worker shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Maintenance Worker shall:

1. Perform general maintenance and repair tasks in a variety of areas and as assigned by the Supervisor of Maintenance and in accordance with all applicable codes and regulations.
2. Perform only those maintenance and repairs that do not require a license, or perform maintenance and repairs under the direct supervision of a licensed technician.
3. Ensure that the work site and conditions are safe.
4. Perform assignments relating to insuring all schools and district sites are able to safely open and function when assigned. This includes working cooperatively with custodial employees during emergency operations.
5. Perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.
6. Respond to emergency situations and perform necessary repairs.

7. Use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.
8. Keep a log of all maintenance functions and repairs performed.
9. Recommend repairs or procedures that are beyond the scope of responsibilities, skill, or experience, outlining the work needed and specifications required of an outside contractor.
10. Ensure that all applicable fire, safety, health, and environmental regulations and laws are observed and exceeded.
11. Maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the district.
12. Operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.
13. Remove snow and ice by shoveling, plowing, and/or sanding walks, driveways, parking areas, and steps.
14. Report immediately any damage or vandalism to facilities, or theft of equipment.
15. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the district.
16. Attend required meetings, including Right-To-Know and Safety Training, and serve, as appropriate, on staff committees.
17. Display a cooperative and pleasant attitude at all times, particularly when in the presence of staff, students, and community visitors.
18. Notify and assist the administration and appropriate emergency personnel with any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
19. Use computers and/or electronic equipment to fulfill job functions.
20. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
21. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
22. Participate in appropriate in-service and workshop programs and attend any required meetings.
23. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
24. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Buildings & Grounds, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Facilities Manager shall evaluate the Maintenance Worker in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**FACILITIES/GROUNDS/OPERATIONS
4207 ENERGY EFFICIENCY COORDINATOR
Page 1 of 2**

JOB TITLE: ENERGY EFFICIENCY COORDINATOR

REPORTS TO: School Business Administrator/Board Secretary

NATURE AND SCOPE OF JOB:

This is a professional energy management position involving the implementation, promotion and communication of a district-wide energy conservation program. The Energy Efficiency Coordinator will work to provide a vision and lead a campaign to launch, coordinate, communicate, and manage the district-wide energy conservation program.

The Energy Efficiency Coordinator is a goal-oriented point person who will work with school district personnel, and occasionally students, to successfully promote energy efficiency throughout the district.

QUALIFICATIONS:

The Energy Efficiency Coordinator shall:

1. Hold a Bachelor's degree or equivalent experience.
2. Demonstrate the ability to establish and maintain effective working relationships with staff.
3. Have strong project management skills with a proven track record.
4. Demonstrate the ability to communicate effectively both orally and in writing.
5. Demonstrate knowledge of school facilities and their usage.
6. Demonstrate the ability to understand and implement energy conservation techniques and methods.
7. Experience in data entry and promotional activities a plus.

JOB FUNCTIONS AND RESPONSIBILITIES:

The Energy Efficiency Coordinator shall:

1. Implement a district-wide energy conservation program and energy efficient strategies throughout the school district.
2. Identify, organize, and support energy conservation leaders at individual school facilities.
3. Gain internal support for the program.
4. Promote energy conservation activities throughout the participating facilities.
5. Meet with staff, students and the school community to promote energy conservation in the schools.
6. Communicate and monitor the energy conservation strategies/activities to building operators and school leaders.
7. Communicate progress and successes to the Board, the administration, faculty members, and facility personnel.
8. Troubleshoot problems.
9. Input, monitor, and communicate energy costs, usage, and utility tracking progress reports.

10. Customize and manage the district's energy policy and recognition program.
11. Document activities in district-wide energy conservation program action plans.
12. Actively seek and pursue external funding opportunities in the area of energy conservation.
13. Assume other duties and responsibilities incidental to the position as assigned by the Business Administrator/Board Secretary.
14. Be present in district during off hours to monitor energy usage and inspect facilities.

TERMS OF EMPLOYMENT:

The Energy Efficiency Coordinator shall be employed under the following terms:

1. 12-month, part-time, hourly employee.
2. Vacation may be taken with approval of Superintendent.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

EVALUATION:

The School Business Administrator/Board Secretary shall evaluate the Energy Efficiency Coordinator in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: 13 November 2012

JOB DESCRIPTION TABLE OF CONTENTS

READINGTON TOWNSHIP BOARD OF EDUCATION

4400-TRANSPORTATION

4401	Coordinator of Transportation
4413	Bus Driver
4414	Mechanic
4415	School Bus Aide
4417	Transportation Dispatcher

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TRANSPORTATION
4401 Coordinator of Transportation
Page 1 of 5

JOB TITLE: **COORDINATOR OF TRANSPORTATION**

REPORTS TO: School Business Administrator

SUPERVISES: Designated Transportation Staff

NATURE AND SCOPE OF JOB:

