

**MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
JOB DESCRIPTIONS**

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PART TIME NON-CERTIFICATED

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Treasurer of School Moneys

Part Time Non-Certificated Educational Support Services

Distance Learning Site Manager

Part Time Non-Certificated Professional

Financial Aid Officer

Nurse

Vessel Captain

Certificated Administration

TITLE:**AFFIRMATIVE ACTION OFFICER****QUALIFICATIONS:**

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

REPORTS TO:

Superintendent

SUPERVISES:

All aspects of the district's affirmative action/equity plan

JOB GOAL:

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

PERFORMANCE RESPONSIBILITIES:

The Affirmative Action Officer will be a member of the Superintendent's staff.

1. Leadership

Provides leadership for the district's affirmative action team, development of the comprehensive equity plan, and coordination of the education equality and equity programs to ensure compliance with state and federal statutes governing educational equity.

2. Overseeing Plan

Oversees the implementation of the district's multi-year equity plan; identifies problems through on-going internal survey; and establishes goals and timelines to correct discriminatory patterns and practices.

3. Policy Review

Participates in the ongoing review and development of the district's educational equality and equity policies.

4. Review of Practices

Reviews school and classroom practices and employment and contract practices to ensure compliance with law, administrative code, and district policies. Makes recommendations for corrective measures when necessary.

5. Notification of Grievance Procedures

Notifies all students and staff of district grievance procedures for handling discrimination complaints and administers the grievance process.

6. Public Relations

Acts as liaison between school district and the community organizations, contractors, vendors and others concerned with equal opportunity employment.

7. Planning and Development

Assists in the planning and development of career counseling or training programs for upward mobility where such programs can be realistically implemented.

8. Monitoring Training

Monitors inservice training, recreational or social programs to determine if there is equal access for all employees.

9. In-Service Education

Develops and coordinates required professional development programs for certificated and non-certificated school personnel on a continuing basis to identify and resolve problems associated with the student achievement gap and other inequities arising from prejudice on the basis of race, creed, color, national origin, ancestry, age, marital status, affect ional or sexual orientation, gender, religion, disability or socioeconomic status.

10. Monitoring for Compliance

Conducts the required annual internal district monitoring to ensure continuing compliance with state and federal statues and code governing educational equity.

11. Guidelines for Instructional Materials

Develops guidelines for selection of textbooks, library books and other instructional materials in consultation with appropriate teaching staff members.

12. Review of Services

Reviews curriculum guides, guidance services, standardized tests, curricular and extracurricular programs, athletic programs and scholarship programs to assure that they are nondiscriminatory, and recommends corrective steps when necessary.

13. Guidelines

Develops guidelines for professional staff to develop non-discriminatory school and classroom practices.

14. Multicultural Issues

Ensures the inclusion of a multicultural curriculum and required courses related to the history of other cultures. Assists in the development of resource lists of multicultural, nonsexist, unbiased supplemental materials.

15. Review of Athletic Programs

Reviews the organizational aspects of the interscholastic athletic programs to assure equal treatment in such areas as coaches' salaries, purchase and maintenance of equipment, quality and availability of facilities, scheduling practice and game time, length of season and other related matters.

16. Equal Access

Monitors equal access to programs and facilities and a harassment-free school environment for all students and employees.

17. Continuing Education

Maintains professional competence and continuous improvement through continuing education and professional development activities. Keeps abreast of current discrimination issues; relevant state and federal laws; and effective affirmative action/equal education strategies.

18. Performs Other Duties

Performs other related duties as assigned by the Superintendent and/or required by law, code or board policy

TERMS OF EMPLOYMENT:

Twelve Months. Position falls under the Assistant Superintendent.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted March 20, 2007

Full Time Certificated Administration

TITLE: **ASSISTANT DIRECTOR/ASSISTANT PRINCIPAL –
CULINARY EDUCATION CENTER**

QUALIFICATIONS:

1. New Jersey Principal Certificate
2. Master's Degree
3. Standard Culinary Education Certificate
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Principal/Director of Adult Education

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Assistant Director/Assistant Principal will be responsible for evaluating the educational needs of the program and recommend an appropriate plan for implementation.

2. Staff Supervision/Evaluation

The Assistant Director/Assistant Principal will be responsible for the supervision and evaluation of assigned staff and shall maintain appropriate records.

3. Professional Development

The Assistant Director/Assistant Principal will be responsible for assisting staff members with their individual professional growth in coordination with the District's staff development program.

4. Liaison with Partners, Business and Industry

The Assistant Director/Assistant Principal will be responsible for acting as the liaison with partners, business and industry for the purpose of fostering and promoting programs.

5. Program Equipment and Supply Budgets

The Assistant Director/Assistant Principal will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

6. Building

The Assistant Director/Assistant Principal will be responsible for the safekeeping of building, supplies, textbooks and apparatus belonging to the school.

7. Record Keeping

The Assistant Director/Assistant Principal will be responsible for overseeing the record keeping of all sales and expenses of the program.

8. Program Scheduling

The Assistant Director/Assistant Principal will be responsible for development and recommendation of comprehensive program schedules.

9. Student Selection

The Assistant Director/Assistant Principal will be responsible for the selection and admission process of students into the assigned programs.

10. Coordination

The Assistant Director/Assistant Principal will act as an administrative coordinator with appropriate administrative staff in institutions and agencies providing educational and clinical affiliations.

11. Safety Program

The Supervisor will implement policies and procedures designed to provide a safe environment at the assigned facilities.

12. Curriculum

The Assistant Director/Assistant Principal will be responsible for initiating, maintaining and updating the curriculum of assigned programs.

13. Pupil Progress

The Assistant Director/Assistant Principal will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status.

14. Public Relations

The Assistant Director/Assistant Principal will be responsible for the development of positive attitudes relative to education with local schools, business and industry and the general public.

15. Thorough and Efficient Education

The Assistant Director/Assistant Principal will be responsible for the implementation and achievement of the District's Thorough and Efficient Education policies as they pertain to students, programs and facilities.

16. Advisory Committees

The Assistant Director/Assistant Principal will be responsible for development and coordination of assigned advisory committees.

17. Reporting

The Assistant Director/Assistant Principal shall be responsible to furnish the Superintendent in writing or otherwise, such reports and information as may be required and shall render whatever assistance deemed necessary for the proper administration of the school system.

18. Enforcement of Board Policies, Rules and Regulations

The Assistant Director/Assistant Principal will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

19. Performs Other Duties

The Assistant Director/Assistant Principal will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted August 16, 2005

Full Time Certificated Administration

TITLE: **ASSISTANT PRINCIPAL**

QUALIFICATIONS:

1. New Jersey Principal/Supervisor Certificate or Certificate of Eligibility
2. Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Assistant Principal will be responsible for evaluating the educational needs of new schools/programs as assigned.

2. Staff Supervision/Evaluation

The Assistant Principal will be responsible for the supervision and evaluation of assigned staff and shall maintain appropriate records.

3. Supervision

The Assistant Principal will be responsible for building administrative coverage as assigned.

4. Program Equipment and Supply Budgets

The Assistant Principal will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

5. Program Scheduling

The Assistant Principal will be responsible for development and recommending comprehensive program schedule.

6. Advisory Committee

The Assistant Principal will be responsible for developing an Advisory Committee for the Bio-Technology High School, scheduling meetings, and maintaining appropriate records.

7. Curriculum

The Assistant Principal will be responsible for initiating, maintaining and updating the curriculum of assigned programs.

8. Public Relations/Advertising

The Assistant Principal will be responsible for the development of positive attitudes relative to education with local schools, business and industry and the general public.

9. Enforcement of Board Policies, Rules and Regulations

The Assistant Principal will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

10. Performs Other Duties

The Assistant Principal will assume responsibility of other professional duties and projects as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Ten Months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted July 15, 2003

Full Time Certificated Administration

TITLE: **ASSISTANT PRINCIPAL/SUPERVISOR OF CLASS ACADEMY**

QUALIFICATIONS:

1. New Jersey Principal/Supervisor Certificate
2. Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Principal/Director of Adult & Alternative Education

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Assistant Principal/Supervisor will be responsible for evaluating the needs of the community and recommend appropriate programs for implementation of CLASS Academy.

2. Staff Supervision/Evaluation

The Assistant Principal/Supervisor will be responsible for the supervision and evaluation of the CLASS Academy staff and shall maintain appropriate records.

3. Professional Development

The Assistant Principal/Supervisor will be responsible for assisting staff members with their individual professional growth in coordination with the District's staff development program.

4. Articulation

The Assistant Principal/Supervisor will be responsible for articulation with sending districts and community organizations within their geographic area.

5. Buildings/Facilities

The Assistant Principal/Supervisor will be responsible for the safekeeping of buildings, supplies, textbooks and apparatus belonging to the school.

6. Program Equipment and Supply Budgets

The Assistant Principal/Supervisor will be responsible for the development and recommendation of appropriate budget items concerning the implementation of the CLASS Academy program.

7. Program Scheduling

The Assistant Principal/Supervisor will be responsible for development and recommending a comprehensive CLASS Academy program schedule.

8. Student Selection and Supervision

The Assistant Principal/Supervisor will interview prospective students and parents, assess student transcripts, develop a master schedule, discipline students and coordinate crisis intervention program.

9. Curriculum

The Assistant Principal/Supervisor will be responsible for initiating, maintaining and updating the curriculum of the CLASS Academy program.

10. Pupil Progress

The Assistant Principal/Supervisor will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status.

11. Public Relations

The Assistant Principal/Supervisor will be responsible for the development of positive attitudes relative to vocational education with local schools, business and industry and the general public.

12. Enforcement of Board Policies, Rules and Regulations

The Assistant Principal/Supervisor will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

13. Reporting

The Assistant Principal/Supervisor will be responsible to furnish the Superintendent, in writing or otherwise, such reports and information as he or she may require and shall render to him or her whatever assistance he or she may deem necessary for the proper administration of the school system.

14. Performs Other Duties

The Assistant Principal/Supervisor will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Ten Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised December 18, 2007

Full Time Certificated Administration

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

QUALIFICATIONS:

1. School Business Administrator Certificate or eligibility
2. Bachelor's Degree in Business or related field
3. Minimum of three years' experience in accounting/school business office
4. Understanding of principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
5. Demonstrated competence in the use of computers
6. Ability to assist in the management of business office staff
7. Strong analytical, communication and human relations skills
8. Other criteria as established by the Board of Education

ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORTS TO:
School Business Administrator/Board Secretary

JOB GOAL FOR ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

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

PERFORMANCE RESPONSIBILITIES FOR ASSISTANT SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY:

1. Business Office Operation

Assists the School Business Administrator/Board Secretary in managing the daily operation of payroll, accounts payable and accounts receivable. Prioritizes and delegates office work. Through familiarity with all systems, serves as support person to payroll, accounts payable and accounts receivable.

2. Purchasing

Assists the School Business Administrator/Board Secretary in overseeing the direct purchasing of goods & services to ensure compliance with relevant law and code. Oversees tabulation of bids and quotations when necessary.

3. Maintenance/Facilities

Assists the School Business Administrator/Board Secretary in overseeing the operation and maintenance of all school facilities and assists in the supervision of custodial,

grounds and maintenance services. Maintains the scheduling of custodial and maintenance staff members.

4. Audit

Assists the School Business Administrator/Board Secretary in preparing for the audit by supervising the closing of the books and maintaining inventory records.

5. Food Service

Assists the School Business Administrator/Board Secretary in operating the school food service programs in compliance with all pertinent rules and regulations. In schools participating in the National School Lunch Program, prepares the monthly reports including the edit check worksheet and certifies compliance with all rules and regulations.

6. Fiscal Grant Management

Assists the School Business Administrator/Board Secretary in coordinating and overseeing the fiscal aspects of grant management.

7. Student Activity Accounts

Prepares monthly reconciliations of all student activity bank accounts. Reviews invoices and vouchers. Works with designated school personnel to prepare monthly and annual fiscal reports.

8. Duties of Board Secretary

Supports and assists the School Business Administrator/Board Secretary in all of the performance responsibilities of the position of Board Secretary, namely record keeping, meeting preparation, maintenance of Board Minutes and all compliance requirements specified by law, statute and directives.

9. Performs Other Duties

Performs other duties as may be directed by the School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of the Assistant School Business Administrator/Board Secretary.

Adopted July 25, 2006

Full Time Certificated Administration

TITLE: **ASSISTANT SUPERINTENDENT: PROFESSIONAL DEVELOPMENT AND CURRICULUM**

QUALIFICATIONS:

1. New Jersey School Administrator Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

General Areas of Responsibilities

1. Administration

The Assistant Superintendent will act for the Superintendent during his/her absence in such matters as assigned and do not involve change in Board policy.

2. Staff Selection

The Assistant Superintendent will be involved in staff selection for all levels of personnel.

3. Grant Writing

The Assistant Superintendent will be responsible for overseeing the writing of both competitive and non-competitive grants.

4. Enforcement of Board Policies, Rules and Regulations

The Assistant Superintendent will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and directions of total staff and the operation of the District.

5. Reporting

The Assistant Superintendent will be responsible to furnish the Superintendent, in writing or otherwise, such reports and information as required and shall render whatever assistance deemed necessary for the proper administration of the school system.

6. Supervision and Evaluation

The Assistant Superintendent will be responsible for the supervision and evaluation of those District Administrators assigned by the Superintendent.

7. Budget

The Assistant Superintendent will make recommendations and provide assistance to the Superintendent in budget preparation.

8. Performs Other Duties

The Assistant Superintendent will assume other professional duties as assigned by the Superintendent.

Specific Areas of Responsibility

1. Staff Development

The Assistant Superintendent will be responsible for staff development of all certificated instructional personnel.

2. Curriculum and Instruction

The Assistant Superintendent will be responsible for the overall development and supervision of curriculum and instruction for all the District's programs.

3. Program Evaluation

The Assistant Superintendent will be responsible for the development and supervision of the District's program evaluation process.

4. Supervision and Evaluation

The Assistant Superintendent will be responsible for the supervision and evaluation process for District certificated instructional personnel.

5. Thorough and Efficient Education

The Assistant Superintendent will be responsible for the development of District T & E objectives and preparation for monitoring.

6. Affirmative Action

The Assistant Superintendent will be responsible for the District Affirmative Action program.

7. Negotiations

The Assistant Superintendent will provide assistance in negotiations with District certificated staff units.

8. Support Programs

The Assistant Superintendent will be responsible for the overall administration of the District pupil personnel and special student population programs and other mandated requirements.

9. Community Relations

The Assistant Superintendent will be responsible for the promotion and publicity of the District.

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 10, 1996

Full Time Certificated Administration

TITLE: **DIRECTOR OF EDUCATIONAL TECHNOLOGY**

QUALIFICATIONS:

1. New Jersey Principal's Certificate
2. Experience with wide variety of computer applications
3. Experience in computer networking
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision

The Director will exercise immediate control and direction of technology professionals and technicians and meet with them frequently concerning building operation.

2. Staff Evaluation

The Director will be responsible for the overall evaluation of technology professionals and technicians and keep a written record of such evaluations.

3. Wide Area Network Administration

The Director will coordinate and/or implement network administration, utilities and security.

4. Open District Integration

The Director will coordinate Open District integration throughout the school district.

5. Local Area Network

The Director will train and supervise Building BBS Coordinator.

6. Building Technology

The Director will coordinate and/or resolve building hardware problems, software configuration problems, printing and maintenance problems.

7. Pedagogical and Technology Integration

The Director will assist the district staff in enhancing instruction by integrating technology and distance learning into the curriculum.

8. Technology Plan

The Director will update and supervise the district technology plan.

9. Technology Purchases

The Director will monitor the purchase of software, hardware and support materials to ensure cost effective purchasing of technology, and standardization of software and hardware.

