

**MONMOUTH COUNTY VOCATIONAL SCHOOL DISTRICT
JOB DESCRIPTIONS**

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Full Time Certificated Administration

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Director of Educational Technology

Director of Grants, Research & Development

Director of School Counseling and Special Education Services

Principal

Principal/Director of Adult Education

School Business Administrator/Board Secretary

Superintendent

Supervisor of Curriculum and Instruction

Full Time Certificated Educational Services Endorsement

Educational Media Specialist

School Counselor

School Counselor/Career Academies

Learning Disability Teacher Consultant

School Nurse

School Psychologist

School Social Worker

Structured Learning Coordinator

Student Assistance Coordinator

Full Time Certificated Instructional Endorsement

Structured Learning Teacher

Supplemental Teacher

Teacher

FULL TIME NON-CERTIFICATED

Full Time Non-Certificated Administration

Assistant Supervisor of Building and Grounds

Staff Accountant

Supervisor of Building and Grounds

Full Time Non-Certificated Administration/Technology Support Services

Distance Learning Coordinator

School Data Technology Coordinator

Full Time Non-Certificated School Support Services

School Secretary

Full Time Non-Certificated Support Services

Accounts Payable/Bookkeeper

Business Office Specialist

Executive Secretary to Assistant Superintendent: Professional Development and Curriculum

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Head Bookkeeper

Payroll Coordinator

Secretary to Director of Adult Education

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Secretary to Supervisor of Buildings & Grounds

Secretary

Full Time Non-Certificated Technology

Technology Resource Technician – Level 1

Technology Resource Technician – Level 2

Full Time Non-Certificated Plant Operations

Custodian

Head Custodian

Maintenance Mechanic

Part Time Certificated

Part Time Certificated Administration

Evening School Supervisor

Part Time Certificated Educational Services Endorsement

County Apprenticeship Coordinator

Part Time Certificated Educational Services Personnel Endorsement

Diversity, Equity, Access and Inclusion Coach

Social Emotional Learning (SEL) Coordinator

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Curriculum Coach

Head Teacher

IB Coordinator

Morning Student Monitor

Part-Time School Nurse

Part Time Certificated Educational Support Services

Coordinator of LPN Programs

Head School Nurse

Public Health Advisor

PART TIME NON-CERTIFICATED

Part Time Non-Certificated Administration

Treasurer of School Moneys

Part Time Non-Certificated Support Services

Benefits Coordinator

Courier

Payroll Secretary

Part Time Non-Certificated Professional

Captain's Mate

Financial Aid Officer

Nurse

Vessel Captain

Certificated Administration

TITLE:	AFFIRMATIVE ACTION OFFICER
QUALIFICATIONS:	<ol style="list-style-type: none">1. New Jersey Instructional or Educational Services Certificate2. Minimum experience in curriculum review and staff development activities as determined by the board3. Demonstrated knowledge of federal and state anti-discrimination laws and regulations4. Knowledge of recruitment/selection procedures and practices related to equal employment opportunity within the public education system5. 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 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 Assistant 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 Assistant 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 Assistant Principal will assist the Principal in the enforcement of student discipline policies and procedures.

4. Support Services

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

5. Student Attendance

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

6. Advisory Committees

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

7. Student Transportation

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

8. Student Youth Organizations

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

9. Substitute Teachers

The Assistant Principal will supervise the assignment of substitute teachers.

10. Performs Other Duties

The Assistant 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.

Revised: March 18, 2014

Full Time Certificated Administration

TITLE: ASSISTANT PRINCIPAL OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

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

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Curriculum

The Assistant Principal will coordinate with the Director of Curriculum and Instruction to assist in the development, revision, implementation, coordination, and analysis of the District's curriculum.

2. Instruction

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

3. Building Supervision

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

5. Staff Supervision

The Assistant Principal will assist the Principal in the supervision and direction of teachers, secretaries and custodians.

6. Staff Evaluation

The Assistant Principal will assist the Principal in the evaluation of teachers, secretaries and custodians and keep a written record of such evaluations.

7. Mentoring and Induction Support

The Assistant Principal will oversee the organization and administration of New Employee Training, as well as the mentor process requirements as outlined by New Jersey Administrative Code.