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

QUALIFICATIONS:

The Coordinator of Transportation shall:

1. Hold a Bachelor's degree from an accredited college or university. Applicants not meeting this requirement may substitute additional relevant work experience on a year-for-year basis.
2. Have three years of successful relevant work experience in a supervisory capacity in the area of public and/or private transportation services.
3. Have prior work experience in a school district transportation office preferred.
4. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Coordinator of Transportation shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Transportation shall:

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

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

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

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

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**TRANSPORTATION
4413 Bus Driver
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JOB TITLE: **BUS DRIVER**

REPORTS TO: Coordinator of Transportation

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The Bus Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

QUALIFICATIONS:

The Bus Driver shall:

1. Hold and maintain a Valid Commercial Driver's License.
2. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations including, but not limited to, the Omnibus Transportation Employee Testing Act, N.J.S.A. 18A:39-17 through 20 (background check), and tuberculosis testing.
3. Have a minimum of three years' previous safe driving experience.
4. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
8. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
9. Provide proof of eligibility to work in the United States by completing the I-9 form.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period provide a sworn

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statement that the individual has not been convicted of a crime or a disorderly persons offense in accordance with 18A:6-7.1.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Bus Driver shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Bus Driver shall:

1. Drive school buses and transport students between pickup points and school or to various events, activities, and destinations.
2. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.

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3. Check, clean, and perform minor servicing of buses.
4. Check gas, battery, oil, and water before departure.
5. Check vehicle for operating safety.
6. Assist disabled children and others out of and into vehicles when there is no bus attendant assigned.
7. Report if a student assigned to a special education route is not present at the assigned bus stop for three consecutive days, the bus driver shall report this absence to the district transportation department. Failure to do so will result in a deduction of the per diem rate for each day not notified.
8. Demonstrate knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students aboard. It is the contractor's responsibility that the drivers meet this requirement at no cost to the Readington Township Public School District.
9. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
10. Adhere to safety rules when loading and unloading pupils.
11. Prepare simple reports and keep logs of trips.
12. Conduct a pre-trip and post trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report.
13. Notify Transportation Supervisor of any mechanical malfunctions and/or safety hazards.
14. Adhere to established routes, designated bus stops and keep to assigned time schedule.
15. Transport only authorized students.
16. Obey all traffic laws and observe mandatory school bus safety regulations.
17. Maintain discipline on the bus and report violations to the Principal or designee.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

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19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Participate in appropriate in-service and workshop programs and attend any required meetings.
21. Use computers and/or electronic equipment to fulfill job functions.
22. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
23. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
24. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Transportation, and not otherwise prohibited by law or regulation.
25. Report all accidents in accordance with N.J.S.A. 39-4:130.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

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**TRANSPORTATION
4414 Mechanic
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JOB TITLE: **MECHANIC**

REPORTS TO: Coordinator of Transportation

SUPERVISES: Maintenance and Repair of Buses and Vans

NATURE AND SCOPE OF JOB:

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

QUALIFICATIONS:

The Mechanic shall:

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

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Mechanic shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Mechanic shall:

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

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

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

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

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PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

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EVALUATION:

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

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**TRANSPORTATION
4415 School Bus Aide
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JOB TITLE: SCHOOL BUS AIDE

REPORTS TO: Coordinator of Transportation or designee

SUPERVISES: Students

NATURE AND SCOPE OF JOB:

The School Bus Aide assists the bus driver in providing safe transportation for students.

QUALIFICATIONS:

The School Bus Aide shall:

1. Have the ability to read and write.
2. Be in good physical health and have the ability to perform assigned duties.
3. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
4. Have some basic knowledge of the problems encountered and techniques used in dealing with the physically disabled and/or mentally handicapped persons.
5. Have excellent integrity and demonstrate good moral character and initiative.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The School Bus Aide shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The School Bus Aide shall:

1. Assist the bus driver in maintaining student conduct on the bus.
2. Assist young or disabled students in getting on and off the bus.
3. Provide written records of violations of student code to the Principal or designee.
4. Collect personal items left on the bus and turn them over to the school secretary.
5. Provide instruction to students regarding passenger safety and ensure that students wear their seat belts when the bus is so equipped.
6. Participate in scheduled emergency bus exit drills.
7. Assist bus driver and students in case of an accident.
8. Prepare reports as required.

9. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
10. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
11. Participate in appropriate in-service and workshop programs and attend any required meetings.
12. Use computers and/or electronic equipment to fulfill job functions.
13. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
14. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
15. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Transportation, and not otherwise prohibited by law or regulation.
16. Maintain discipline on bus at all times.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Coordinator of Transportation or designee shall evaluate the School Bus Aide in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**TRANSPORTATION
4417 Transportation Dispatcher
Page 1 of 5**

JOB TITLE: **TRANSPORTATION DISPATCHER**

REPORTS TO: Coordinator of Transportation

SUPERVISES:

NATURE AND SCOPE OF JOB:

The Transportation Dispatcher assists the Coordinator of Transportation with pupil transportation dispatching operations. To perform scheduling and staffing of district school vehicles for all district pupil transportation needs. Work hours may be staggered to meet operational demands. When not working, the dispatcher may be on call while school district vehicles are in operation. The dispatcher assists with assigning stops and routing school vehicles which requires good judgement and maximum tact. The dispatcher may be required to drive district vehicles on an as needed basis.