10. World Wide Web Presence

The Director will develop and maintain the Monmouth County Vocational School District home page and coordinate all building programs and web pages.

11. Staff Development

The Director will provide staff development in the application of educational technology for District staff.

12. Performs Other Duties

The Director will assume responsibilities of other duties as assigned by the administration.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised August 16, 2005

Full Time Certificated Administration

TITLE: **DIRECTOR OF GRANTS, RESEARCH & DEVELOPMENT**

QUALIFICATIONS:

1. New Jersey Principal Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Superintendent/Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

The Director of Grants, Research & Development will be a member of the Superintendent's staff.

1. Requests for Proposals

The Director will be responsible for the application process for District grant proposals on the state and federal levels.

2. Grant Awards

The Director will be responsible for the revision and the proposal modification process through the contract phase of the proposal.

3. Grant Implementation

The Director will be responsible for reviewing the implementation of all District funded projects to insure adherence to established guidelines.

4. Grant Spending

The Director will review expenditures as they relate to funded projects to insure timely usage of funds.

5. Grant Reporting

The Director will be responsible for the timely submission of all fiscal and program reports on grant funded projects.

6. Research

The Director will articulate with the Director of Pupil Personnel the gathering and reporting of School District statistics and data.

7. Program Development

The Director will be responsible for reviewing District programs and investigating new programs and practices.

8. Performs Other Duties

The Director will assume responsibility of other professional duties as assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 10, 1996

Full Time Certificated Administration

TITLE: **DIRECTOR OF PRACTICAL NURSING/HEAD SCHOOL NURSE**

QUALIFICATIONS:

1. New Jersey Principal Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

The Director will be a member of the Superintendent's staff.

1. Staff Supervision

The Director will be responsible for the direct supervision of practical nursing teachers.

2. Head School Nurse

The Director will serve as the Head School Nurse for the District and be responsible for implementing and coordinating all applicable health-related Board policies and procedures with Building Principals and assigned school nurses and other medical staff as appointed by the Board of Education.

3. Staff Evaluation

The Director will be responsible for the evaluation of all practical nursing teachers and maintain written records of such evaluation proceedings.

4. Student Selection

The Director will be responsible for the selection and admission process of students into the practical nursing program.

5. Student Records

The Director will be responsible for developing and maintaining all student records in the practical nursing program.

6. Coordination

The Director will act as an administrative coordinator with appropriate administrative staff in institutions and agencies providing educational and clinical affiliations.

7. Curriculum

The Director will be responsible for initiating, maintaining and updating the curriculum of the practical nursing program.

8. In-Service Education

The Director will be responsible for devising and recommending to the Superintendent programs for the professional improvement of all staff members.

9. Pupil Progress

The Director will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status.

10. Public Relations

The Director will be responsible for the development of positive attitudes relative to vocational education with local schools, business and industry and the general public.

11. Enforcement of Board Policies, Rules and Regulations

The Director will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

12. Reporting

The Director will be responsible to furnish the Superintendent, in writing or otherwise, such reports and information as they may require and shall render to him or her whatever assistance he or she may deem necessary for the proper administration of the school system.

13. Performs Other Duties

The Director will assume responsibility for other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised May 15, 2001

Full Time Certificated Administration

TITLE: **DIRECTOR OF PUPIL PERSONNEL**

QUALIFICATIONS:

1. New Jersey Director of Student Personnel Services Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

The Director of Pupil Personnel will be a member of the Superintendent's staff.

1. Student Enrollment

The Director will be responsible for the coordination of student enrollment and recruitment for all the District's programs.

2. Student Records

The Director will be responsible for developing and maintaining all student records in the District.

3. Placement and Follow-Up Studies

The Director will be responsible for conducting follow-up and placement studies for all District graduates.

4. Public Relations

The Director will be responsible for the development of outreach activities relative to vocational education with local schools, business and industry and the general public.

5. Guidance Program

The Director will be responsible for coordinating student vocational support services for the District.

6. Professional Growth

The Director will take advantage of opportunities to enhance professional knowledge and growth.

7. Curriculum Development

The Director will take an active part in continuing curriculum evaluation and cooperates in its revision.

8. Staff Supervision

The Director will be responsible for the direct supervision of those support services personnel as assigned.

9. Staff Evaluation

The Director will be responsible for the evaluation of all assigned personnel.

10. Enforcement of Board Policies, Rules and Regulations

The Director will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

11. Reporting

The Director will be responsible to furnish the Superintendent, in writing or otherwise, such reports and information as may be required and shall render whatever assistance they may deem necessary for the proper administration of the school system.

12. Financial Aid Officer

The Director will be responsible for administering all post secondary student financial aid services.

13. Apprenticeship

The Director will be responsible for administering the apprenticeship program.

14. Performs Other Duties

The Director will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 10, 1996

Full Time Certificated Administration

TITLE: **PRINCIPAL**

QUALIFICATIONS:

1. New Jersey Principal Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Superintendent/Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision

The Principal will exercise immediate control and direction of Teachers, Secretaries and Custodians and meet with them frequently concerning building operation.

2. Staff Evaluation

The Principal will be responsible for the overall evaluation of Teachers, Secretaries and Custodians and keep a written record of such evaluations.

3. Curriculum

The Principal will initiate and supervise the on-going process of curriculum development, evaluation and revision.

4. Professional Development

The Principal will be responsible for assisting staff members with their individual professional growth in coordination with the District's staff development program.

5. Public Relations

The Principal will be responsible for the promotion of positive attitudes relative to vocational education with local schools, business and industry and the general public within their geographic area.

6. Articulation

The Principal will be responsible for articulation with sending districts, community organizations and business and industry within their geographic area.

7. Buildings

The Principal will be responsible for the safekeeping of buildings, supplies, textbooks and apparatus belonging to the school.

8. Equipment and Supply Budgeting

The Principal will be responsible for the development of building equipment and supply budgets.

9. Thorough and Efficient Education

The Principal will be responsible for the implementation and achievement of the District's Thorough and Efficient Education policies as they pertain to students, programs and facilities.

10. Advisory Committees

The Principal will be responsible for development and coordination of assigned advisory committees.

11. Enforcement of Board Policies, Rules and Regulations

The Principal will be responsible for the enforcement of Board of Education policies and the rules and regulations of the Board of Education and Superintendent.

12. Reporting

The Principal shall be responsible to furnish the Superintendent in writing or otherwise, such reports and information as may be required and shall render whatever assistance deemed necessary for the proper administration of the school system.

13. Performs Other Duties

The Principal will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 10, 1996

Full Time Certificated Administration

TITLE: **PRINCIPAL/DIRECTOR OF ADULT EDUCATION**

QUALIFICATIONS:

1. New Jersey Principal Certificate
2. Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

The Principal/Director of Adult Education will be a member of the Superintendent's staff.

1. Program Planning and Design

The Principal/Director will be responsible for evaluating the needs of adult education and recommend appropriate programs for implementation.

2. Staff Supervision and Evaluation

The Principal/Director will be responsible for the supervision and evaluation of assigned staff and shall maintain appropriate records.

3. Professional Development

The Principal/Director will be responsible for assisting staff members with their individual professional growth in coordination with the District's staff development program.

4. Advisory Committees

The Principal/Director will be responsible for the overall coordination of appropriate advisory committees.

5. Health & Safety Program

The Principal/Director will be responsible for the supervision of health and safety practices and procedures for assigned schools and programs.

6. Liaison with Business and Industry

The Principal/Director will be responsible for acting as the liaison with business and industry for the purpose of fostering and promoting adult and alternative education.

7. Buildings/Facilities

The Principal/Director will be responsible for safekeeping of buildings and assets as assigned.

8. Program Equipment and Supply Budgets

The Principal/Director will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

9. Program Scheduling

The Principal/Director will be responsible for development and recommending a comprehensive program schedule.

10. Student Selection

The Principal/Director will be responsible for the selection and admission process of students into assigned programs.

11. Coordination

The Principal/Director will act as an administrative coordinator with appropriate administrative staff in institutions and agencies providing educational and clinical affiliations.

12. Curriculum

The Principal/Director will be responsible for initiating, maintaining and updating the curriculum of assigned programs.

13. Pupil Progress

The Principal/Director will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status.

14. Public Relations

The Principal/Director will be responsible for the development of positive attitudes relative to education with local schools, business and industry and the general public.

15. Enforcement of Board Policies, Rules and Regulations

The Principal/Director will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

16. Reporting

The Principal/Director will be responsible to furnish the Superintendent, in writing or otherwise, such reports and information as he or she may require and shall render to him or her whatever assistance he or she may deem necessary for the proper administration of the school system.

17. Performs Other Duties

The Principal/Director will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised August 16, 2005

Full Time Certificated Administration

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

QUALIFICATIONS:

1. School Business Administrator Certificate or eligibility
2. Master's Degree in Educational Administration or related field
3. Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
5. Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning
6. Demonstrated organizational, communication and interpersonal skills
7. Successful experience in human resource management and understanding of statutory requirements related to public employment and collective bargaining
8. Must be bonded in accordance with law
9. Knowledge of school law as it relates to job requirements
10. Other criteria as established by the Board of Education

SCHOOL BUSINESS ADMINISTRATOR REPORTS TO: Superintendent

BOARD SECRETARY REPORTS TO: Superintendent/Board of Education

SUPERVISES: All custodial, maintenance and business operations support staff

JOB GOAL FOR SCHOOL BUSINESS ADMINISTRATOR:

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

PERFORMANCE RESPONSIBILITIES FOR SCHOOL BUSINESS ADMINISTRATOR:

1. Budget
Assists the Superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Purchasing
Serves as the official purchasing agent of the Board and is responsible for establishing procedures for the acquisition of supplies and equipment for the District in accordance with law and Board policies.

3. Maintenance/Facilities

Oversees the operation and maintenance of all school facilities, and supervises custodial, grounds and maintenance services. Ensures that all local, state/federal standards for the health and safety of students and staff are maintained and that required reports are maintained.

4. Food Services

Is responsible for the efficient operation of the District's food services program and ensures that procedures are in accordance with law and regulations.

5. Insurance

Administers the District's insurance/risk management program.

6. Transportation

Is responsible for the safe, efficient operation of the student transportation program ensures proper maintenance of District-owned vehicles; reviews routes; and handles the business aspects of contracted transportation services.

7. Capital Improvements

Assists the Superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architect and construction supervisor during construction programs.

8. Properties

Acts as the agent of the Board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with Board policies.

9. Payroll/Benefits

Oversees the preparation of the District payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of Board-approved employee benefit plans.

10. Investments

Is responsible for investment of Board funds in accordance with Board policy.

11. Business Operations

Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.

12. Fiscal Grant Management

Coordinates and oversees fiscal aspects of grant management.

13. Performs Other Duties

Performs such other duties as are prescribed by law and as may be directed by the Superintendent or the Board.

14. Evaluation of Non-Certificated Personnel

Oversees evaluation and supervision of non-certificated personnel in accordance with Board of Education policy.

JOB GOAL FOR BOARD SECRETARY:

To ensure efficient operation of the Board of Education in compliance with duties specified by laws, statutes and directives.

PERFORMANCE RESPONSIBILITIES FOR BOARD SECRETARY:

1. Records

Safeguards and maintains all records and papers of the Board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the Board may place in the secretary's custody.

2. Meetings

Gives notice of all regular and special meetings and posts such notices in accordance with prescribed legislation, except such as shall be kept by the treasurer of school moneys pursuant to law. Attends all Board meetings.

3. Board Minutes

Records all proceedings of Board meetings and handles all correspondence of the Board.

4. Reorganization

Presides at the annual reorganization meeting of the Board until such time as a president is elected.

5. Oath

Administers the Oath of Office to newly elected Board members.

6. Accountant

Serves as general accountant of the Board, and keeps correct and detailed accounts of all financial transactions as prescribed by statute and approved Board policy. Provides the Board with written reports on the same.

7. Audit

Assumes responsibility for audit of all claims, invoices and demands against the Board, presents them for approval and forwards them to the treasurer of school moneys for payment.

8. Reports

Reports to the Board at each regular meeting the amounts appropriated, expended and transferred into or out of an item of appropriation, for each item of appropriation shown on the prescribed budget form.

9. Cash Balances

Reports to the Board once each month the amount of appropriations and the cash receipts for each account, and the amounts for which warrants have been drawn against each account and the amounts of orders or contractual obligations incurred and chargeable against each account since the previous report.

10. Certify Budget

Certifies to the Board each month that no budget line item has been overexpended.

11. Annual Audit

Prepares a synopsis or summary of the annual audit and recommendations, prior to the holding of the Board meeting to take action thereon. A copy of the synopsis or summary shall be made available for distribution to interested parties at the meeting.

12. Tuition Collection

Collects tuition fees and other moneys due to the Board not payable directly to the treasurer of school moneys and transmits such funds to the treasurer.

13. School Debts

Reports to the commissioner, by August 1, the amount of interest-bearing school debts of the municipality and the District with rates of interest, dates when bonds and other evidences of indebtedness were issued, and the due date.

14. End-of-Year Fiscal Report

Provides the Board with detailed end-of-year fiscal report in the manner and form prescribed by the commissioner, and files a copy with the County Superintendent by August 1.

15. Disclosure

Annually develops and transmits to the County Superintendent of Schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.

16. Appointment Notification

Notifies the County Superintendent of the names of newly appointed Board members to obtain the state-required Financial and Personal/Relative Disclosure Statements and informs the County Superintendent of new administrators or supervisors appointed after the April 30 filing date.

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of the Business Administrator/Board Secretary.

Adopted October 10, 1996

Full Time Certificated Administration

TITLE: **SUPERINTENDENT**

QUALIFICATIONS:

1. New Jersey School Administrator Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Board of Education

PERFORMANCE RESPONSIBILITIES:

The Superintendent shall be the chief executive and administrative officer of the Board of Education and shall carry out the policies, rules and regulations of that body.

1. Research and Planning

The Superintendent shall be responsible for researching and planning for the future well being of education in the Vocational Schools of Monmouth County.

2. Policy

Within the limits prescribed by the Board of Education, state statute, the rules and regulations of the State Board of Education and the pronouncements of the State Commissioner of Education, it is the duty of the Superintendent to set the administrative policy of the school.

3. Recommendations

It is the responsibility of the Superintendent to make recommendations to the Board of Education. The Superintendent shall be required to make recommendations concerning curriculum, personnel, maintenance, operation, organization, building, remodeling or major repair of buildings, and on any other matter whatsoever that concerns the welfare of the Vocational Schools, and on which the Board of Education should take action.

4. Reports

The Superintendent shall keep the Board of Education informed concerning the state of the Vocational School system.

5. Supervision

The Superintendent shall directly supervise all members of the staff of the Vocational School or so delegate such supervisory duties to other members of the administrative staff.

6. Public Relations

The Superintendent shall be responsible for and shall direct the program of public information and public relations.

7. Fiscal Operations

The Superintendent, acting with the Secretary of the Board of Education, shall prepare the tentative annual budget for submission to the Board of Education. The Superintendent shall be responsible for all fiscal matters concerning the Board of Education's budget and shall follow the statutes of the law.

8. Staff Selection

The Superintendent is responsible for reviewing the qualifications of all candidates for employment and to make appropriate recommendations to the Board.

9. Representing the Board of Education

As the executive officer of the Board of Education, the Superintendent will represent the Board and its philosophy on all matters.

10. Records

The Superintendent shall keep such records as are required of his office by statute or by regulation of the Board of Education.

11. Property

The Superintendent is responsible for all property under the control of the Board of Education.

12. Educational Program

The Superintendent is responsible for leading the staff in developing and implementing the educational program and necessary support services in providing a quality education for all the District's students.