The Assistant Principal will be responsible for maintaining accurate records of teacher/education specialist certification status and reporting to the state.

8. Online Evaluation System and Professional Development Catalog

The Assistant Principal will be responsible for maintaining and updating the District Catalog with professional development activities.

The Assistant Principal will be responsible for updating the Online Management System with accurate forms such as Professional Development requests, Personal Day requests, Sick Day requests, and other reporting information.

9. Professional Development

The Assistant Principal will plan, implement, and evaluate all staff development based on staff needs. The Assistant Principal will coordinate staff days' activities and schedules.

9. Articulation

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

10. Reporting

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

11. Performs Other Duties

The Assistant Principal will assume responsibility for other professional duties as assigned by the Superintendent or Assistant Superintendent.

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Revised: July 13, 2021

Full Time Certificated Administration

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

QUALIFICATIONS:

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

REPORTS TO: Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Administration

The Assistant Superintendent will act for the Superintendent during his/her absence in such matters as assigned in accordance with Board policy.

The Assistant Superintendent supervises the effective and efficient implementation of the educational and instructional programs in compliance with local, state, and federal regulations and the provisions of the District's collective bargaining agreements.

2. Staff Selection

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

3. Enforcement of Board Policies, Rules and Regulations

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

4. Reporting

The Assistant Superintendent will be responsible to furnish the Superintendent, in writing or otherwise, all reports, records, and other information as required by the Superintendent and provides whatever assistance deemed appropriate to the District's administration.

5. Supervision and Evaluation

The Assistant Superintendent provides leadership in administering the overall policies affecting the professional staff in areas relating to curriculum, instruction, and learning.

The Assistant Superintendent will be responsible for the supervision and evaluation of the District's instructional personnel and those District administrators assigned by the Superintendent.

6. Budget

The Assistant Superintendent will make recommendations and assist in the development of budgets including staffing needs, instructional materials, equipment, and resources for the activities of the District.

7. Staff Development

The Assistant Superintendent oversees the formulation, planning, and implementation of the professional development program for teachers and administrators.

8. Curriculum and Instruction

The Assistant Superintendent will be responsible for the development, evaluation, and revision of curriculum and instruction and assumes responsibility for the implementation of curriculum aligned with state curriculum standards and proficiencies in all subject areas.

9. Program Evaluation

The Assistant Superintendent will be responsible for assessing results of programs and addressing areas in need of improvement.

10. Program Management

The Assistant Superintendent will be responsible for the Affirmative Action program, as well as Title IX, ADA/504, and IDEA services.

11. Negotiations

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

12. Program Support

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

13. Community Relations

The Assistant Superintendent will promote and assist the Superintendent and Principals in establishing and maintaining partnerships with the community.

14. Performs Other Duties

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

TERMS OF EMPLOYMENT:

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

EVALUATION:

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

Revised: October 17, 2017

Full Time Certificated Administration

TITLE: Director of Career & Technical Education

QUALIFICATIONS:

1. Master's Degree from an accredited college or university
2. New Jersey Principal or School Administrator Certificate
3. At least five (5) years teaching experience, and at least three (3) years supervisory or administrative experience.
4. Demonstrates leadership in school improvement, curriculum development, and knowledge of CTE programming.
5. Ability to execute a District level plan for consistency across CTE programs
6. Required Criminal History background check and proof of U.S Citizenship or legal resident alien status

JOB GOAL: Provide leadership in shared-time CTE program operations and development

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Lead the annual District Perkins grant process.
2. Collaborate with building principals on annual CTE program requirements and CTE program re-approvals
3. In collaboration with the Director of Curriculum, direct the creation of, edits and coordinates the publication of curriculum, guides and instructional materials prepared by and to be distributed among shared-time programs.
4. Provide District oversight of the Work Based Learning and School-to-Work programs.
5. Support the hiring and credentialing of new CTE instructors.
6. Participate in the budgeting process for District CTE programs.
7. Supervise shared-time supplemental programs.
8. Collaborate with District stakeholders on new program development, student recruitment, and continuous program improvement