QUALIFICATIONS:

The Transportation Dispatcher shall:

1. Have good computer skills and knowledge of word processing and spreadsheet programs.
2. Have a good driving record and a valid Class B CDL with passenger endorsement required.
3. Have the ability to plan, deal with the public and other district personnel using patience, tact and courtesy.
4. Have sound judgement and be able to withstand the demands of early morning hours and all weather conditions.
5. Have experience in vehicle routing and scheduling.
6. Have knowledge of school transportation laws and procedures.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Transportation Dispatcher shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Transportation Dispatcher shall:

1. Dispatch all district school vehicle drivers. This includes but is not limited to:
 - a. Scheduling substitute drivers.
 - b. Driving in an emergency or when substitutes are not available.
 - c. Checking district school vehicles for cleanliness on a regular basis.
 - d. Systematically verifying contracted drivers' currency for:
 - (1) Criminal history review.
 - (2) Medical certificate expiration.
 - (3) CDL level, endorsements, restrictions and expiration.
 - (4) Safety courses completed.

2. Maintain accurate daily operations sheet.
3. Alter schedules for early dismissals, road construction or any event that affects schedules.
4. Coordinate district school vehicle repair and maintenance with mechanics.
5. Dispatch mechanic, tow truck operator or seek and direct other assistance for disabled district school vehicles. Provide for the continuation of the trip or route to minimize any impact the disabled vehicle may cause.
6. Communicate immediately with the Coordinator of Transportation in the event of an accident, incident or serious problem. In the case of an accident, follow the established accident procedure which includes notifying the Central Office and the school as soon as possible.
7. Dispatch all district trips by:
 - a. Establishing and maintaining efficient trip selection procedures.
 - b. Receiving, reviewing and recording all trip requests, advising the Coordinator of Transportation of any difficult or unusual trips that might be refused.
 - c. Assigning vehicles and drivers according to established procedures and issuing trip manifest forms for all trips.
 - d. Maintaining directions for trips and updating regularly by asking drivers to make corrections, noting any hazards.
8. Assist with the development and maintenance of stops and routes for regular and special education students by:
 - a. Assisting with answering parents' concerns about stops and routes.
 - b. Working with drivers concerning stop and route questions and modifications.
 - c. Assuring that district operated routes are current and available for substitute drivers.
9. Attend safety meetings, school meetings, discipline meetings, community meetings and other meetings as may be required.
10. Operate electronic and other equipment needed to carry out job functions and responsibilities.
11. Maintain effective communications with student, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of facilities.
12. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
13. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
14. Participate in appropriate in-service and workshop programs and attend any required meetings.
15. Use computers and/or electronic equipment to fulfill job functions.

16. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
17. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
18. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Transportation, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

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READINGTON TOWNSHIP BOARD OF EDUCATION

4500-BUSINESS OFFICE

4512	Payroll/Benefits Specialist
4515	Accounts Payable Specialist
4516	Purchasing Specialist

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**BUSINESS OFFICE
4512 Payroll/Benefits Specialist
Page 1 of 5**

JOB TITLE: PAYROLL/BENEFITS SPECIALIST

REPORTS TO: School Business Administrator

SUPERVISES:

NATURE AND SCOPE OF JOB:

The Payroll/Benefits Specialist manages the payroll system for the district and prepares the payroll for Board approved positions using procedures that meet state and local auditing requirements.

QUALIFICATIONS:

The Payroll/Benefits Specialist shall:

1. Hold a high school diploma or its equivalent.
2. Have three (3) years' experience in payroll and accounting.
3. Hold a valid driver's license with no serious violations.
4. Have excellent integrity and demonstrate good moral character.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to read, write, speak, understand and/or communicate in English sufficiently to perform the duties of this position..
7. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.

VERIFICATIONS OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Payroll/Benefits Specialist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Payroll/Benefits Specialist shall:

1. Manage a system of records, controls, and accounting and prepare the payroll for all Board approved positions in the district in accordance with generally accepted principles, applicable regulations, and Board policies, submitting all summaries and reports in a timely fashion.
2. Maintain records and make payments for salaries, as specified in Board minutes, and employee mandatory and voluntary deductions.
3. Process tax, other payroll deductions and other employee benefits for employees, ensuring that all forms are processed in a timely fashion and ensuring that all new laws are in place.
4. Reconcile and transmit in a timely fashion all monthly, quarterly, and annual reports and payments for pension, social security, state and federal taxes, health insurance, mandatory and voluntary employee deductions.
5. Calculate time cards and process approved time sheets as well as substitute pay vouchers for payment.
6. Ensure that payroll/agency accounts have sufficient funds to support payroll payments.