13. Performs Other Duties

The Superintendent is responsible for performing other duties as assigned by the Board of Education or deemed necessary to perform in the best interest of the Board of Education.

TERMS OF EMPLOYMENT:

Twelve months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the Board's policy on evaluation of Superintendent.

Adopted October 10, 1996

Full Time Certificated Administration

TITLE: **SUPERVISOR OF ADULT EDUCATION**

QUALIFICATIONS:

1. New Jersey Supervisor Certificate
2. Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Principal/Director of Adult Education

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Supervisor will be responsible for evaluating the educational needs of the adult community and recommend appropriate programs for implementation.

2. Staff Supervision/Evaluation

The Supervisor will be responsible for the supervision and evaluation of assigned staff and shall maintain appropriate records.

3. Professional Development

The Supervisor will be responsible for assisting staff members with their individual professional growth in coordination with the District's staff development program.

4. Program Equipment and Supply Budgets

The Supervisor will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

5. Program Scheduling

The Supervisor will be responsible for development and recommendation of comprehensive program schedule.

6. Student Selection

The Supervisor will be responsible for the selection and admission process of students into the assigned programs.

7. Apprenticeship

The Supervisor will be responsible for coordination and supervision of apprenticeship activities.

8. Coordination

The Supervisor will act as an administrative coordinator with appropriate administrative staff in institutions and agencies providing educational and clinical affiliations.

9. Curriculum

The Supervisor will be responsible for initiating, maintaining and updating the curriculum of assigned programs.

10. Pupil Progress

The Supervisor will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status.

11. Public Relations/Advertising

The Supervisor will be responsible for the development of positive attitudes relative to education with local schools, business and industry and the general public.

12. Enforcement of Board Policies, Rules and Regulations

The Supervisor will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

13. HSPA/SRA Process

The Supervisor will be responsible for the coordination of the HSPA for the Adult High School (AHS) along with the administration of SRA 11 where appropriate.

14. AHS

The Supervisor will be responsible for assisting the Principal/Director with curriculum, staff development, and scheduling of the AHS.

15. Performs Other Duties

The Supervisor will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Ten Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised August 16, 2005

Full Time Certificated Administration

TITLE: **SUPERVISOR OF CORRECTIONAL PROGRAMS**

QUALIFICATIONS:

1. New Jersey Supervisor Certificate
2. Master's Degree
3. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Principal/Director of Adult & Alternative Education

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision

The Supervisor will assist the Principal in the supervision and direction of teachers and counselors at the Youth Detention Center and the Monmouth County Correctional Institution and keep written records.

2. Staff Evaluation

The Supervisor will assist the Principal in the evaluation of teachers and counselors at the Youth Detention Center and the Monmouth County Correctional Institution and keep a written record of such evaluations.

3. Curriculum

The Supervisor will assist the Principal in initiating and maintaining the District curriculum at assigned facilities.

4. Professional Development

The Supervisor will be responsible for assisting staff members with their individual professional growth in coordination with the District's staff development program.

5. Program Equipment and Supply Budgets

The Supervisor will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

6. Reporting/Record Keeping

The Supervisor will be responsible for maintaining all records pertaining to the Youth Detention Center and the Monmouth County Correctional Institution including attendance registers and part-time staff time sheets.

7. Liaison with Community Agencies

The Supervisor will maintain lines of communications with community agencies including local school districts, county agencies, and community groups.

8. Program Equipment

The Supervisor will be responsible to maintain all equipment that is assigned to the Correctional programs.

9. Safety Program

The Supervisor will implement policies and procedures designed to provide a safe environment at the assigned facilities.

10. Contribution to Total School Effort

The Supervisor has a responsibility to cooperate with the Youth Detention Center and Monmouth County Correctional Institution Administration under the auspices of the Monmouth County Vocational School District Administration.

11. Performs Other Duties

The Supervisor will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Ten months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised August 21, 2001

Full Time Certificated Administration

TITLE: **SUPERVISOR OF CURRICULUM AND INSTRUCTION**

QUALIFICATIONS:

1. New Jersey Supervisor Certificate
2. Master's Degree
3. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assistant Superintendent: Professional Development and Curriculum

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Supervisor will be responsible for evaluating the educational needs of the District and recommending appropriate programs for implementation.

2. Curriculum

The Supervisor will be responsible to provide leadership in the development, revision, implementation, coordination, and analysis of the District's curriculum. The Supervisor shall oversee the Curriculum Focus Group.

3. Instruction

The Supervisor will provide leadership in the development of instructional programs and achievement of state core curriculum content standards, common core standards, and District goals and objectives. The Supervisor will provide staff assistance in the implementation of effective instructional and assessment techniques.

4. Professional Development

The Supervisor will develop, implement, and evaluate the District Staff Development Plan. The Supervisor will be responsible for the planning, implementation, and evaluation of in-house staff development based on staff needs. The Supervisor will assist in the coordination of staff days' activities and schedules. The Supervisor will assist the Director of Technology in developing the District Technology Plan. The Supervisor will develop, implement, and evaluate the District Mentoring Plan.

5. Staff Supervision/Evaluation

The Supervisor will assist building Principals in the supervision and evaluation of assigned staff and shall maintain appropriate records..

6. Building Supervision

The Supervisor will be responsible for supervising assigned buildings as necessary. The Supervisor will deal with personnel and pupil issues, as well as render whatever assistance is needed for proper administration of the building.

7. Articulation

The Supervisor will be responsible for articulation with local school district personnel, community organizations, and business and industry representatives.

8. Reporting

The Supervisor will be responsible for furnishing, in writing or otherwise, such reports and information as may be required.

9. Enforcement of Board Policies, Rules and Regulations

The Supervisor will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent.

10. Performs Other Duties

The Supervisor will assume responsibility of other professional duties as assigned by the Superintendent or Assistant Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted: April 16, 2013

Full Time Certificated Administration

TITLE: **SUPERVISOR OF SCHOOL TO CAREER PROGRAMS & SERVICES**

QUALIFICATIONS:

1. New Jersey Supervisor or Principal Certificate
2. N.J. Cooperative Industrial Education Certificate
2. Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assigned to Vocational-Technical Principal

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision/Evaluation

The Supervisor will be responsible for the supervision and evaluation of assigned staff and shall maintain appropriate records.

2. Coordinator: CIE

The Supervisor will coordinate and oversee all District's CIE activities as assigned and in conjunction with Monmouth County Vocational School District's Cooperative Industrial Education Job Description (attached).

3. Curriculum

The Supervisor will be responsible for initiating, maintaining and updating assigned curriculum.

4. Professional Development

The Supervisor will be responsible for assisting in the planning, development and delivery of professional development training programs and related activities for District personnel.

5. Program Equipment and Supply Budgets

The Supervisor will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

6. Articulation

The Supervisor will be responsible for articulation with local school district personnel, community organizations and business and industry representatives.

7. Advisory Committees

The Supervisor will be responsible for development and coordination of assigned advisory committees.

8. Public Relations

The Supervisor will be responsible for the promotion of positive attitudes relative to vocational and school-to-work initiatives with local school districts, business and industry and the general public.

9. Enforcement of Board Policies, Rules and Regulations

The Supervisor will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent.

10. Reporting

The Supervisor shall be responsible to furnish the Principal in writing or otherwise, such reports and information as may be required and shall render whatever assistance deemed necessary for proper administration of the assigned programs.

11. Performs Other Duties

The Supervisor will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted August 21, 2001

Full Time Certificated Administration

TITLE: **SUPERVISOR OF SHARED-TIME VOCATIONAL PROGRAM**

QUALIFICATIONS:

1. New Jersey Principal/Supervisor Certificate
2. Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Shared-Time Vocational-Technical Principal

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision/Evaluation

The Supervisor will be responsible for the supervision and evaluation of assigned staff and shall maintain appropriate records.

2. Substitute Teachers

The Supervisor will be responsible for the assignment of substitute teachers.

3. Curriculum

The Supervisor will be responsible for initiating, maintaining and updating assigned curriculum.

4. Professional Development

The Supervisor will be responsible for assisting in the planning, development and delivery of professional development training programs and related activities for District personnel.

5. Program Equipment and Supply Budgets

The Supervisor will be responsible for the development and recommendation of appropriate budget items concerning the implementation of assigned programs.

6. Articulation

The Supervisor will be responsible for articulation with local school district personnel, community organizations and business and industry representatives.

7. Advisory Committees

The Supervisor will be responsible for development and coordination of assigned advisory committees.

8. Public Relations

The Supervisor will be responsible for the promotion of positive attitudes relative to vocational and school-to-work initiatives with local school districts, business and industry and the general public.

9. Enforcement of Board Policies, Rules and Regulations

The Supervisor will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent.

10. Reporting

The Supervisor shall be responsible to furnish the Principal in writing or otherwise, such reports and information as may be required and shall render whatever assistance deemed necessary for proper administration of the assigned programs.

11. Building Supervision

The Supervisor will be responsible for supervising assigned buildings and dealing with personnel and pupil issues.

12. Performs Other Duties

The Supervisor will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Ten Months. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised July 15, 2003

Full Time Certificated Administration

TITLE: **SUPERVISOR OF SPECIAL EDUCATION FOR FULL-TIME VOCATIONAL PROGRAM**

QUALIFICATIONS:

1. New Jersey Supervisor Certificate
2. New Jersey Teacher of the Handicapped Certificate
3. Master's Degree
4. Appropriate administrative/supervisory/teaching experiences
5. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Supervisor will be responsible for identifying student needs, disaggregating and analyzing student data, and recommending instructional materials.

2. Curriculum

The Supervisor will be responsible for curriculum development and revision. The Supervisor shall design and disseminate instructional strategies and provide staff assistance in the implementation of effective instructional and assessment techniques.

3. Staff Supervision/Evaluation

The Supervisor will be responsible for assisting the Principal in the supervision and evaluation of staff and shall maintain appropriate records.

4. Professional Development

The Supervisor will be responsible for the planning, implementation and evaluation of in-house staff development based on staff needs. The Supervisor shall work in conjunction with the District Staff Development Leader.

5. Pupil Progress

The Supervisor will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status.

6. Pupil Performance Objectives

The Supervisor will develop and implement Pupil Performance Objectives as related to student academic/vocational progress.

7. Discipline

The Supervisor will research and develop creative discipline alternatives targeting student behavior and classroom management.

8. Public Relations

The Supervisor will be responsible for the development of positive attitudes relative to vocational education with local schools, business and industry and the general public.

9. Enforcement of Board Policies, Rules and Regulations

The Supervisor will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

10. Reporting

The Supervisor will be responsible to furnish the Principal, in writing or otherwise, such reports and information as he/she may require and shall render to him/her whatever assistance he/she may deem necessary for the proper administration of the school system.

11. Performs Other Duties

The Supervisor will assume responsibility of other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Ten Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted August 17, 2004

Full Time Certificated Administration

TITLE: **VICE PRINCIPAL**

QUALIFICATIONS:

1. New Jersey Principal Certificate
2. Appropriate Master's Degree
3. Appropriate administrative/supervisory experiences
4. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Principal or as assigned by the Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision

The Vice Principal will assist the Principal in the supervision and direction of Teachers, Secretaries and Custodians and keep a written record of such evaluations.

2. Staff Evaluation

The Vice Principal will assist the Principal in the evaluation of Teachers, Secretaries and Custodians and keep a written record of such evaluations.

3. Student Discipline

The Vice Principal will assist the Principal in the enforcement of student discipline policies and procedures.

4. Support Services

The Vice Principal will provide student support services and arrange periodic meetings of all participating District support service personnel.

5. Student Attendance

The Vice Principal will coordinate and enforce the District's pupil attendance policy procedures and related record keeping.

6. Advisory Committees

The Vice Principal will be responsible for assisting the Principal in coordination of Advisory Committees.

7. Student Transportation

The Vice Principal will coordinate student transportation with sending school district.

8. Student Youth Organizations

The Vice Principal will be responsible for the overall supervision of all student activities and funds.

9. Substitute Teachers

The Vice Principal will supervise the assignment of substitute teachers.

10. Performs Other Duties

The Vice Principal will assume other professional duties as assigned.

TERMS OF EMPLOYMENT:

Twelve Months. Represented by Monmouth County Vocational Principals & Supervisors Association.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 10, 1996

Full Time Certificated Educational Services Endorsement

TITLE: **ADULT/TRANSITIONAL COUNSELOR**

QUALIFICATIONS: New Jersey Educational Services Certificate: Student Personnel Services

REPORTS TO: Principal, Adult High School

PERFORMANCE RESPONSIBILITIES:

1. Career Awareness

The Adult/Transitional Counselor will be responsible for providing the students information relating to careers, work habits, attitudes and filling out appropriate forms.

2. Guidance and Counseling

The Adult/Transitional Counselor will be responsible to help individuals and groups toward overcoming obstacles to their personal growth and towards achieving optimum development of their personal resources, along with assisting the job placement counselor with placement.

3. Public Relations

The Adult/Transitional Counselor will assist in the development of positive public relations with local schools, business and industry, and the general public to assure career development and outreach employment opportunities for participants.

4. Student Recruitment

The Adult/Transitional Counselor will be responsible for the recruitment of students for the District's programs. This will include, but not be limited to, arranging, organizing and presenting vocational outreach programs in assigned schools, at career fairs and civic organizations.

5. Student Records

The Adult/Transitional Counselor will be responsible for obtaining and maintaining student record folders including monitoring student achievement and updating individual student educational plans.

6. Placement and Follow-Up

The Adult/Transitional Counselor will assist in conducting placement and follow-up studies of District graduates.

7. Liaison with Community Agencies

The Adult/Transitional Counselor will maintain lines of communications with community agencies including local school districts, county agencies, and community groups.

8. Reporting

The Adult/Transitional Counselor will be responsible to furnish such reports, in writing or otherwise, as may be required.

9. Assessment

The Adult/Transitional Counselor will administer specific testing materials to students when needed to measure vocational readiness.

10. Transportation

The Adult/Transitional Counselor will assist students with public, county, and local means of getting to and from vocational training programs.

11. Transition

The Adult/Transitional Counselor will assist graduates with a smooth transition from school to work.

12. Performs Other Duties

The Adult/Transitional Counselor will assume responsibilities for other professional duties as assigned within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Educational Services Endorsement

**TITLE:
EDUCATION**

COORDINATOR: COOPERATIVE INDUSTRIAL

QUALIFICATIONS:

New Jersey Educational Services Certificate: Coordinator:
Cooperative Industrial Education

REPORTS TO:

Principal

PERFORMANCE RESPONSIBILITIES:

1. On the Job Training - Work Sites

The C.I.E. Coordinator will be responsible to evaluate work stations for favorable environment, learning potential, safety and compatibility to student placement.

2. On the Job Training - Students

The C.I.E. Coordinator will be responsible for assigning students to work stations, determining tasks that are appropriate or inappropriate, observing each student at least twice monthly and evaluating student progress on a regular basis.

3. On the Job Training - Conferences

The C.I.E. Coordinator will be responsible for holding periodic conferences with employers, students and teachers to facilitate the learning process.

4. C.I.E. Apprenticeship Linkage Program

The C.I.E. Coordinator will be responsible for selecting students with a potential for apprenticeship and assist in student transition from C.I.E. to formal apprenticeship.

5. Job Placement

The C.I.E. Coordinator will be responsible for providing job placement services to all students and graduates of District programs as assigned.

6. Reporting

The C.I.E. Coordinator will be responsible to furnish such reports, in writing or otherwise, as may be required.

7. Public Relations

The C.I.E. Coordinator will assist in the development of a positive public image of the District through outreach activities with local school districts, businesses and industries and the general public.