9. Conduct classroom observations and provides supervision/evaluation of teachers and non-certificated staff
10. Engage in grant-writing and other activities, to help sustain programs and develop new opportunities to serve the educational community.
11. Lead outreach with community stakeholders to increase engagement in District programs
12. Attend District and school-sponsored activities (e.g. Information Sessions, Open House, Back-to-School Night, graduations) as necessary.
13. Perform other professional duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT:

Twelve month position represented by the 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: September 20, 2022

Full Time Certificated Administration

TITLE: **DIRECTOR OF CURRICULUM AND INSTRUCTION**

QUALIFICATIONS:

1. Master's Degree from an accredited college or university
2. New Jersey Principal or School Administrator Certificate
3. At least five (5) years teaching experience, and at least three (3) years supervisory or administrative experience
4. Demonstrates leadership in school improvement, curriculum development, integration and application of technology across the curriculum.
5. Ability to plan, organize and administer a district level professional development program.
6. Required Criminal History Background check and proof of U.S. Citizenship or legal resident alien status.

REPORTS TO: Assistant Superintendent of Curriculum and Instruction

PERFORMANCE RESPONSIBILITIES:

1. Guides the development, implementation and assessment of curriculum and instructional services commensurate with State requirements.
2. Works with administrators, curriculum coaches, and faculty to organize, schedule and direct subject area meetings in order to effect horizontal and vertical continuity and articulation of the instructional programs in all aspects of education at MCVSD.
3. Directs the district staff development program to include planning, scheduling, and training of all staff as required by NJDOE.
4. Conduct research in the area of curriculum and instructional practices, through educational readings, attendance at workshops/conferences, and site visits to continually expand and facilitate improvements in the district's current curriculum and instruction.
5. Directs the creation of, edits and coordinates the publication of curriculum, guides and instructional materials prepared by and to be distributed among instructional staff.
6. Work with individual staff members to improve and /or expand their instructional effectiveness.
7. Provides direction, supervision and oversight of District Curriculum Coaches.
8. Manage and facilitate all state required reports and training associated with evaluation of instructional staff.

9. Assist in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
10. Explores out-of-district sources of funding for instructional programs and materials.
11. Secures and distributes instructional resources to staff members for use or review.
12. Provides leadership in the development of the instructional program, and district goals and objectives.
13. Cooperatively recommends to the Assistant Superintendent the possible addition of new courses, grade placement, credit allowance, and graduation requirements.
14. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the Assistant Superintendent for adoption to the Board of Education.
15. Conduct classroom observations and provides supervision/evaluation of teachers and non-certified staff.
16. Assists in the recruitment, screening, hiring, training and assigning of instructional staff
17. Review and evaluate results of district-wide testing programs. Present and collaborate district-wide testing data to district administration and Board of Education.
18. Performs such other duties as may be assigned by the Superintendent or Assistant Superintendent in an effort to ensure the health, safety and welfare of all students and staff in order to operate the district in an efficient manner.
19. Takes on building level principal responsibilities in the absence of the building principal as assigned.

TERMS OF EMPLOYMENT:

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

EVALUATION:

Performance to be evaluated by the Assistant Superintendent of Curriculum and Instruction in accordance with the Board's policy on Evaluation of Administrative Personnel.

Adopted: June 18, 2019

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 School Counseling Services 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.

Revised: June 16, 2015

Full Time Certificated Administration

TITLE: **DIRECTOR OF SCHOOL COUNSELING AND SPECIAL EDUCATION SERVICES**

QUALIFICATIONS:

1. NJ School Administrator Certificate
2. Appropriate administrative/supervisory experiences
3. 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 School Counseling and Special Education Services will be a member of the Superintendent's staff. Responsible for the collaborative delivery of services designed to support the learning of all students.

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. 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.

4. Counseling Program

The Director will be responsible for coordinating school counseling and student vocational support services for all District students.

5. Professional Growth

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

6. Special Education/504 Services

Establishes procedures for evaluation, placement and reappraisal of students in need of 504, special education and/or related services. Coordinates services in conjunction with building principals and/or community agencies for effective delivery to students. Ensures district wide compliance with special education laws and regulations.

7. Staff Supervision

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

8. Staff Evaluation

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

9. 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.

10. 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.

11. Financial Aid Officer

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

12. Testing

The Director oversees the District testing program, prepares information/data as requested, and interprets test results for school personnel, the Board of Education, parents, and other audiences.