7. Manage a system of direct deposits for employees.
8. Recommend schedules for pay periods and disseminate time lines for submission of payroll data.
9. Maintain effective oral and written communications and work cooperatively with all employees regarding payroll, benefits, and deductions.
10. Provide technical assistance and conduct workshops regarding the payroll and benefits when requested or needed.
11. Provide data and analysis as requested for contractual negotiations.
12. Evaluate the payroll system to ensure that the methods and procedures are cost effective and efficient, making recommendations for needed changes.
13. Assist the School Business Administrator with budget preparation.
14. Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
15. Attend required meetings and workshops and serve, as appropriate, on staff committees.
16. Understand and communicate current developments in payroll/benefits practices through reading, participation in appropriate workshops or meetings.
17. Use computers and/or electronic equipment to fulfill job functions.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
20. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
21. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
22. Process leaves of absence (FMLA/NJFLA/Contractual Childcare Leave) for district staff.
23. Maintain automated staff attendance records and substitute calling system.
24. Provide new hire benefit package.
25. Respond to employee inquiries regarding payroll and benefits.
26. Process resignations, terminations and retirements as well as payment of unused sick days for retirees according to negotiated contract.

27. Reconcile bank accounts for Flexible Spending, Payroll Agency and Salary Account monthly.
28. Report to First Managed Care all employee work related injuries to establish a claim for treatment and follow-up. File necessary OSHA reports.
29. Notify employees of all payroll related changes and maintain effective oral and written communications with all employees regarding payroll, benefits and deductions.
30. Provide COBRA notification to all employees/dependents pursuant to federal law.
31. Enter position control data into CSI.
32. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.

4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

BUSINESS OFFICE
4515 Accounts Payable Specialist
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JOB TITLE: ACCOUNTS PAYABLE SPECIALIST

REPORTS TO: School Business Administrator

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs accounts payable functions, including check generation and distribution, data entry, and bookkeeping.

QUALIFICATIONS:

The Accounts Payable Specialist shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent clerical skills, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Accounts Payable Specialist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Accounts Payable Specialist shall:

1. Refer billing errors and irregularities to superiors.
2. Balance and/or adjust accounts.
3. Sort and file checks, vouchers, requisitions, and other materials according to predetermined classification.
4. File accounts payable copies of purchase orders.
5. Match all required documents for payment (i.e., vendor invoices, purchase orders, receiving copies, and signed and authorized vendor vouchers).

6. Assemble all payment documents into a payment packet and confirm that all payment documents are applied to the appropriate purchase order.
7. Ensure that all vendors are paid on a timely basis in agreement with terms of invoices, contracts, pricing discounts, price quotes, and federal, state, and private grants.
8. Forward packages by mail, shipping company, messenger, fax, message center, or other appropriate means.
9. Prepare and maintain inventory records for department.
10. Assist School Business Administrator with expense history documentation and projections for budget development.
11. Responsible for all accounts payable functions, including check generation and distribution, through the district's computer accounting program.
12. Verify payments on "open" purchase orders (i.e., utilities, phones, copiers, rentals, out-of-district tuition, and construction services).
13. Monitor purchasing/budgetary procedures to ensure proper quote guidelines are met.
14. Serve as contact for schools and other departments regarding budget related questions.
15. Provide administrative support to Facilities Manager; generate all purchase orders/payments. Initiate and process black seal boiler license renewals for maintenance/custodial staff and submit to State.
16. Communicate with vendors to obtain quotes and verify billing accuracy.
17. Responsible for Cafeteria Account purchase orders, payments and recording each school's monthly bank deposits.
18. Review general, student activity and cafeteria vendors to determine which vendors receive 1099 forms at year-end; generate/distribute forms to vendors, IRS and State by required deadlines.
19. Track district employees' tuition requests to ensure allowable credit criteria are met and within annual tuition cap guidelines; generate reimbursements throughout year.
20. Generate account reports as needed for various departments throughout district; provide bill lists for approval at BOE meetings.
21. Record district facility usage approvals into SchoolDude system.
22. Maintain proper accounts payable filing system. District contact for records retention, shredding services and recycling of used textbooks; work with State to determine what may be discarded.