8. Apprenticeship

The C.I.E. Coordinator will assist in the administration and operations of the apprenticeship program.

9. Performs Other Duties

The C.I.E. Coordinator will assume responsibilities for other professional duties as assigned by the administration within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Educational Support Services

TITLE: **EDUCATIONAL MEDIA SPECIALIST**

QUALIFICATIONS:

1. Appropriate work experience.
2. Bachelor's Degree in field of Education or related field.
N.J. Certification as an Educational Media Specialist.

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Liaison with Staff

The Educational Media Specialist will serve as an expert in acquiring and evaluating information resources to promote authentic learning and in bringing awareness of information issues to students, teachers, and administrators.

2. Operation

The Educational Media Specialist will be responsible for the smooth operation of the Media Center. This includes selecting and maintaining the print and non-print collections, maintaining inventories, and developing and monitoring a circulation system of all materials.

3. Staff Development

The Educational Media Specialist will develop and conduct workshops for staff and students to teach research skills, efficient use of the Media Center, including the automated card catalogue, on-line services, reference materials, internet search engines, computer programs, CD ROMS, and other media resources.

4. Curriculum Development

The Educational Media Specialist will serve as a member of the teaching staff to develop and implement a four year research curriculum which encompasses key telecommunications, internet and on-line skills.

5. Curriculum Alignment

The Educational Media Specialist will align the print and non-print collections with curriculum guides and assist staff with the selection of textbooks and other media resources.

6. Audio-Visual Materials

The Educational Media Specialist will be responsible for the inventory, maintenance, and distribution of all audio-visual materials within the building including the Video Retrieval System.

7. Research

The Educational Media Specialist will remain current on teaching and learning to assist students and staff in analyzing and evaluating vast amounts of information in order to learn, think and create new knowledge.

8. Information

The Educational Media Specialist will develop, maintain, and disseminate information to all staff members concerning a selective professional library, as well as Web Sites and electronic resource information areas that will supplement and enhance their daily lesson plans.

9. On-Line Services

The Educational Media Specialist will develop a plan to effectively integrate all local, state, and national on-line electronic services with the Media Center.

10. Technologies

The Educational Media Specialist will maintain a working knowledge of emerging technologies such as Distance Learning, Networking, Library Automation Systems and Security, Animated Research and Reference Materials, and Electronic Databases to integrate into the Media Center.

11. Guidelines and Standards

The Educational Media Specialist will review the professional literature and integrate all ALA Guidelines and Standards, where applicable.

12. Committees

The Educational Media Specialist will sit on grade-level teams, providing direction and resources to ensure the on-going integration of the career theme throughout the curriculum.

13. Contribution to Total School Effort

The Educational Media Specialist will cooperate with the Administration and professional staff in activities which enhance the operation of the Monmouth County Vocational School District.

14. Perform Other Duties

The Educational Media Specialist will perform other professional duties as assigned by the Administration within the scope of terms of employment.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certificated staff.

Adopted March 12, 1998

Full Time Certificated Educational Services Endorsement

TITLE: **GUIDANCE COUNSELOR**

QUALIFICATIONS: New Jersey Educational Services Certificate: Student Personnel Services

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Student Selection

The Guidance Counselor will assist in the selection of students (middle school, high school, post secondary and adult) for the District's programs.

2. Student Records

The Guidance Counselor will be responsible for maintaining student records in accordance with District policy.

3. Placement and Follow-Up Studies

The Guidance Counselor will assist the Director of Pupil Personnel in conducting placement and follow-up studies of District graduates.

4. Public Relations

The Guidance Counselor will assist in the development of a positive image of the District through outreach activities with local school districts, business and industry and the general public.

5. Student Recruitment

The Guidance Counselor will be responsible for the recruitment of students for the District's programs. This will include, but not be limited to, arranging, organizing and presenting vocational outreach programs in assigned schools, at career fairs and civic organizations.

6. Student Graduation Plans

The Guidance Counselor will assist the School-to-Work staff in providing job placement services to all students and graduates of the District program.

7. Liaison with Assigned School Districts

The Guidance Counselor will be responsible to maintain lines of cooperation and assistance to assigned school districts. The guidance counselor will also be responsible to establish a linkage with home school guidance counselors, guidance directors and child study team members.

8. Student Guidance/Portfolio

The Guidance Counselor will be responsible for giving students assistance and information relating to careers, work habits, attitudes and filling out appropriate forms.

9. Student Counseling

The Guidance Counselor will be responsible to help individuals and groups toward overcoming obstacles to their personal growth, wherever they may be encountered and toward achieving optimum development of their personal resources.

10. Further Education

The Guidance Counselor will assist students in planning and applying to post-secondary institutions.

11. Student Attendance

The Guidance Counselor will assist the Vice-Principal with the implementation of the District's attendance policy.

12. Reporting

The Guidance Counselor will be responsible to furnish such reports, in writing or otherwise, as may be required.

13. Performs Other Duties

The Guidance Counselor will assume responsibilities for other professional duties as assigned by the Administration within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Educational Services Endorsement

TITLE: **GUIDANCE COUNSELOR/CAREER ACADEMIES**

QUALIFICATIONS: New Jersey Educational Services Certificate: Student Personnel Services

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Student Counseling

The Guidance Counselor will be responsible to help individuals and groups toward overcoming obstacles to their personal growth, wherever they may be encountered and toward achieving optimum development of their personal resources.

2. Student Graduation Plans

The Guidance Counselor will assist all students in developing post-graduate plans.

3. Student Guidance/Portfolio

The Guidance Counselor will be responsible for giving students assistance and information relating to careers, work habits, attitudes and filling out appropriate forms.

4. Student Recruitment

The Guidance Counselor will cooperate in the recruitment of students for the District's programs by actively participating in the Open House programs.

5. Student Records

The Guidance Counselor will be responsible for maintaining student records in accordance with District policy.

6. Public Relations

The Guidance Counselor will assist in the development of a positive image of the District by offering Parent Night Programs, as well as outreach activities with local school districts, business/industry, and the general public.

7. Reporting

The Guidance Counselor will be responsible to furnish such reports, in writing or otherwise, as may be required.

8. Testing

The Guidance Counselor will coordinate and administer all standardized testing programs mandated by the District and state, as well as the PSAT.

9. Student Attendance

The Guidance Counselor will assist with the implementation of the District's attendance policy.

10. Placement and Follow-Up Studies

The Guidance Counselor will assist the Director of Pupil Personnel in conducting placement and follow-up studies of District graduates.

11. Liaison with Assigned School Districts

The Guidance Counselor will be responsible to maintain lines of cooperation and assistance to assigned school districts. The Guidance Counselor will also be responsible to establish a linkage with home school guidance counselors, guidance directors and child study team members.

12. Performs Other Duties

The Guidance Counselor will assume responsibilities for other professional duties as assigned by the Administration within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted September 17, 1998

Full Time Certificated Educational Services Endorsement

TITLE: **LEARNING DISABILITY TEACHER CONSULTANT**

QUALIFICATIONS: New Jersey Educational Services Certificate: Learning Disability Teacher Consultant

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Student Assessment

The LDTC will be responsible for analyzing and assessing classified students learning characteristics.

2. Liaison with District Teaching Staff

The LDTC will design, along with teachers, remedial and vocational activities, tasks and instructional strategies consistent with student IEP's.

3. Liaison with Assigned School District Personnel

The LDTC will be responsible for maintaining lines of cooperation and assistance to child study team personnel in local School Districts for the purpose of implementing and reviewing student IEP's.

4. In-Service Education

The LDTC will assist the Building Principal in the development of in-service programs for special needs and vocational teachers.

5. Contribution to Total School Effort

The LDTC has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the School District.

6. Reporting

The LDTC will be responsible to furnish such reports in writing or otherwise as may be required.

7. Performs Other Duties

The LDTC will assume responsibilities for other professional duties as assigned by the Building Principal within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Educational Services Endorsement

TITLE: **SCHOOL NURSE**

QUALIFICATIONS: New Jersey Educational Services Certificate: School Nurse

REPORTS TO: Principal/Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Health Record System

The School Nurse will maintain a complete up-to-date health record system for students and staff. This record includes, but is not limited to, immunization data, tuberculosis testing, as well as the results of screenings, referrals and follow-ups, emergency information cards and accident reports.

2. Health Services

The School Nurse will give emergency care according to the rules and regulations as set up by the school physician and administer prescribed medication to students as per specified approved Board policy.

3. Home School Coordination

The School Nurse will work cooperatively with the home School Nurses to plan and conduct the screening examinations and health appraisals as established by Board of Education policy. The School Nurse makes referrals as indicated.

4. Health and Safety Education, Counseling

The School Nurse will act as a resource person and teach health and safety to the classes in the District. The School Nurse will be responsible to work with District administration in all health and safety matters. The School Nurse will counsel students, parents and staff concerning health and safety problems.

5. Health and Safety In-Service

The School Nurse will conduct health and safety related in-service education for staff members.

6. Special Needs Health and Safety

The School Nurse will work with the special needs students of the District and make recommendations to help adapt the school environment to meet the needs of medically limited students. The School Nurse will also help promote a safe working environment.

7. Student Selection Process

The School Nurse will assist in obtaining information, as needed, pertaining to the medical and health needs of applicants for District programs.

8. Substance Abuse

The School Nurse will be responsible to provide assistance and referral information on alcohol/drug abuse to staff, students, parents and cooperating Districts.

9. Professional Growth

The School Nurse will remain abreast of current developments in the health education field and how it relates to the School District programs.

10. Curriculum Development

The School Nurse will work with other professional personnel in development of health and safety curriculum and recommends policies and procedures for health and safety services.

11. Contribution to Total School Effort

The School Nurse has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

12. Reporting

The School Nurse will maintain a log of accidents and follow up, counseling, safety lessons, special programs and prepare other reports as necessary.

13. Performs Other Duties

The School Nurse will assume responsibility of other professional duties as assigned by the Administration within the scope of terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Educational Services Endorsement

TITLE: **SCHOOL SOCIAL WORKER/SUBSTANCE AWARENESS COORDINATOR**

QUALIFICATIONS: New Jersey Educational Services Certificate: School Social Worker

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Parent Liaison

The Social Worker will responsible to provide parental liaison, including home visitations, concerning the students program development.

2. Community Liaison

The Social Worker will coordinate services in the best interest of the student concerning community organizations, courts, probationary agencies and rehabilitation organizations.

3. Substance Abuse

The Social Worker will coordinate the student assistance team and substance abuse assessment, intervention, counseling, referrals and after care.

4. Student Attendance

The Social Worker will monitor student attendance and seek to decrease student absenteeism through counseling, daily telephone calls, home visitations, and reward incentives for exemplary attendance.

5. Individual Student Counseling

The Social Worker will provide counseling to students in the areas of crisis intervention, suicide prevention, drug and alcohol abuse, child abuse and neglect, sexual harassment, and behavior modification.

6. Student Group Counseling

The Social Worker shall conduct groups for students instructing them in the area of positive social skills for successful employment.

7. Liaison with District Teaching Staff

The Social Worker will design, along with the teachers, remedial and vocational activities, tasks and instructional strategies consistent with student IEP's.

8. Student Behavior Modification

The Social Worker will assist the instructors and administration in modifying inappropriate student behavior.

9. Affirmative Action

The Social Worker will assist the Principal in addressing affirmative action issues with the students and faculty.

10. Reporting

The Social Worker will be responsible to furnish such reports in writing or otherwise as may be required.

11. Contribution to Total School Effort

The Social Worker has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

12. Perform Other Duties

The Social Worker will assume responsibilities for other professional duties as assigned by the building principal within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Educational Services Endorsement

TITLE: **SUBSTANCE AWARENESS COORDINATOR**

QUALIFICATIONS: New Jersey Educational Services Certificate: Substance Awareness Coordinator

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Individual Student Counseling

The Substance Awareness Coordinator will evaluate and provide counseling to students and families in the areas of drug and alcohol abuse, and behavior modification.

2. Support Groups

The Substance Awareness Coordinator will develop and implement student support groups and parent support groups.

3. Early Identification

The Substance Awareness Coordinator will develop and coordinate a referral system and intervention services for early identification of students who are at risk for substance abuse or demonstrating symptoms of substance use and abuse.

4. Curriculum

The Substance Awareness Coordinator will develop, implement and coordinate a comprehensive chemical health education curriculum; including, the coordination of supplemental programs and guest speakers.

5. Community Liaison

The Substance Awareness Coordinator will coordinate services in the best interest of the student in cooperation with treatment facilities, counselors, and school personnel. He/she will coordinate a referral system with local, state and other services, providers or agencies.

6. Liaison with District Teaching Staff

The Substance Awareness Coordinator will design, along with the teachers, remedial and vocational activities, tasks and instructional strategies consistent with student IEP's. He/she will serve as a resource on substance awareness/abuse issues as well as on the availability of training programs.

7. Staff Development

The Substance Awareness Coordinator will design, implement and coordinate staff development related to substance awareness; including, providing training to all teachers and staff in intervention and referral procedures.

8. Student Behavior Modification

The Substance Awareness Coordinator will assist the instructors and administration in modifying inappropriate student behavior.

9. Education

The Substance Awareness Coordinator will maintain a continuing review of statutes and codes related to drug and alcohol programing. He/she will assist with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.

10. Reporting

The Substance Awareness Coordinator will be responsible to furnish such reports in writing or otherwise as may be required.

11. Contribution to Total School Effort

The Substance Awareness Coordinator has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

12. Perform Other Duties

The Substance Awareness Coordinator will assume responsibilities for other professional duties as assigned by the building principal within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted September 17, 1998

Full Time Certificated Instructional Endorsement

TITLE: **JOB TRANSITIONAL COORDINATOR**

QUALIFICATIONS: New Jersey Instructional Certificate: Teacher of the Handicapped

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Job Placement Opportunities

The Job Transitional Coordinator will assist in locating current employment opportunities within areas of specialization in conjunction with School-to-Career personnel.

2. Job Placement - Student

The Job Transitional Coordinator will be responsible for providing job placement services to all students and graduates of school programs as assigned in conjunction with School-to-Career personnel.

3. On-The-Job Training – Conferences

The Job Transitional Coordinator will be responsible for holding periodic conferences with employers, students, and teachers to facilitate the learning process in conjunction with School-to-Career personnel.

4. Coordinator – Pupil Relationship

The Job Transitional Coordinator establishes a climate that enhances the respect for employer, mentor, customer, as well as for peer team members and colleagues.

5. Career Awareness

The Job Transitional Coordinator will be responsible for providing the students information relating to careers, work habits, attitudes, and filling out appropriate forms.

6. Transportation

The Job Transitional Coordinator will assist students with transportation needs and methods as they relate to getting to and from vocational training programs.

7. Reporting

The Job Transitional Coordinator will maintain student grades, records and progress reports, and submit periodic reports of such to the Principal.

The Job Transitional Coordinator communicates with the administration, parent, employer and school regarding student transportation, work schedules, salary, training goals and progress with skill development.

8. Student Records

The Job Transitional Coordinator will be responsible for obtaining student record folders, including monitoring student achievement as it relates to student school sponsored employment.

9. Public Relations

The Job Transitional Coordinator will assist in the development, presentation of positive public relations with business, industry and the general public.

10. Contribution to Total School Effort

The Job Transitional Coordinator has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

11. Performs Other Duties

The Job Transitional Coordinator will assume responsibilities for other professional duties as assigned by the administration within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 19, 2002

Full Time Certificated Instructional Endorsement

TITLE: **SCHOOL-TO-CAREER TEACHER**

QUALIFICATIONS: Appropriate New Jersey Instructional Certificate

REPORTS TO: Principal/Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Job Placement Opportunities

The School-to-Career Teacher will assist in locating current employment opportunities within area of specialization.