23. Responsible for ordering supplies and generating reimbursements for Summer Enrichment and Sports Programs.
24. Coordinate district printing needs to realize cost savings.
25. Download rate changes to district postage machine; ensure sufficient postage is available for district use.
26. Interact with auditors as needed to answer accounts payable questions and provide supporting documentation (two times per year).
27. Provide back-up secretarial support within department as required.
28. Input, generate and distribute district purchase orders when needed.
29. Work with grant recipients to assist with ordering; monitor expenses and invoice Readington Education Foundation to reimburse district for grant activities/items.
30. Assist non-public grant recipients (i.e., non-public texts and technology) with ordering items.
31. Participate in appropriate workshop programs and attend any required meetings.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**BUSINESS OFFICE
4516 Purchasing Clerk
Page 1 of 6**

JOB TITLE: PURCHASING CLERK

REPORTS TO: School Business Administrator

SUPERVISES:

NATURE AND SCOPE OF JOB:

Performs routine clerical distribution work in collecting and distributing materials and products to appropriate destinations, and providing distribution support service, data entry and simple bookkeeping, especially as related to matters of purchasing.

QUALIFICATIONS:

The Purchasing Specialist shall:

1. Have earned a high school diploma or equivalent.
2. Have a minimum of two years of successful experience in a related secretarial or office position, or be a graduate of a recognized program of secretarial studies.
3. Demonstrate excellent clerical skills, general bookkeeping skills, organizational and filing skills, and the ability to use electronic equipment for word processing, data management, information retrieval, visual presentations, and telecommunications.
4. Hold a valid driver's license with no serious violations.
5. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
6. Demonstrate appropriate telephone etiquette, with proper voice inflection.
7. Demonstrate the ability to maintain confidences.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Provide proof of eligibility to work in the United States by completing the I-9 form.

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

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Purchasing Specialist shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Purchasing Specialist shall:

1. Perform bookkeeping work involved in preparing purchase orders and/or maintaining all the various accounts in a computer program.
2. Refer account errors and irregularities to superiors.
3. Balance and/or adjust accounts.
4. Sort and file checks, vouchers, requisitions, and other materials according to predetermined classification.
5. Maintain prepared mailing lists and addresses and stamps mail
6. Input purchase orders, receiving copies, and vendor invoices into the Accounts Payable automated system.

7. Verify the accuracy of all input batches.
8. Assemble and route various types of materials.
9. Assemble specified number of forms, manuals, circulars, etc. for requestor as indicated by distribution tables or work order.
10. Monitor purchase orders for compliance with quotation and bid requirements per school purchasing laws.
11. Document district's use of New Jersey State Contracts and maintain files.
12. Monitor and maintain documentation of district's cooperative purchasing participation, including input of ESC orders.
13. File purchasing documentation as required including, but not limited to, state business registration certificates, affirmative action compliance, political contribution documentation, and IRS W-9 forms.
14. Prepare out-of-district travel schedules for board approval and maintain files for completed trip report forms.
15. Place materials in envelopes, boxes, cartons or other containers for distribution. Secures and protects contents as needed.
16. Stamp, type, write or affix addresses on package materials.
17. Forward packages by mail, shipping company, messenger, fax, message center, or other appropriate means.
18. File and retrieve letters, correspondence, memoranda, reports, and other documents.
19. Maintain office forms and procedures, including filing systems and logs.
20. Answer questions about location or content of various materials; responds to inquiries from employees, customers and others and refers, when necessary, to appropriate persons.
21. Prepare and maintain inventory records for department.
22. Operate a variety of office machines as required.
23. Prepare and monitor work orders.
24. Receive, stamp and distribute incoming mail, process outgoing mail.
25. Assist in data entry by collecting, organizing, and verifying accuracy of data before it is entered.
26. Extract alphabetic, numeric, or symbolic data from original paper documents and enters data into a computer following a specified format.

27. Compare data entered into computer with data listed on the original document; conduct spot checks to verify that data is correctly entered; uses verification format already built in to computer program to detect data entry errors.
28. Maintain financial records for the accounts and budgets assigned to the office, preparing and monitoring purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks.
29. Responsible for petty cash, which includes issuing checks for the new school year and closing out petty cash at the end of the year.
30. Order and maintain office supplies and provide for the maintenance and repair of equipment.
31. Serve as back-up to Assistant Business Administrator for processing deposits to the bank.
32. Compose, type, and edit correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness.
33. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
34. Participate in appropriate in-service and workshop programs and attend any required meetings.
35. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
36. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
37. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
38. Serve as back-up to the Accounts Payable Specialist.
39. Track and monitor utilities procured by the district. Work collaboratively with administrators to identify and implement cost-saving programs and sustainability initiatives. Assist with data and reports required for Green Committee meetings.
40. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

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

Revised: September 2021

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READINGTON TOWNSHIP BOARD OF EDUCATION

5000-TECHNOLOGY/COMPUTER CENTER

5001	Coordinator of Information Technology
5025	Computer Technician
5026	Desktop Support Technician
5027	Network Support Technician
5029	Database/SIS Administrator

JOB DESCRIPTION TABLE OF CONTENTS

READINGTON TOWNSHIP BOARD OF EDUCATION

5000-TECHNOLOGY/COMPUTER CENTER

5001	Coordinator of Information Technology
5025	Computer Technician
5027	Network Administrator
5028	Network/Database Support Technician
5029	Database/SIS Administrator

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER
5001 Coordinator of Information Technology
Page 1 of 5

JOB TITLE: COORDINATOR OF INFORMATION TECHNOLOGY

REPORTS TO: Superintendent

SUPERVISES: Computer technicians and aides

NATURE AND SCOPE OF JOB:

The Coordinator of Information Technology is responsible for designing, deploying, and maintaining the district's information technology infrastructure supporting current institutional and administrative needs.

QUALIFICATIONS:

The Coordinator of Information Technology shall:

1. Hold a Bachelor's Degree a related field from an accredited college or university.
2. Possess thorough knowledge of computer networks, telecommunications, and related equipment.
3. Be familiar with NJ SMART, School Report Card, and other information systems.
4. Exhibit excellent leadership communication and interpersonal skills.
5. Hold and maintain a valid driver's license with no serious violations.
6. Have excellent integrity and demonstrate good moral character and initiative.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Provide proof of eligibility to work in the United States by completing the I-9 form.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

TECHNOLOGY/COMPUTER CENTER

VERIFICATION OF COMPETENCY:

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

EMPLOYMENT TERMS:

The Coordinator of Information Technology shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Coordinator of Information of Technology shall:

1. Provide leadership in the establishment and implementation of long-range district-wide plans for the acquisition and infusion of technologies throughout the K-8 instructional program. These plans will be consistent with the educational goals adopted by the Board of Education.
2. Provide for the systematic review, evaluation and enhancement of the district's technology infrastructure, its benefits to students and staff and recommend changes as appropriate in accordance with review procedures adopted by the Board of Education. As part of this process, the Coordinator shall review the technology literature, confer with others in the field, and make recommendations regarding the acquisition of technology resources
3. Make recommendations and decisions to ensure knowledge of emerging technologies which are appropriate to the educational process are used in the decisions that guide the district.
4. Work with district teaching staff and administrators to implement the appropriate use of technology throughout the curriculum. This process is to include the development and implementation of policies to ensure effective and efficient use of technology-related resources as well as providing instructional leadership.
5. Assist in providing technological staff development and support for the district's staff.
6. Oversee and upgrade the district's website.
7. Keep up with the current research and best practices to ensure acquisition and implementation of appropriate instructional technologies to support the delivery of the district's curriculum.
8. Serve as a resource to other administrators and staff during their curriculum review to offer suggestions on how technology can best be used to support their curricula.

9. Assist building principals in supervision and evaluation of the performance of staff involved in the support of the technology program.
10. Assist in writing job descriptions in areas where technology is a significant aspect of the position.
11. Prepare budget recommendations for acquisition and maintenance of district technologies, prepare purchase orders and provide for the distribution of materials and supplies.
12. Review and approve all technology purchases and provide staff with budgetary information about hardware and software.
13. Take a leadership role in seeking alternate funding options to facilitate the implementation of the technology plans.
14. Communicate the district's technology program and curriculum to the district and community at large; serve in a liaison capacity in national, state and local technology groups.
15. Ensure adherence to copyright laws regarding software.
16. Establish and maintain district's networking capability.
17. Establish procedures for maintaining and updating a district hardware and software inventory.
18. Oversee the maintenance and repair of technology resources and proactively address aging hardware.
19. Network with federal, state, local agencies and other school districts to evaluate educational implications of emerging technologies as they pertain to the district.
20. Propose appropriate policies to the district administrative staff for presentation to the Board of Education to ensure compliance with state, federal and local mandates and/or initiatives.
21. Establish a community technology access program.
22. Work to improve the overall quality of education received by students in the district.
23. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
24. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
25. Participate in appropriate in-service and workshop programs and attend any required meetings.
26. Use computers and/or electronic equipment to fulfill job functions.
27. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
28. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.

29. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
30. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Superintendent shall evaluate the Coordinator of Information Technology in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: May 18, 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER
5025 Computer Technician
Page 1 of 4

JOB TITLE: **COMPUTER TECHNICIAN**

REPORTS TO: **Coordinator of Information Technology**

SUPERVISES: Computer network operations and repairs

NATURE AND SCOPE OF JOB:

The Computer Technician provides technical support for the operation and repair of personal computers and personal computer networks.

QUALIFICATIONS:

The Computer Technician shall:

1. Have a degree in Computer Science or equivalent experience.
2. Have two (2) years experience in local and wide area networking and telephone systems.
3. Have good presentation and communication skills.
4. Understand networking technologies.
5. Be familiar with Microsoft product line, Apple product line, AVAYA G3r phone system, and all end user devices.
6. Understand voice and data cabling technologies and troubleshooting procedures.
7. Understand network protocols especially TCP/IP.
8. Be able to troubleshoot and repair PC, MAC and Telephone issues.
9. Troubleshoot wide area networking and local area networking problems.
10. Have a working knowledge of PC desktop operating systems and applications.
11. Have a strong knowledge of Mac and PC environments.
12. Have the ability to supervise repairs by outside vendors.
13. Have a working knowledge of Internet related equipment.
14. Have the ability to troubleshoot the district's telephone system.