2. Evaluation - Worksite

The School-to-Career Teacher conducts a job analysis of worksite skills required for performance in a particular job title.

3. Job Placement - Student

The School-to-Career Teacher assesses student readiness and entry level skills.

The School-to-Career Teacher defines competency and skill levels to be attained at key stages and works cooperatively with mentor and employer to insure industry standards are met.

4. Curriculum Development

The School-to-Career Teacher develops curriculum, instructional delivery methods, related learning objectives and assessment standards for occupational, related math, science, communication, health and safety skills for a specific job title and training agreement.

5. Training Agreements

The School-to-Career Teacher monitors the implementation of a cooperative industrial education training plan that details worksite training, the instruction of related academics, suggested job rotations and work-based learning experiences designed to sequence and progress the student through the program.

6. Student Assessment

The School-to-Career Teacher observes, instructs and administers written and performance assessment tools to document the achievement of prescribed industry standards for acceptable performance.

7. Teaching Techniques

The School-to-Career Teacher will employ appropriate instructional techniques in the classroom and in the workplace.

8. Reporting

The School-to-Career Teacher maintains student grades, records and portfolios of worksite training materials, progress reports, related academic competencies, journals, projects, work schedules, written performance tests and samples of work products.

The School-to-Career Teacher communicates with the administration, parent, employer and school regarding student transportation, work schedules, salary, training goals and progress with skill development.

9. Career Pathways

The School-to-Career Teacher provides career counseling and assists the student in achieving career pathway goals.

10. Safety

The School-to-Career Teacher will assess, model and monitor school and work-based safety curriculum, rules and regulations to insure a safe training environment.

11. Teacher-Pupil Relationship

The School-to-Career Teacher establishes a climate that enhances the respect for employer, mentor, customer as well as for peer, team members and colleagues.

12. Public Relations

The School-to-Career Teacher will assist in the development, presentation of positive public relations with business, industry and the general public.

13. Contribution to Total School Effort

The School-to-Career Teacher has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

14. Performs Other Duties

The School-to-Career Teacher will assume responsibilities for other professional duties as assigned by the Administration within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Revised September 18, 2001

Full Time Certificated Instructional Endorsement

TITLE: **STAFF DEVELOPMENT COORDINATOR OF
EDUCATIONAL TECHNOLOGY**

QUALIFICATIONS:

1. N.J. Teaching Certificate in Computer Science Technology, Industrial Arts or Mathematics.
2. Knowledge of local area and wide area network administration.
3. Expertise in software installation and maintenance.
4. Ability to troubleshoot hardware, software and network problems.
5. Knowledge and experience in pedagogical and technology integration and communications.
6. Excellent human relations skills.

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Technology Training Center

The Staff Development Coordinator will be the Director of the Educational Technology Training Center and will be responsible for its set up and organization.

2. Technology Plan

The Staff Development Coordinator will schedule and deliver technology including distance learning, staff development workshops for school districts' designated teams.

3. World Wide Web

The Staff Development Coordinator will develop and keep updated a web page for the Educational Technology Training Center.

4. Bulletin Board

The Staff Development Coordinator will develop a county wide educational bulletin board.

5. Peer Council Meetings

The Staff Development Coordinator will attend monthly peer council meetings.

6. Research

The Staff Development Coordinator will research into additional funding sources for the Technology Training Center.

7. Local Districts

The Staff Development Coordinator will consult with local districts on their technology needs.

8. Evaluation

The Staff Development Coordinator will coordinate the evaluation of the Educational Technology Training Center.

9. Other Duties

The Staff Development Coordinator will assume other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted June 26, 1997

Full Time Certificated Instructional Endorsement

TITLE: **STUDENT RESOURCE SPECIALIST**

QUALIFICATIONS: N.J. Teacher of the Handicapped Certificate

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Planning and Preparation

The Student Resource Specialist will be responsible for advising students individually regarding course selection and schedules; and monitor student academic/vocational progress.

2. Assisting Students

The Student Resource Specialist will assist students with job placement information and instruction; post-secondary training/education opportunities; achieving maximum development of abilities as well as strengthening self-esteem and confidence; and overcoming obstacles to personal growth

3. Coordinating

The Student Resource Specialist will coordinate/update class rosters; coordinate student assessment, as well as conduct assessment of incoming students; coordinate student IEP's and annual reviews.

4. Participate in Meetings

The Student Resource Specialist will participate in Child Study Team meetings; participate as a member of the Student Assistance Team

5. Public Relations

The Student Resource Specialist will conduct building tours and organize and present related information programs; maintain open communication with sending districts; and assist in continued development of positive public relations.

6. Contribution to Total School Effort

The Student Resource Specialist is responsible for crisis intervention, collaborating with social worker/SAC, supervisor and principal; assist in supervision of student entry, departure, and corridor movement in daily activities that are not directly related to shop or classroom.

7. Parents/Guardians

The Student Resource Specialist will work with parents/guardians to foster improved attendance and behavior.

8. Performs Other Duties

The Student Resource Specialist will assume responsibility of other professional duties as assigned by the administration within the scope of terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted January 17, 2006

Full Time Certificated Instructional Endorsement

TITLE: **SUPPLEMENTAL TEACHER**

QUALIFICATIONS: Appropriate New Jersey Instructional Certificate: Teacher of the Handicapped

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Techniques of Education

The Supplemental Teacher will employ appropriate instructional and evaluative techniques related to special education student vocational placement(s). The Supplemental Teachers will work with special education students to improve basic communication skills, mathematics and science skills, along with work habits and job search skills necessary to secure and maintain a position in their chosen field.

2. Subject Competency/Professional Growth

The Supplemental Teacher will take advantage of opportunities to enhance his/her professional knowledge and instructional qualifications in the subject of teaching areas for which he/she is responsible.

3. Planning and Preparation

The Supplemental Teacher will review records for the purpose of planning a program of study designed to meet the individual needs and abilities of special needs students. The Supplemental Teacher will coordinate the related instruction to the vocational program(s) in which the student is enrolled.

4. Classroom Control

The Supplemental Teacher will establish procedures of control to allow a maximum of teaching and a minimum of disciplinary action with due consideration given to the composition of the class and the special education profile of each student.

5. Teacher-Pupil Relationship

The Supplemental Teacher will develop a climate that enhances the respect of teacher-student relationships as well as respect among student's peers.

6. Classroom Management

The Supplemental Teacher will assess the accomplishments of students on a regular basis, provide progress reports as required and maintain the physical environment of the classroom.

7. Contribution to Total School Effort

The Supplemental Teacher has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the School District.

8. Curriculum Development

The Supplemental Teacher assists in the development of curriculum materials needed to support the related vocational program.

9. Safety Program

The Supplemental Teacher will reinforce the District's Safety Program to provide a safe environment in the operation of vocational education.

10. Performs Other Duties

The Supplemental Teacher will assume responsibility of other professional duties as assigned by the administration within the scope of terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Certificated Instructional Endorsement

TITLE: **TEACHER**

QUALIFICATIONS: Appropriate New Jersey Instructional Certificate

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Techniques of Education

The Teacher will employ appropriate instructional and evaluative techniques and make use of instructional materials in the classroom.

2. Subject Competency/Professional Growth

The Teacher will take advantage of opportunities to enhance his/her professional knowledge and instructional qualifications in the subject or teaching areas for which he/she is responsible.

3. Planning and Preparation

The Teacher will be responsible for the appropriate planning and preparation for teaching his/her classes.

4. Classroom Control

The Teacher will establish procedures of control and conflict resolution to allow a maximum of teaching and a minimum of disciplinary action with due consideration given to the composition of a class.

5. Teacher-Pupil Relationship

The Teacher will develop a climate that enhances the respect of Teacher-student relationship as well as respect among student peers.

6. Classroom Management

The Teacher will have the responsibility for compiling reports, maintaining records and the physical environment of the classroom.

7. Contribution to Total School Effort

The Teacher has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the School District.

8. Curriculum Development

The Teacher will take an active part in continuing curriculum evaluation and revision.

9. Safety Program

The Teacher will implement the District's Safety Program to provide a safe environment in the operation of vocational education.

10. Performs Other Duties

The Teacher will assume responsibility of other professional duties as assigned by the administration within the scope of terms of employment and certification.

TERMS OF EMPLOYMENT:

Ten month or twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted November 7, 1996

Full Time Non-Certificated Administration

TITLE: STAFF ACCOUNTANT

QUALIFICATIONS:

1. Bachelors Degree in Accounting
2. Minimum of three years experience in school accounting
3. Understanding of principles and practices of financial accounting and reporting procedures consistent with statute, code, GAAP requirements and accountability regulations
4. Demonstrated competence in the use of computers
5. Ability to assist in the management of business office staff
6. Strong analytical, communication and human relations skills
7. Other criteria as established by the Board of Education

STAFF ACCOUNTANT REPORTS TO: School Business Administrator/Board Secretary

JOB GOAL FOR STAFF ACCOUNTANT:

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

PERFORMANCE RESPONSIBILITIES FOR STAFF ACCOUNTANT:

1. Business Office Operation

Assists the School Business Administrator/Board Secretary in managing the daily operation of payroll, accounts payable and accounts receivable. Prioritizes and delegates office work. Through familiarity with all systems, serves as support person to payroll, accounts payable and accounts receivable.

2. Purchasing

Assists the School Business Administrator/Board Secretary in overseeing the direct purchasing of goods & services to ensure compliance with relevant law and code. Oversees tabulation of bids and quotations when necessary.

3. Maintenance/Facilities

Assists the School Business Administrator/Board Secretary in overseeing the operation and maintenance of all school facilities and assists in the supervision of custodial, grounds and maintenance services. Maintains the scheduling of custodial and maintenance staff members.

4. Audit

Assists the School Business Administrator/Board Secretary in preparing for the audit by supervising the closing of the books and maintaining inventory records.

5. Food Service

Assists the School Business Administrator/Board Secretary in operating the school food service programs in compliance with all pertinent rules and regulations. In schools participating in the National School Lunch Program, prepares the monthly reports including the edit check worksheet and certifies compliance with all rules and regulations.

6. Fiscal Grant Management

Assists the School Business Administrator/Board Secretary in coordinating and overseeing the fiscal aspects of grant management.

7. Student Activity Accounts

Prepares monthly reconciliations of all student activity bank accounts. Reviews invoices and vouchers. Works with designated school personnel to prepare monthly and annual fiscal reports.

8. Performs Other Duties

Performs other duties as may be directed by the School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT:

Twelve month position. Contract terms and salary to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Adopted January 19, 2010

Full Time Non-Certificated Administration

TITLE: **SUPERVISOR OF BUILDING AND GROUNDS**

QUALIFICATIONS:

1. Appropriate Bachelor's Degree in Engineering, Architectural Studies, or other appropriate area
2. Appropriate work related experience
3. Knowledge of school facilities and codes
4. Black Seal License

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Supervision of Custodians

The Supervisor will be responsible for orientation and training of all District Custodians in proper janitorial functions necessary for the upkeep of a clean, safe and properly cared for facility.

2. Supervision of Maintenance Persons

The Supervisor will be responsible for the daily supervision, work scheduling and evaluation of maintenance persons.

3. District Maintenance Program

The Supervisor will be responsible for the overall inspection of District's building and grounds and make recommendations to the Assistant Superintendent for short and long-term improvements that include buildings, grounds, custodial and maintenance equipment and supplies, heating, lighting and District vehicles.

4. Safety

The Supervisor will be responsible for making safety inspections of the facilities and notifying the Building Principal and Assistant Superintendent immediately of any safety hazard.

5. Custodial Coverage of Buildings

The Supervisor will be responsible for arranging building coverage when Custodians report in sick or have been given permission by the administration to be absent from their duties.

6. Reports

The Supervisor will be responsible for submitting the necessary reports required to assure an effective maintenance program for the District.

7. Performs Other Duties

The Supervisor will assume other duties as assigned by the Superintendent of Schools or his designee.

TERMS OF EMPLOYMENT:

Twelve months. Salary and work year to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted November 7, 1996

Full Time Non-Certificated Administration/Technology Support Services

TITLE: COUNTY TECHNOLOGY SERVICE COORDINATOR

QUALIFICATIONS: Bachelor's Degree in appropriate area
Appropriate work experience

REPORTS TO: Assigned Administrator

PERFORMANCE RESPONSIBILITIES:

1. Staff Development

The County Technology Service Coordinator will be responsible for staff development in terms of computer training and related computer technology for building and central office staff and teaching staff where necessary.

2. Technology Acquisition

The County Technology Service Coordinator will be responsible for the evaluation and recommendation of technology hardware and software acquisition for coordinated county services.

3. Technology Committee

The County Technology Service Coordinator will serve as a member of the county's Coordinated Technology Committee.

4. Participation

The County Technology Service Coordinator will participate in local and state-wide meetings and committees as directed by the Superintendent of Schools or his designee.

5. County Website

The County Technology Service Coordinator will facilitate the implementation and operation of county website.

6. Reporting

The County Technology Service Coordinator will be responsible to furnish such reports and information as required in writing or otherwise.

7. Contribution to Program Effort

The County Technology Service Coordinator will cooperate with the Administration and professional staff in activities which enhance the operation of the program.

8. Other Duties

The County Technology Service Coordinator will assume other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted January 20, 2000

Full Time Non-Certificated Administration/Technology Support Services

TITLE: **DISTANCE LEARNING COORDINATOR**

QUALIFICATIONS:

1. Experience with distance learning applications
2. Other criteria as established by New Jersey State Board of Education and the local Board of Education

REPORTS TO: Assigned Administrator

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The Distance Learning Coordinator will be responsible for evaluating the technological and educational needs of the school district as it relates to distance learning and recommend appropriate programs for implementation.

2. Staff Development

The Distance Learning Coordinator will be responsible for determining the needs of staff in area of professional distance learning development, and providing professional development opportunities for all staff members through workshops.

3. Program Equipment and Supply Budgets

The Distance Learning Coordinator will be responsible for the development and recommendation of appropriate budget items concerning the implementation of distance learning programs.

4. Coordination

The Distance Learning Coordinator will act as the coordinator with appropriate staff and outside agencies providing educational opportunities.

5. Curriculum

The Distance Learning Coordinator will be responsible for initiating, maintaining and updating distance learning curriculum.

6. Contribution to Total School Effort

The Distance Learning Coordinator will cooperate with the Administration and professional staff in activities that enhance the operation of the Monmouth County Vocational School District.

7. Performs Other Duties

The Distance Learning Coordinator will assume responsibility of other professional duties as assigned by the Administration within the scope of terms of employment.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of professional non-certificated staff.

Revised December 16,1999

Full Time Non-Certificated Administration/Technology Support Services

TITLE: **SCHOOL DATA TECHNOLOGY COORDINATOR**

QUALIFICATIONS:

1. Experience with a variety of database and spreadsheet software.
2. Experience in student scheduling.
3. Experience with master scheduling.

REPORTS TO: Assigned Administrator

PERFORMANCE RESPONSIBILITIES:

1. Student Records

The Coordinator will develop and maintain record archiving for all schools.

2. Data Input

The Coordinator will oversee input of data into the MacSchool database.

3. Staff Development

The Coordinator will assist clerical staff in operation of MacSchool daily data input.

4. MacSchool

The Coordinator will manage the implementation, coordination, updating and training of staff in use of MacSchool. The Open District Coordinator will be the contact person with Chancery Support.

5. Other Software

The Coordinator will coordinate the importing and exporting of data between MacSchool and other report generating software.

6. Reports

The Coordinator will generate reports by extracting data from MacSchool and formatting it into readable data reports. The Open District Coordinator will generate reports from data supplied from sources other than MacSchool as well.

7. Other Duties

The Coordinator will assume other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted January 20, 2000

Full Time Non-Certificated Educational Support Services

TITLE: RESEARCH SPECIALIST

QUALIFICATIONS:

1. Appropriate work experience.
2. Bachelor's Degree

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Articulation

The Research Specialist will work with teachers and administrators to develop instructional units which will integrate media center resources into subject area curricula.

2. Media Center

The Research Specialist will introduce staff and their students to the resources available in the media center.

3. Research

The Research Specialist will research emerging information technologies, evaluate, procure, and update media center software.

4. Professional Development

The Research Specialist will be responsible for staff development in terms of use of the library media center for staff.

5. Media

The Research Specialist will organize, distribute and collect all print and media materials in the Media Center.

6. Professional Growth

The Research Specialist will take advantage of opportunities to enhance his/her professional knowledge qualifications in education and media.

7. Contribution to Total School Effort

The Research Specialist will cooperate with the Administration and professional staff in activities which enhance the operation of the Monmouth County Vocational School District.

8. Perform Other Duties

The Research Specialist will perform other professional duties as assigned by the Administration within the scope of terms of employment.

TERMS OF EMPLOYMENT:

To be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of non-certificated staff.

Revised May 18, 2010

Full Time Non-Certificated School Support Services

TITLE: **CULINARY EDUCATION CENTER PURCHASING COORDINATOR**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum of one year related work experience
3. Administrative and organizational skills
4. Computer and Data Entry skills
5. Ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal/Director of Culinary Education Center

PERFORMANCE RESPONSIBILITIES:

1. Storeroom/Storage Areas

Purchasing Coordinator is responsible for breakdown and storage of all shipments; and keeping storeroom and storage areas clean and organized.

2. Communication

Purchasing Coordinator communicates with appropriate staff members concerning requested food items, costs, availability and pricing.

3. Ordering and Receiving

Purchasing Coordinator is responsible for obtaining the weekly price sheet from vendors; preparing the weekly orders from the Master Order Forms; and placing all food orders, checking price sheets, and talking with vendors to get best price. Purchasing Coordinator shall check and sign for invoices on products received.

4. Requisitions

Purchasing Coordinator will set up daily requisitions and delivery for each of the kitchens.

5. Safety/Quality Control

Purchasing Coordinator shall monitor the safety and sanitation procedures of all food storage areas

6. Inventory

Purchasing Coordinator maintains an inventory of all freezers, food items and dry goods.

7. Financial Reports

Purchasing Coordinator will prepare end-of-month reports and costing-out requisitions with current market price.

8. End of Year Procedures

Purchasing Coordinator shall prepare closing inventories for all freezers, refrigerated food items, dry storage and liquor room. Purchasing Coordinator shall return all soda gas tanks to the vendor, collect opening food orders for September, and make sure all storeroom areas are clean and secure for summer.

9. Other Duties

Purchasing Coordinator shall perform other duties as assigned by the Building Principal/Director.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted July 15, 2008

Full Time Non-Certificated School Support Services

TITLE: **SCHOOL SECRETARY**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum of one year related work experience
3. Standard secretarial skills
4. Computer skills
5. Ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Building Principal and/or Building Administrator

PERFORMANCE RESPONSIBILITIES:

1. Typing and Word Processing

Prepares all reports, tests, correspondence, purchase orders and other materials approved and submitted by authorized staff members.

2. Filing

Maintains an accurate filing system of school-related materials and correspondence.

3. Communications

Answers telephone, records messages and provides appropriate staff members with all necessary information in this process.

4. Student Attendance

Maintains an accurate and up-to-date record of student attendance and insures that students authorized to leave the building follow appropriate sign-out procedures. Generates all required periodic attendance reports and correspondence related to same.

5. Office Equipment

Operates and maintains all office equipment such as computers, printers, fax machines, typewriters and duplicating equipment.

6. Inventory

Maintains an up-to-date inventory of office equipment, furniture, audio-visual equipment and supplies, general supplies and building keys.

7. Personnel Absence

Maintains an accurate record of staff absence and tardiness and reports such by telephone each morning to the Superintendent's office.

8. Mail

Receives and distributes building mail.

9. Building Visitors

Provides authorized visitors with safety glasses when leaving the building office to enter shops and classrooms. Reports unauthorized visitors to building administrator immediately.

10. Records and Reports

Prepares and submits all assigned records and reports.

11. Other Duties

Performs other duties as assigned by the Building Principal and/or Building Administrator.

TERMS OF EMPLOYMENT:

Ten month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted January 9, 1997

Full Time Non-Certificated Support Services

TITLE: **BOOKKEEPER**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum of one year related work experience
3. Standard secretarial skills
4. Computer skills
5. Ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Financial Data Entry

Records detail of District financial transactions into the District's financial accounting system.

2. Record Preparation

Prepares financial reports as required by the Board of Education, the Business Administrator, State and Federal agencies and other authorized entities.

3. Filing

Maintains a regular filing system of all correspondence and source documents which substantiate the District financial transactions.

4. Correspondence and Telephone

Maintains written and verbal contact with staff members, vendors and governmental representatives who require information concerning the District financial transactions.

5. Audit Preparation

Maintains data in the accounting system so as to be available for the annual audit.

6. Other Duties

Performs other duties as may be assigned by the Business Administrator.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Support Services

TITLE: **CLERK**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum of one year related work experience
3. Standard secretarial skills
4. Computer skills
5. Ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Typing
Prepares all reports, correspondence, purchase orders, and other materials approved and submitted by authorized staff members.
2. Filing
Maintains an accurate filing system of department-related materials and correspondence.
3. Communications
Answers telephone, records messages and provides appropriate staff members with all necessary information in this process.
4. Records and Reports
Prepares and submits all assigned records and reports.
5. Office Equipment
Operates and maintains all office equipment such as computers, printers, fax machines, typewriters and duplicating equipment.
6. Mail
Receives and delivers all mail to appropriate department.
7. Other Duties
Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Support Services

TITLE: **EXECUTIVE SECRETARY TO ASSISTANT SUPERINTENDENT: PROFESSIONAL DEVELOPMENT AND CURRICULUM**

QUALIFICATIONS:

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

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Confidential Secretary

Serves as the Assistant Superintendent's confidential secretary. Performs all secretarial and confidential work as assigned by the Superintendent.

2. Supervisory

Supervises the efficient workflow of the school district relative to the responsibilities of the Assistant Superintendent.

3. Correspondence and Reports

Supervises and assists in the preparation of all correspondence and reports emanating from the Assistant Superintendent's Office.

4. Filing

Maintains a regular filing system and processes incoming correspondence.

5. Telephone

Places and receives telephone calls, and records messages for the Assistant Superintendent.

6. Appointments

Maintains a schedule of appointments for the Assistant Superintendent and other central office administrators, district administrators and certificated staff in prioritizing and routing inquiries and requests.

7. Liaison

Acts as a liaison between the Assistant Superintendent and other central office administrators, district administrators and certificated staff in prioritizing and routing inquiries and requests.

8. Preparation of Reports

Assists the Assistant Superintendent in preparing reports required by law, administrative code and Board policy.

9. Other Duties

Performs other duties as may be assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Support Services

TITLE: **EXECUTIVE SECRETARY TO BUSINESS ADMINISTRATOR/BOARD SECRETARY**

QUALIFICATIONS:

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

REPORTS TO: Business Administrator/Board Secretary

PERFORMANCE RESPONSIBILITIES:

1. Confidential Secretary

Performs all secretarial and confidential work as assigned by the Business Administrator/Board Secretary.

2. Supervisory

Supervises the efficient workflow of the school district relative to the responsibilities of the Business Administrator/Board Secretary.

3. Correspondence and Reports

Supervises and assists in the preparation of all correspondence and reports emanating from the Business Administrator/Board Secretary.

4. Filing

Maintains a regular filing system and processes incoming correspondence.

5. Telephone

Places and receives telephone calls, and records messages for the Business Administrator/Board Secretary.

6. Appointments

Maintains a schedule of appointments for the Business Administrator/Board Secretary and makes arrangements for conferences, meetings and interviews.

7. District Accounting

Enters data into district accounting package and is thoroughly familiar with all aspects of accounting package.

8. Liaison

Acts as a liaison between the Business Administrator/Board Secretary and other central office administrators, district administrators and certificated staff in prioritizing and routing inquiries and requests.

9. Preparation of Reports

Assists the Business Administrator/Board Secretary in preparing reports required by law, administrative code and Board policy.

10. Other Duties

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

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Support Services

TITLE: **EXECUTIVE SECRETARY OF PAYROLL, PENSIONS AND BENEFITS**

QUALIFICATIONS:

1. High School Diploma; some college preferred.
2. Minimum of seven to ten years experience in a related field
3. Proven proficiency in Excel required, knowledge of Word preferred
4. Detail and deadline oriented; demonstrated organizational skills
5. Ability to communicate effectively with management and all levels of staff
6. Embodies high ethical standards and integrity
7. Extensive knowledge of payroll and pension tax laws
8. Extensive knowledge of benefit laws and administration
9. Required criminal history background check and proof of U.S. citizenship or resident status

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Confidential Secretary
Serves as a confidential secretary with regard to payroll, pension and benefit matters.
2. Recordkeeping
Maintains employee information files in accordance with law
3. Payroll
 - a. Coordinates preparation of semi-monthly payroll, including entry of time sheets and proofing of payroll for the purpose of ensuring the timely and accurate compensation of employees.
 - b. Ensures accurate withholding and distribution of various employee earnings and deductions, including but not limited to: pension, insurance, garnishments, tax deferred programs, summer savings programs, charitable donations, sick and vacation leave payouts, calculation of dockages, workman's compensation payments, and federal and state taxes.
 - c. Confers with a variety of external agencies, including State/Federal agencies, etc. to achieve speedy resolutions to potential issues. Primary liaison for tax issues.
 - d. Creates and maintains a wide variety of informational reports required for payroll processing and record keeping, including the tracking of part time and substitute employee hours to ensure compliance with both DCRP rules and regulations, and as of 01/01/2013, PPACA compliance.

- e. Establish / maintain employee change binders for Direct Deposit and W-4's.
- f. Informs employees, insurance carriers and/or financial institutions regarding required documentation and/or procedures necessary to complete transactions.
- g. Respond to Unemployment requests and participates in unemployment appeal hearings. Reconciles and pays quarterly unemployment bills. Disputes claims as appropriate.
- h. Prepare and proof annual W-2 tax statements for employees.
- i. Respond to all employee requests and inquires in a timely fashion.
- j. Periodically create and distribute informational documents for employees

4. Pensions

- a. Employee must undergo training by the State of New Jersey in order to be named the "Certifying Officer" for the District.
- b. Responsible for researching and determining what level of enrollment a new employee is entitled to, based on current enrollment, number of hours worked, amount of annual compensation. (TPAF, PERS, DCRP)
- c. Completion and proofing of the quarterly IROC pension report.
- d. Researching and processing enrollments, withdrawals, purchases, retirements, miscellaneous inquiries, and additional duties as required.
- e. Respond to all employee requests and inquires in a timely fashion.

5. Benefits

- a. Conduct New Hire Orientations, annually or as needed. Ensure that new employees are enrolled in benefit plans on a timely basis; follow up as needed.
- b. Maintain Excel database to ensure that additions, changes and terminations are processed and completed by the various carriers in question.
- c. Establish / maintain employee records for all employee benefit plans, in accordance with HIPAA.
- d. Audit benefit plan enrollment on a monthly basis to ensure that the employee coverage level is correct, and that employees are being charged correctly for their portion of the health benefit cost.
- e. Maintain spreadsheet for employee health coverage costs, updating bi-annually for premium increases and State mandated tier level increases. Additional updating is required for employee plan changes and salary increases.
- f. Establish / maintain annual health cost spreadsheet in order to upload mandatory employer cost information into employee annual W-2 statements.

- g. Ensure that employee 403(b) contributions are transmitted to the service providers in a timely fashion.
 - h. Perform monthly reconciliations of the Districts new FSA plan; ensure that the district is in compliance with Federal regulations governing enrollment and participation in the plan.
 - i. Coordinate and distribute employee information for the Annual Benefit open enrollment period.
 - j. Respond to all employee requests and inquiries in a timely fashion.
 - k. Periodically create and distribute informational documents for employees
6. Accounting
- a. Transfer, proof and pay agency checks through Fund Accounting.
 - b. Prepare, proof, transmit and pay quarterly tax reports, including Federal form 941, State form 927, WR-30 reports, and quarterly Multiple Worksite reports.
 - c. Perform monthly reconciliations of the Payroll, Agency and FSA bank accounts.
 - d. Prepare, record and deposit District funds on an as needed basis (generally 2-3 times per week).
 - e. Assists School Business Administrator with Annual Budget process by providing estimates of employee benefit costs.
7. Liaison with Computer Software Provider
- Serves as a liaison with computer software provider regarding the payroll program to ensure compliance with all applicable federal and state laws.
8. Research
- Keep current with all applicable federal and state laws governing payroll taxes and reporting requirements, pension reforms, benefit reforms, COBRA, FMLA, FLA, FLI, and HIPAA
9. Audit Preparation
- Assists School Business Administrator with preparation for the annual audit.
10. Other Duties
- Perform other duties as may be assigned by the School Business Administrator.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted: April 16, 2013

Full Time Non-Certificated Support Services

TITLE: **EXECUTIVE SECRETARY FOR PERSONNEL**

QUALIFICATIONS:

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

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Confidential Secretary

Serves as the Superintendent's confidential secretary with regard to personnel matters.

2. Staff Attendance

Establishes and maintains computer system for recording attendance of all staff members. Keeps annual and cumulative record for each employee. Files all substantiating documents with regard to staff attendance.

3. Recordkeeping

Maintains personnel files as required by law.

4. Human Resource Reporting

Prepares all COBRA and FMLA/FLA documents. Maintains files of all correspondence relating to COBRA and to FMLA/FLA.

5. Statistical Reporting

Assists Central Office Administration in preparation of statistical staff reports as required by the Board of Education, the Superintendent, State and Federal agencies and other authorized entities.

6. Employment

Advertising new positions, distributing postings, collecting and sorting employment applications, setting up appointments, and preparing appropriate correspondence in relation thereto. Maintaining job opportunities on District web site and various internet sites. Preparation and distribution of employment contracts.

7. Filing

Maintains a regular filing system of all personnel correspondence.

8. Telephone

Places and receives telephone calls and records messages for the Superintendent.

9. Other Duties

Performs other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Support Services

TITLE: **EXECUTIVE SECRETARY TO SUPERINTENDENT**

QUALIFICATIONS:

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

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Confidential Secretary

Serves as the Superintendent's confidential secretary. Performs all secretarial and confidential work as assigned by the Superintendent.

2. Supervisory

Supervises and coordinates the efficient workflow of the school district relative to the responsibilities of the Superintendent. Supervises all administrative secretarial duties in the Administrative Office. Supervises the activities of all other secretarial and clerical personnel assigned to the Administrative Office.

3. Correspondence and Reports

Supervises and assists in the preparation of all correspondence and reports emanating from the Superintendent's Office.

4. Filing

Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence.

5. Telephone

Places and receives telephone calls, and records messages for the Superintendent.

6. Appointments

Maintains a schedule of appointments for the Superintendent and makes arrangements for conferences, meetings and interviews.

7. Hiring

Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for Board approval.

8. Liaison

Acts as a liaison between the Superintendent and administrative staff in prioritizing and routing inquiries and requests.

9. Preparation of Reports

Assists the Superintendent in preparing reports required by law, administrative code and Board policy.