15. Have excellent integrity and demonstrate good moral character and initiative.
16. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
17. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
18. Provide proof of eligibility to work in the United States by completing the I-9 form.
19. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
20. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
21. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
22. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. College transcripts.
3. Required documentation outlined in the qualifications above.
4. A minimum of three letters of reference from former employers, teachers, other professional sources.
5. Employment interview.

EMPLOYMENT TERMS:

The Computer Technician shall be employed under the following terms:

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

JOB FUNCTIONS AND RESPONSIBILITIES:

The Computer Technician shall:

1. Install and maintain computers and district's telephone system.

2. Troubleshoot, repair and maintain hardware and software systems in use throughout the district. Including, but not limited to, computers, laptops, iPads, Chromebooks, audio systems and SmartBoards.
3. Have a strong knowledge in Voice and Data cabling standards and all associating duties.
4. Maintain a current inventory of hardware and software utilized by the district.
5. Configure and install technology related devices on the network.
6. Work with vendors in the repair or maintenance of equipment.
7. Provide training to staff on computer related products.
8. Operate and repair district personal computers (PCs) and networks.
9. Assist with training and demonstrating how to post content on the district website.
10. Troubleshoot wide area and local networks.
11. Install data cabling.
12. Integrate computers on wide area and local networks.
13. Supervise repairs and installation by outside vendors.
14. Provide in-service assistance in the use of computers and networks to school district staff members.
15. Display ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Use computers and/or electronic equipment to fulfill job functions.
19. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion when sharing any such information within legal confines.
20. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
21. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
22. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

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

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

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Coordinator of Information Technology shall evaluate the Computer Technician in accordance with Policy No. 4220, Regulation No. 4220, this Job Description, and such other criteria as shall be established by the Board of Education.

Revised: May 18, 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER
5027 Network Administrator
Page 1 of 3

JOB TITLE: NETWORK ADMINISTRATOR

REPORTS TO: Coordinator of Information Technology

NATURE AND SCOPE OF JOB:

The Network Administrator provides support to the Technology Coordinator of all Network systems as dictated in the shared services agreement between Readington and Tewksbury school districts.

QUALIFICATIONS:

1. A minimum 3 years supporting servers and switches in a network with at least 2 remote locations.
2. Cisco/Meraki certifications, Cisco Network Design Specialist, Cisco Wireless and CISSP.
3. Microsoft certifications such as MCSA, MCSE.
4. A+ certification preferred
5. Experience in Microsoft Office, Server Microsoft exchange, Acronis backup software.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Hold and maintain a valid driver's license with no serious violations.
8. Exhibit competency in using various computer applications.
9. Have good communication skills.
10. Demonstrate the ability to multi-task.
11. Have the ability to maintain an accurate filing and recording system.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Provide proof eligibility to work in the United States by completing the I-9 form. .
15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment. , Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:34A-4.
17. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
18. High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1. District application.
2. Required documentation as outlined above.
3. Letters of reference from former employers or other professional sources.
4. Employment interview.

EMPLOYMENT TERMS:

The network support technician shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Maintain, troubleshoot, apply security updates and patches, keeping all operating systems current.
2. Ensure that the district's content filtering software is current and functioning at all times.
3. Monitor all network traffic and usage.
4. Monitor all system backups and maintain off network storage of the backups
5. Keep anti-virus software updated and monitor all equipment on the network for vulnerabilities.
6. Assist computer technicians as needed to repair problems with PC's out in the field.
7. Assist with training and development of the Network/Database Support Technician in the area of network administration.
8. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
9. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

1. Remain in a stationary position for required periods of time.
2. Communicate, convey, and exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Coordinator of Information Technology will evaluate the Network Administrator in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Revised: May 18, 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

TECHNOLOGY/COMPUTER CENTER

5028 Network/Database

Support Technician

Page 1 of 3

JOB TITLE: NETWORK/DATABASE SUPPORT TECHNICIAN

REPORTS TO: Coordinator of Information Technology

NATURE AND SCOPE OF JOB:

The Network/Database Support Technician provides support to the Technology Coordinator in operating the technology department of the school system.