10. Other Duties

Performs other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Support Services

TITLE: **HEAD BOOKKEEPER**

QUALIFICATIONS:

1. Minimum of five years school business office experience (can be reduced for exceptional candidate)
2. Complete working knowledge of computer accounting software package as used in a school business office
3. Excellent Word skills; knowledge of Excel
4. Detail and deadline oriented; demonstrated organizational, communication and interpersonal skills
5. Knowledge of standard practices relating to accounting and business operations
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Record Preparation

Prepares all monthly and annual reports for review by the School Business Administrator. Assists School Business Administrator in preparation of agenda material, minutes, annual budget, reports, and special assignments.

2. Backup Support

Supports accounts payable, accounts receivable, payroll, and tax operations. Develops competency in each of these areas to provide backup support.

3. Monitoring

Monitors daily cash balance and reports same to School Business Administrator.

4. Liaison with Computer Software Provider

Serves as liaison with computer software provider so as to insure complete compliance with District needs.

5. Liaison with Treasurer

Serves as liaison with Treasurer of School Moneys so as to insure monthly reconciliation of business office records with those of the Treasurer.

6. Research

Keep current with requirements of Department of Education and other governing agencies.

7. Audit Preparation

Assists School Business Administrator with preparation for the annual audit.

8. Other Duties

Performs other duties as may be assigned by the School Business Administrator.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 17, 2003

Full Time Non-Certificated Support Services

TITLE: SECRETARY TO DIRECTOR OF ADULT EDUCATION

QUALIFICATIONS:

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

REPORTS TO: Director of Adult Education

PERFORMANCE RESPONSIBILITIES:

1. Correspondence and Reports
Supervises and assists in the preparation of all correspondence and reports emanating from the Director of Adult Education Office.
2. Filing
Maintains a regular filing system and processes incoming correspondence, registrations and applications.
3. Telephone
Places and receives telephone calls, and records messages for the Director of Adult Education. Communicates with current and prospective students.
4. Supplies
Orders adult education course books and supplies as needed.
5. Student Requests
Provides current and past students with various letters of completion and enrollment and transcript requests for all adult education courses/programs.
6. Student Applications and Registrations
Organizes student applications, reviews applications for required legal documents, and inputs information into online database.

7. Financial Records

Enters cash and check payments into register book in a timely manner. Performs reimbursements and enters credit card payments online in virtual terminal. Monitors payment plans for students. Bills apprenticeship, DVR, One Stop, and other organizations for collection of student tuition.

8. Student Data

Updates class lists for all adult education courses and prepares rosters for instructors. Enters student data into NJ Department of Education's reporting portal. Inputs post-secondary attendance information for FTE courses.

9. Student Enrollment

Provides continuous enrollment information to Director of Adult Education. Monitors student enrollment for purposes of closing/cancelling courses and contact teachers and students if classes are cancelled.

10. Other Duties

Performs other duties as may be assigned by the Director of Adult Education.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted: April 16, 2013

Full Time Non-Certificated Support Services

TITLE: **SECRETARY TO DIRECTOR OF PUPIL SERVICES**

QUALIFICATIONS:

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

REPORTS TO: Director of Pupil Personnel

PERFORMANCE RESPONSIBILITIES:

1. Correspondence and Reports

Supervises and assists in the preparation of all correspondence and reports emanating from the Director of Pupil Personnel Office.
2. Filing

Maintains a regular filing system and processes incoming correspondence.
3. Telephone

Places and receives telephone calls, and records messages for the Director of Pupil Personnel. Communicates with current and prospective students and families.
4. Liaison

Acts as a liaison between the Director of Pupil Personnel and other central office administrators, district administrators and certificated staff in prioritizing and routing inquiries and requests.
5. Preparation of Reports

Assists the Director of Pupil Personnel in preparing reports required by the law, administrative code and Board policy.
6. Student Applications

Organizes student applications, reviews applications for required school documents, inputs information into online database, and prepares student and school correspondence.

7. District Website

Maintains updated information on the district website.

8. Student Data

Updates student and school records in the state approved education data system.

9. Student Enrollment

Provides enrollment information to all sending districts.

10. Other Duties

Performs other duties as may be assigned by the Director of Pupil Personnel.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted: April 16, 2013

Full Time Non-Certificated Support Services

TITLE: **SECRETARY**

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum of one year related work experience
3. Standard secretarial skills
4. Computer skills
5. Ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Typing
Prepares all reports, correspondence, purchase orders and other materials approved and submitted by authorized staff members.
2. Filing
Maintains an accurate filing system of department-related materials and correspondence.
3. Communications
Answers telephone, records messages and provides appropriate staff members with all necessary information in this process.
4. Office Equipment
Operates and maintains all office equipment such as computers, printers, fax machines, typewriters and duplicating equipment.
5. Mail
Receives and delivers all mail to appropriate department.
6. Appointments
Maintain a schedule of appointments for assigned administrators.
7. Records and Reports
Prepares and submits all assigned records and reports.
8. Other Duties
Performs other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve months. Salary to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted June 19, 2001

Full Time Non-Certificated Technology

TITLE: COUNTY TECHNOLOGY SERVICES TECHNICIAN

QUALIFICATIONS:

1. Knowledge of LAN maintenance and troubleshooting.
2. Expertise in computer maintenance, troubleshooting and repair.
3. Experience in software installation.

REPORTS TO: Assigned Administrator

PERFORMANCE RESPONSIBILITIES:

1. LAN Maintenance

The Technician will assist participating districts in the Coordinated County Service Grant with LAN and WAN maintenance and configuration.

2. System Maintenance

The Technician will install, configure and maintain workstation operating system.

3. Hardware Troubleshooting

The Technician will resolve the hardware problems including: hard drives, floppy drives, network interface cards, printers, monitors, keyboards, cables and peripherals.

4. Software Troubleshooting

The Technician will resolve school software configuration problems.

5. Virus Prevention

The Technician will design and operate virus prevention and detection, containments and cleaning routines.

6. Distance Learning

The Technician will assist participating districts in configuration of distance learning equipment.

7. Other Duties

The Technician will assume other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted January 20, 2000

Full Time Non-Certificated Technology

TITLE: **EDUCATIONAL TECHNOLOGY TRAINING CENTER
TECHNICIAN**

QUALIFICATIONS:

1. Knowledge of LAN maintenance and troubleshooting.
2. Expertise in computer maintenance, troubleshooting and repair.
3. Experience in software installation.

REPORTS TO: Assigned Administrator

PERFORMANCE RESPONSIBILITIES:

1. LAN Maintenance

The Technician will maintain the Educational Technology Training Center's local area network.

2. System Maintenance

The Technician will install, configure and maintain workstation operating system.

3. Hardware Troubleshooting

The Technician will resolve the Educational Technology Training Center's hardware problems including: hard drives, floppy drives, network interface cards, printers, monitors, keyboards, cables and peripherals.

4. Software Troubleshooting

The Technician will resolve school software configuration problems.

5. Other Duties

The Technician will assume other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Revised January 20, 2000

Full Time Non-Certificated Technology

TITLE: **TECHNOLOGY RESOURCE TECHNICIAN**

QUALIFICATIONS: Appropriate work experience

REPORTS TO: Assigned Administrator

PERFORMANCE RESPONSIBILITIES:

1. Technology Acquisition

The Technician will be responsible for the evaluation of computer hardware and software acquisition when necessary.

2. Technology Committee

The Technician will serve as a member of the District's Technology Committee.

3. Participation

The Technician will participate in local and statewide meetings and committees as directed by the Superintendent of Schools or his designee.

4. District Network

The Technician will facilitate the implementation and operation of District-wide network.

5. Reporting

The Technician will be responsible to furnish such reports and information as required in writing or otherwise.

6. Contribution to Total School Effort

The Technician will cooperate with the Administration and professional staff in activities that enhance the operation of the Monmouth County Vocational School District.

7. Other Duties

The Technician will assume other responsibilities as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Revised January 20, 2000

Full Time Non-Certificated Plant Operations

TITLE: CUSTODIAN

QUALIFICATIONS:

1. Black Seal License or willingness to obtain one
2. Ability to read, write and communicate effectively
3. Knowledge of plant operation; cleaning methods and procedures; heating, ventilation and lighting; proper handling of hazardous materials
4. Physical ability to perform assigned tasks
5. Minimum of one year of previous work-related experience
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. H.S. Diploma or GED equivalent
8. Valid driver's license with no serious violations

REPORTS TO: Head Custodian, Principal, Supervisor of Buildings and Grounds

PERFORMANCE RESPONSIBILITIES:

1. Overall Custodial Responsibility

The Custodian will keep assigned areas of the buildings and grounds (including sidewalks and parking lots) neat, clean, and safe.

The Custodian will scrub, clean, and disinfect daily all assigned drinking fountains, bathroom floors, and sanitary fixtures and will remove graffiti immediately.

The Custodian will wash windows and clean shades and blinds on an established and regular schedule.

The Custodian will sweep, clean, wash, and dust all classrooms and corridors after each school day and during the day as conditions require.

The Custodian will clean up body fluids from a sick or injured person, following prescribed procedures.

The Custodian will remove snow and ice by shoveling, plowing, and/or salting walks, driveways, parking areas, and steps.

The Custodian will remove trash daily and comply with all laws, regulations and procedures for the storage and disposal of trash and waste.

The Custodian will perform specialized cleaning of facilities during the summer months or when school is not in session.

The Custodian will change light bulbs whenever they are in need of replacement.

2. Work Schedule

The Custodian shall follow work schedules and temporary work schedules assigned by the Head Custodian, Supervisor of Buildings and Grounds and/or Principal. The Custodian will serve in the school assigned, and remain on school premises during assigned hours.

The Custodian shall substitute in another school when necessary.

3. Equipment and Supplies

The Custodian will move furniture, equipment, supplies, and deliveries as required and requested.

The Custodian will maintain an adequate supply of cleaning chemicals, requesting replacements in a timely fashion. The Custodian will store supplies and chemicals in a safe and approved manner.

The Custodian will maintain in safe working condition and operate safely all equipment necessary to carry out job functions and responsibilities.

4. Repairs

The Custodian will report needed repairs promptly.

5. Security and Safety

The Custodian will be responsible for making daily checks of the assigned building and grounds for security and safety purposes. The Custodian should ensure that all exit doors are operational, and that all panic hardware is working when the building is occupied. All potential and/or immediate security and safety problems shall be reported to the Principal immediately, including any damage, vandalism, or theft of equipment.

The Custodian will notify and assist the administration and appropriate emergency personnel with any emergency and potentially dangerous or unusual situations.

The Custodian will assist with emergency evacuations and drills.

6. Reports and Records

The Custodian will submit reports and records to the Head Custodian under the direction of the Principal that are necessary for the efficient operation and upkeep of the building and grounds.

The Custodian will make recommendations for improvement in the effectiveness and efficiency of custodial operations of the school.

7. Heating, Ventilation and Lighting

The Custodian will make daily checks and handle routine duties that assure proper operation of the heating, ventilation and lighting systems. Problems shall be reported to the Principal immediately.

8. Training and Meetings

The Custodian will participate in safety and Right-to-Know training.

The Custodian will attend required meetings and serve, as appropriate, on staff committees.

The Custodian will participate in appropriate in-service and workshop programs.

9. Attitude and Behavior

The Custodian will display a cooperative and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

The Custodian will adhere to federal statutes and regulations, New Jersey school law, Board of Education policies and regulations, and contractual obligations.

10. Performs Other Duties

The Custodian will assume other duties as assigned by the Principal or the Supervisor of Buildings and Grounds.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Revised: April 26, 2011

Full Time Non-Certificated Plant Operations

TITLE: HEAD CUSTODIAN

QUALIFICATIONS:

1. Black Seal License
2. Ability to read, write and communicate effectively
3. Knowledge of plant operation; cleaning methods and procedures; heating, ventilation and lighting; proper handling of hazardous materials
4. Physical ability to perform assigned tasks
5. Minimum of one year of previous work related experience
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. H.S. Diploma or GED equivalent
8. Valid driver's license with no serious violations

REPORTS TO: Principal, Supervisor of Buildings and Grounds

PERFORMANCE RESPONSIBILITIES:

1. Overall Custodial Responsibility

The Head Custodian will be responsible for the routine daily cleaning and upkeep of the assigned building and grounds. If additional Custodians are assigned to the building, the Head Custodian shall inspect and report to the Principal work that does not appear to be completed appropriately.

2. Security and Safety

The Head Custodian will be responsible for making daily checks of the assigned building and grounds for security and safety purposes. All potential and/or immediate security and safety problems shall be reported to the Principal immediately.

3. Reports and Records

The Head Custodian will be responsible for maintaining and submitting accurate records and reports on such items as inventories; supply and equipment requests; heating, lighting and ventilation; manufacturers' safety data sheets and other items pertinent to the upkeep of the building and grounds.

4. Maintenance Referral

The Head Custodian will be responsible for informing the Principal of all immediate and long-range maintenance items that need to be attended to by the maintenance staff or outside contracted services.

5. Heating, Ventilation and Lighting

The Head Custodian will make daily checks and handle routine duties that assure proper operation of the heating, ventilation and lighting systems. Problems shall be reported to the Principal immediately.

6. Training and Meetings

The Head Custodian will participate in safety and Right-to-Know training.

The Head Custodian will attend required meetings and serve, as appropriate, on staff committees.

The Head Custodian will participate in appropriate in-service and workshop programs.

7. Attitude and Behavior

The Head Custodian will display a cooperative and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

The Head Custodian will adhere to federal statutes and regulations, New Jersey school law, Board of Education policies and regulations, and contractual obligations.

8. Performs Other Duties

The Head Custodian will assume other duties as assigned by the Supervisor of Buildings & Grounds.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy and/or Collective Bargaining Agreement.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Revised: April 26, 2011

Full Time Non-Certificated Plant Operations

TITLE: MAINTENANCE MECHANIC

QUALIFICATIONS:

1. Have and maintain a Black Seal License
2. Ability to read, write and communicate effectively
3. In-depth demonstrated knowledge, a minimum of five 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, spackling, furniture repair, and small engine repair)
4. Physical ability to perform assigned tasks
5. Minimum of one year of previous work related experience
6. Valid New Jersey Driver's License for type of equipment to be driven, with no serious violations.
7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
8. H.S. Diploma or GED equivalent
9. Minimum of five years experience with computer skills to operate and maintain automated building HVAC systems

REPORTS TO: Principal/Supervisor of Buildings and Grounds

PERFORMANCE RESPONSIBILITIES:

1. Maintenance Responsibilities

At the direction of the Supervisor of Building and Grounds, the Maintenance Mechanic will perform the necessary repairs to the District's buildings, grounds and equipment necessary for the proper upkeep and safety of the facilities. The Maintenance Mechanic has the responsibility to report to the Principal and/or the Supervisor, the work and/or repairs that will be required of contracted services.

The Maintenance Mechanic will remove snow and ice by shoveling, plowing, and/or salting walks, driveways, parking areas, and steps, as required.

2. Safety and Emergencies

The Maintenance Mechanic will ensure that the work site and conditions are safe.

The Maintenance Mechanic will perform regular inspections of equipment and systems, reporting any abnormalities and hazards immediately.

The Maintenance Mechanics will respond to emergency situations and perform necessary repairs.

The Maintenance Mechanic will ensure that all applicable fire safety, health and environmental regulations and laws are observed and exceeded.

All potential and/or immediate security and safety problems shall be reported to the Principal immediately, including any damage, vandalism, or theft of equipment.

3. Assist the Building Custodian

Upon the Supervisor or the Building Principal's direction, the Maintenance Mechanic will assist the building Custodian in janitorial operations that require more than one person's services.

4. Substitutes for Absent Custodians

Under the direction of the Supervisor of Buildings and Grounds, the Maintenance Mechanic will cover buildings when Custodians are absent. It is expected that maintenance items in the building will be attended to as well as the necessary custodial functions.

5. Supplies and Equipment

Under the direction of the Supervisor or the Building Principal, the Maintenance Mechanic will transport necessary supplies, equipment, teaching aides, deliveries etc. throughout the District.

The Maintenance Mechanic will maintain an adequate supply of parts and supplies usually used in repairs, and request needed supplies through the established procedures of the District.

The Maintenance Mechanic will operate and maintain in a safe and operational condition all tools and equipment necessary to carry out job functions and responsibilities.

6. Reports and Recommendations

The Maintenance Mechanic will complete all necessary reports to assure the efficiency of the maintenance program.

The Maintenance Mechanic will keep a log of all maintenance functions and repairs performed.

The Maintenance Mechanic will 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.

The Maintenance Mechanic will make recommendations for improvement in the effectiveness and efficiency of the maintenance operations of the District.

7. Automated System

The Maintenance Mechanic will use the work order system, making sure that work orders have been written and approved before performing tasks, except in emergency situations.

8. Training and Meetings

The Maintenance Mechanic will participate in safety and Right-to-Know training.

The Maintenance Mechanic will attend required meetings and serve, as appropriate, on staff committees.

The Maintenance Mechanic will participate in appropriate in-service and workshop programs.

The Maintenance Mechanic will understand and communicate current developments in the maintenance areas through reading, participation in in-service, workshops and meetings.

9. Attitude and Behavior

The Maintenance Mechanic will display a cooperative and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.

The Maintenance Mechanic will adhere to federal statutes and regulations, New Jersey school law, Board of Education policies and regulations, and contractual obligations.

10. Performs Other Duties

The Maintenance Mechanic will assume other duties as assigned by the Supervisor of Buildings and Grounds.

TERMS OF EMPLOYMENT:

Twelve month position in accordance with Board policy.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Revised: April 26, 2011

Part Time Certificated Administration

TITLE: **EVENING SCHOOL SUPERVISOR**

QUALIFICATIONS: New Jersey Certificate

REPORTS TO: Director of Adult Education

PERFORMANCE RESPONSIBILITIES:

1. Staff Supervision

The Evening School Supervisor will be responsible for the supervision of evening school instructors and secretaries.

2. Record Keeping

The Evening School Supervisor will collect and verify all time sheets for correctness and completeness.

3. Inventory

The Evening School Supervisor will be responsible for maintaining an up-to-date inventory of textbooks and supplies where applicable.

4. Fiscal

The Evening School Supervisor will maintain a record of all monies collected for tuition and textbooks.

5. Program Coordination

The Evening School Supervisor will assist the instructors in ordering supplies and equipment, organizing and monitoring break time schedules and distributing and collecting student surveys.

6. Instructional Process

The Evening School Supervisor will organize and review lesson plan procedures for all evening school courses.

7. Curriculum

The Evening School Supervisor will review course outlines for all evening school courses and make recommendations for change where applicable.

8. Coverage

The Evening School Supervisor will be responsible for covering a class or taking appropriate action for dismissal of a class when an evening school instructor is unavailable.

9. Pupil Progress

The Evening School Supervisor will be responsible for assuring that appropriate evaluative measures are being utilized by evening school instructional staff.

10. Fire Drills

The Evening School Supervisor will be responsible for conducting two fire drills per month in each building.

11. Performs Other Duties

The Evening School Supervisor will be responsible for assuming other responsibilities as assigned.

TERMS OF EMPLOYMENT:

Part time rate and calendar to be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted September 11, 1997

Part Time Certificated Educational Services Endorsement

TITLE: **COUNTY APPRENTICESHIP COORDINATOR**

QUALIFICATIONS: New Jersey Educational Services Certificate:
County Apprenticeship Coordinator

REPORTS TO: Principal/Director of Adult Education

PERFORMANCE RESPONSIBILITIES:

1. Program Planning and Design

The County Apprenticeship Coordinator will be responsible for evaluating the educational needs of the adult community and recommend appropriate programs for implementation as it relates to apprenticeship.

2. Program Equipment and Supply Budgets

The County Apprenticeship Coordinator will be responsible for the development and recommendation of appropriate budget items concerning the implementation of apprenticeship program.

3. Program Scheduling

The County Apprenticeship Coordinator will be responsible for development and recommendation of comprehensive program schedule for apprenticeship courses.

4. Coordination

The County Apprenticeship Coordinator will be responsible for the coordination with Related Technical Instruction providers, New Jersey Department of Labor and the Federal Department of Labor.

5. Curriculum

The County Apprenticeship Coordinator will be responsible for initiating, maintaining and updating the apprenticeship curriculum.

6. Pupil Progress

The County Apprenticeship Coordinator will be responsible for assessing pupil progress and initiating appropriate administrative procedures relative to student status as it relates to apprenticeship.

7. Public Relations/Advertising

The County Apprenticeship Coordinator will be responsible for the development of positive attitudes relative to education with local schools, business and industry and the general public.

8. Enforcement of Board Policies, Rules and Regulations

The County Apprenticeship Coordinator will be responsible for the enforcement of the rules and regulations of the Board of Education and Superintendent for guidance and direction of teachers and other personnel and the operation of the school.

9. Performs Other Duties

The County Apprenticeship Coordinator will assume responsibility of other professional duties as assigned by the administration within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Part time hourly in accordance with Board policy and Superintendent of Schools.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted July 20, 2010

Part Time Certificated Instructional Endorsement

TITLE: **CURRICULUM COORDINATOR**

QUALIFICATIONS:

1. Career Academy staff member
2. Strong interest in curriculum development
3. Recommendation by Principal

REPORTS TO: Assistant Superintendent and respective Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Alignment of Curriculum

The Curriculum Coordinator will meet with other Curriculum Coordinators to assure that the curriculum is aligned between all the Career Academies.

2. Student Assessment

The Curriculum Coordinator will align authentic student assessment with curriculum.

3. Staff Development

The Curriculum Coordinator will identify staff development needs as it pertains to curriculum and student assessment.

4. Research and Development

The Curriculum Coordinator will serve as a resource for research and development as it pertains to curriculum.

5. Coordination

The Curriculum Coordinator will coordinate with appropriate faculty and staff members.

6. Performs Other Duties

The Curriculum Coordinator will assume responsibilities as it relates to curriculum issues as assigned by the administration.

TERMS OF EMPLOYMENT:

Ten months part time, plus summer activities.

EVALUATION:

Performance of this position will be evaluated by the Assistant Superintendent and appropriate Principal.

Adopted February 17, 2000

Part Time Educational Support Services

TITLE: **COORDINATOR OF LPN PROGRAMS**

QUALIFICATIONS:

1. New Jersey School Nurse Certificate
2. Minimum of three years experience in district

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Coordination

The Coordinator will be responsible for implementing and coordinating all applicable health-related Board policies and procedures with Principals and Licensed Practical Nurse Instructors as appointed by the Board of Education.

3. In-Service Education

The Coordinator will be responsible for devising and recommending to the Assistant Superintendent programs for the professional improvement of Licensed Practical Nurse Instructors.

4. Reporting

The Coordinator will be responsible to furnish the Assistant Superintendent, in writing or otherwise, such reports and information as he or she may require and shall render whatever assistance he or she may deem necessary.

5. Supervision

The Coordinator will be responsible for supervising the Licensed Practical Nursing Instructors.

6. Student Selection

The Coordinator will assist in selection and admission process of students into the Practical Nursing Program.

7. Student Records

The Coordinator will assist in developing and maintaining student records in the Practical Nursing Program.

8. Performs Other Duties

The Coordinator will assume responsibility for other professional duties as assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

Stipend position in accordance with Board Policy and Superintendent of Schools.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 20, 2009

Part Time Educational Support Services

TITLE: HEAD SCHOOL NURSE

QUALIFICATIONS:

1. New Jersey School Nurse Certificate
2. Minimum of three years experience in district

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Coordination

The Head School Nurse will be responsible for implementing and coordinating all applicable health-related Board policies and procedures with Building Principals and assigned school nurses and other medical staff as appointed by the Board of Education.

2. Nursing Service Plan

The Head School Nurse annually will prepare the Nursing Service Plan for submission at the August Board of Education meeting.

3. In-Service Education

The Head School Nurse will be responsible for devising and recommending to the Assistant Superintendent programs for the professional improvement of school nurses.

4. Reporting

The Head School Nurse will be responsible to furnish the Assistant Superintendent, in writing or otherwise, such reports and information as he or she may require and shall render whatever assistance he or she may deem necessary.

5. Supervision

The Head School Nurse will be responsible for supervising the part-time non-certificated school nurses.

5. Performs Other Duties

The Head School Nurse will assume responsibility for other professional duties as assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT:

Stipend position in accordance with Board Policy and Superintendent of Schools, plus prorated summer work.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of certificated staff.

Adopted October 20, 2009

Part Time Non-Certificated Administration

TITLE: **TREASURER OF SCHOOL MONEYS**

QUALIFICATIONS:

1. As prescribed by law
2. Bonded for faithful performance of duties

REPORTS TO: Superintendent/Board of Education

PERFORMANCE RESPONSIBILITIES:

The Treasurer of School Moneys is employed as prescribed by law; is bonded for faithful performance of duties; and handles all of the District's moneys, accounting for all receipts and expenditures.

General Areas of Responsibilities

1. The Treasurer of School Moneys receives and promptly deposits in the officially designated depositories all moneys paid to the School District.
2. The treasurer of school moneys pays out school moneys only on warrants made payable to the person entitled to receive payment and specifying the object for which it is issued and signed by the Board president, the Board secretary/business administrator and the treasurer.
3. The Treasurer of School Moneys receives school employee payrolls and issues a warrant for the full amount of each payroll certified by the Board president and the Board secretary/business administrator; deposits the warrants in a separate payroll account; and issues individual checks drawn on such accounts to each employee.
4. The Treasurer of School Moneys keeps in the books provided for that purpose a record of the sums received and paid out by him/her in accordance with the bookkeeping system prescribed by the state Board of Education. This record must be up to date, accurately maintained and reconciled with bank statements monthly.
5. The Treasurer of School Moneys renders a monthly report to the Board giving a detailed account of all receipts, the amounts of all warrants issued, the accounts from which they were drawn and the balance in each account.
6. The Treasurer of School Moneys renders an annual report to the Board at the close of the school year showing the amounts received and disbursed during the school year, and files a copy of the report with the County Superintendent.
7. The Treasurer of School Moneys pays over the balance of school funds in his/her hands to his/her successor.
8. The Treasurer of School Moneys reconciles bank statements.
9. The Treasurer of School Moneys performs such other duties in fulfillment of his/her general responsibilities as may be required by law or prescribed by the Board of Education in accordance with law.

TERMS OF EMPLOYMENT:

The Treasurer of School Moneys is appointed in accordance with law. Salary is to be determined annually by the Board.

EVALUATION:

Performance of this job will be evaluated by the Board.

Adopted January 9, 1997

Part Time Non-Certificated Educational Support Services

TITLE: **DISTANCE LEARNING SITE MANAGER**

QUALIFICATIONS: Two years of college

REPORTS TO: Assigned Principal

PERFORMANCE RESPONSIBILITIES:

1. Site Management

The Site Manager will have the responsibility for maintaining attendance records, collecting and distributing course materials, and communicating with the instructor and the administrator of the program.

2. Distance Learning

The Site Manager will prepare the distance learning environment, establish the hook-up with the course's origin site and maintain contact for the duration of the class period.

3. Safety Program

The Site Manager will implement the District's safety program to provide a safe environment.

4. Performs Other Duties

The Site Manager will assume responsibility of other duties as assigned by the administration.

TERMS OF EMPLOYMENT:

Part time rate as established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of part-time non-certificated staff.

Adopted February 17, 2000

Part Time Non-Certificated Professional

TITLE: **FINANCIAL AID OFFICER**

QUALIFICATIONS:

1. Experience and understanding of Title IV financial aid procedures
2. Demonstrate verbal and written communication skills
3. Organizational skills including ability to utilize computerized data bases

REPORTS TO: Director of Student Personnel Services

PERFORMANCE RESPONSIBILITIES:

1. Financial Aid

The Financial Aid Officer will develop and implement procedures for administration of financial aid to adult students. This will include conducting intake and exit financial aid interviews with applicants.

2. Professional Development

The Financial Aid Officer will interpret, apply, and comply with all regulations governing financial aid, and maintain current working knowledge of guidelines/regulations relating to financial aid. The Financial Aid Officer will maintain communications with the Federal Department of Education and attend training sessions as necessary.

3. Financial Aid Reports

The Financial Aid Officer will monitor the awarding of financial aid and communications with the MCVSD Business Office and prepare reports profiling the students who receive awards.

3. Contribution to Total School Effort

The Financial Aid Officer has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

4. Performs Other Duties

The Financial Aid Officer will assume responsibilities for other professional duties as assigned by the Director of Pupil Personnel Services within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Part-time position.

Adopted May 18, 2010

Non-Certificated Professional

TITLE: **NURSE**

QUALIFICATIONS: Current R.N. License, N.J.

REPORTS TO: Principal/Head School Nurse

PERFORMANCE RESPONSIBILITIES UNDER THE SUPERVISION OF HEAD SCHOOL NURSE:

1. Health Record System

The Nurse will maintain a complete up-to-date health record system for students. This record includes, but is not limited to, immunization data, tuberculosis testing, as well as the results of screenings, referrals and follow-ups, emergency information cards and accident reports.

2. Health Services

The Nurse will give emergency care according to the rules and regulations as set up by the school physician and administer prescribed medication to students as per specified approved Board policy.

3. Student Selection Process

The Nurse will assist in obtaining information, as needed, pertaining to the medical and health needs of applicants for District programs.

4. Substance Abuse

The Nurse will be responsible to provide assistance and referral information on alcohol/drug abuse to staff, students, parents and cooperating Districts.

5. Professional Growth

The Nurse will remain abreast of current developments in the health education field and how it relates to the School District programs.

6. Contribution to Total School Effort

The Nurse has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

7. Reporting

The Nurse will maintain a log of accidents and follow up, counseling, safety lessons, special programs and prepare other reports as necessary.

8. Performs Other Duties

The Nurse will assume responsibility of other professional duties as assigned by the Administration within the scope of terms of employment and certification.

TERMS OF EMPLOYMENT:

Full-time/part-time hourly, in accordance with Board Policy and Superintendent of Schools.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted October 20, 2003

Non-Certificated Professional

TITLE: **VESSEL CAPTAIN**

QUALIFICATIONS: Appropriate certifications and licenses for operation of a research vessel

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Operation

The Vessel Captain will operate motor vessel in the 50-70 foot range.

2. Breadth of Knowledge

The Vessel Captain must keep current with working knowledge of a diesel propulsion and auxiliary systems. Must have knowledge in the safe deployment of scientific equipment including, but not limited to, Otter trawls, Miskin bottles, Kemmer bottles, bottom grabs, and bottom topography equipment. Must be able to use modern electronic navigation equipment including, but not limited to, GPS and radar chart plotters

3. Maintenance Responsibilities

The Vessel Captain will maintain diesel engines and hydraulic systems and other related vessel systems. The Vessel Captain will schedule annual maintenance and haul out.

4. Licensing

The Vessel Captain will apply for appropriate licenses and permits for scientific collection from state and federal agencies.

5. Performs Other Duties

The Vessel Captain will assume responsibility for additional vessel related activities as deemed necessary by the Principal within the scope of terms of employment.

TERMS OF EMPLOYMENT:

Part-time hourly, in accordance with Board Policy and Superintendent of Schools.

EVALUATION:

Performance of this job will be evaluated in accordance with the Board's policy on evaluation of non-certificated staff.

Adopted July 20, 2004