QUALIFICATIONS:

1. Demonstrates advanced technical knowledge and troubleshooting skills.
2. Engages in regular proactive measures in support of network and database environments.
3. Strong work experience and 3-5 years' history in supporting network and database environments as well as NJ Smarts and Student Information Systems.
4. Demonstrate proficiency and efficiency in resolving difficult technical issues.
5. Experience in Microsoft products, Acronis backup software, Cloud based applications and administration.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
7. Hold and maintain a valid driver's license with no serious violations.
8. Exhibit competency in using various computer applications.
9. Have excellent communication skills.
10. Demonstrate the ability to multi-task.
11. Have the ability to maintain an accurate filing and recording system.
12. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
13. Have excellent integrity and demonstrate good moral character and initiative.
14. Provide eligibility to work in the United States by completing the I-9 form. 15. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.

16. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
17. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:34A-4.
18. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
19. High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above
3. Letters of reference from former employers or other professional sources
4. Employment interview

EMPLOYMENT TERMS:

The network/database support technician shall be employed under the following terms:

1. Work year of twelve months.
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Assist with server maintenance troubleshooting, keeping all patch levels and fixes current. Keeps systems and servers within the district's network updated with latest security updates.
2. Assist with database maintenance, troubleshooting all database systems as well as user account management systems.
3. Monitor network traffic and usage.
4. Monitor all system backups and maintain offsite storage of the backups.
5. Keep all anti-virus software current and monitor all equipment on the network for virus/malware exploits.
6. Assist computer technicians as needed to repair problems with PC's out in the field.
7. Provide guidance as desktop/classroom technology subject matter expert to desktop technicians.
8. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
9. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS

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

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

1. Remain in a stationary position for required periods of time.
2. Communicate, convey or exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Coordinator of Information Technology will evaluate the Network/Database Support Technician in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Revised: May 18, 2021

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

**TECHNOLOGY/COMPUTER CENTER
5029 DATABASE/SIS ADMINISTRATOR
Page 1 of 3**

JOB TITLE: DATABASE/SIS ADMINISTRATOR

REPORTS TO: Coordinator of Information Technology

NATURE AND SCOPE OF JOB:

The Database/SIS Administrator provides support to the Technology Coordinator in the administration and support of all district database, student information systems and data reporting requirements as dictated in the shared services agreement between Readington and Tewksbury school districts.

QUALIFICATIONS:

1. A minimum 3 years supporting and maintaining database systems and services for multi-network sites and districts.
2. Experience in Microsoft Windows Desktop and Server.
3. Microsoft certifications such as MCSA, MCSE, MTA, A+, Google or other relevant technical certification.
4. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Hold and maintain a valid driver's license with no serious violations.
6. Exhibit competency in using various computer applications.
7. Have good communication skills.
8. Demonstrate the ability to multi-task.
9. Have the ability to maintain an accurate filing and recording system.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Work with sensitive staff and student data in a professional and confidential manner.
13. Provide proof of eligibility to work in the United States by completing the I-9 form.
14. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education prior to employment.
15. Pass the state-required Mantoux Intradermal Tuberculin Test as required by N.J.A.C.6:3-4A-4.
16. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A-4.

17. Meet such alternatives to the above qualifications as the superintendent may find appropriate and acceptable.
18. High school diploma required, associates/bachelors or technical diploma/certification preferred.

VERIFICATION OF COMPETENCY:

1. District application
2. Required documentation as outlined above
3. Letters of reference from former employers or other professional sources
4. Employment interview

EMPLOYMENT TERMS:

The Database/SIS Administrator shall be employed under the following terms:

1. Work year of twelve months
2. Salary, benefits, leave time, and conditions specified per the Board of Education for non-aligned employees.
3. Conditions established by laws and codes of the state, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.)

JOB FUNCTIONS AND RESPONSIBILITIES:

1. Maintain and update all district dependent databases and systems as they evolve. This includes but is not limited to the following systems: Student information systems (Genesis), Microsoft SQL (HR & Personnel DB) NJ SMART, PARCC, NWEA, School Messenger, ITD Inventory, and various student and teacher educational systems.
2. Provide server updates and security database to all related servers and systems.
3. Create, update and provide database reports and analytics as needed/required.
4. Submit timely, accurate and updated reports for all state and federal mandated district reporting requirements.
5. Monitor all system backups and maintain offsite storage of the backups.
6. Assist/backup Network Administrator roles and responsibility.
7. Assist computer technicians as needed to repair problems with devices in the field.
8. Assist with training and development of the Network/Database Support Technician in the area of database support.
9. Attend Board of Education meetings for technical support as requested by the Superintendent or Business Administrator.
10. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Coordinator of Information Technology, and not otherwise prohibited by law or regulation.

PHYSICAL DEMANDS:

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

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

1. Remain in a stationary position for required periods of time
2. Communicate, convey, or exchange information effectively.
3. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
4. Reach with hands and arms and use hands and fingers to handle objects and operate computers and other office machines.

ENVIRONMENTAL DEMANDS:

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

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

EVALUATION:

The Coordinator of Information Technology will evaluate the Database/SIS Administrator in accordance with Policy No. 4220, Regulation 4220, this job description and such other criteria as shall be established by the Board of Education.

Revised: May 18, 2021