13. Staff Development

The Director facilitates the participation of counseling staff in professional development experiences and conducts in-service training as necessary.

14. Other Activities

The Director will attend District and school-sponsored activities (e.g. Information Sessions, Open House, Back-to-School Night, graduations) as necessary.

15. 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.

Revised: January 16, 2018
(Replaces Director of School Counseling Services)

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: BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

- NJ School Administrator Certificate
- Master's degree or Certified Public Accountant
- Qualified Purchasing Agent (QPA) Certificate, preferred
- Extensive background in budgeting, accounting, cash flow analysis, insurance, health benefits, payroll, and grants
- Leadership ability with construction, buildings and grounds, bidding, transportation and food service
- Experience in Business Office supervision, Board of Education meetings, agendas, policies and regulations
- Excellent interpersonal and communication skills
- Proficient with Systems 3000, preferred
- 3-5 years experience as a BA or Assistant BA, preferred

REPORTS TO: Superintendent of Schools

RESPONSIBILITIES:

The Business Administrator/Board Secretary is responsible and accountable for all non-instructional aspects of the Monmouth County Vocational School District and the supervision of his/her staff.

DUTIES:

1. Coordinates and manages the business affairs of the school district in a manner that supports and facilitates the instructional program.
2. Prepares the annual budget and all required supporting data for submittal to the Board of Education and the Board of School Estimate.
3. Responsible for the administration of all phases of the budget throughout the year.
4. Serves as the custodian of all contracts, securities, documents, title papers, record bonds, interest, and other papers of the District.
5. Serves as the general accountant of the Board and maintains an accurate detailed account of all financial transactions as prescribed by statute and the policy of the Board of Education.
6. Serves as official Purchasing Agent of the Board and is responsible for the acquisition of supplies, services and equipment for the District in accordance with law and Board policies.
7. Ensures that the facilities and equipment provide for the health and safety of the staff and students.
8. Submits required reports to the N.J. Department of Education in a timely manner.
9. Responsible for the preparation all Accounts Payable claims against the Board.
10. Oversees the preparation of the District Payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Responsible for implementing and maintaining employee health benefit plans.

11. Recommends to the Superintendent the employment and assignment of the business office, secretarial support staff, custodians and the buildings and grounds department staff.
12. Supervises and evaluates the staff in the business office, the Staff Accountant, and the Director of Buildings and Grounds; and reviews the evaluations of the custodians and maintenance staff.
13. Assists the Superintendent, Board President and Labor Negotiator with collective negotiations of contracts.
14. Consults with the superintendent and other appropriate personnel as necessary.
15. Undertakes special assignments in the interests of the educational program, as requested by the Superintendent.
16. Serves as Secretary to the Board of Education and performs those duties assigned to that office by statute and the bylaws of the Board of Education.
17. Presides at the annual reorganization meeting of the Board until such time as a President is elected.
18. Serves as Secretary to the Board of School Estimate and performs those duties assigned by statute.
19. Administers the district's insurance/risk management program.
20. Works with other administrators, architects, attorneys, and the auditor in planning construction, contracting, and long-range financial planning.
21. Maintains and updates the Long-Range Facilities Plan.
22. Responsible for the efficient operations of the various food service programs in accordance with law and regulation.
23. Oversees the business aspects of contracting transportation services; ensures proper maintenance of the school bus and fleet of District vehicles.
24. Attends meetings and conferences to obtain pertinent financial information.
25. Performs other related duties as assigned.

HUMAN RELATIONS:

1. Works cooperatively and enthusiastically with staff, administrators and board members in achieving the schools' educational goals.
2. Assists in orienting new staff to the District on purchasing, payroll and health benefits.
3. Trains personnel on Business Office software, (i.e., Systems 3000 and Kronos) as needed.
4. Exhibits professional and ethical attitudes and behaviors toward colleagues.
5. Establishes and maintains community confidence in the schools' programs and efforts.
6. Contributes to, and lends assistance to, committees and staff meetings.
7. Demonstrates good attendance.
8. Works with colleagues to evaluate effectiveness and support efficiencies.
9. Seeks assistance when necessary.
10. Accepts and uses constructive suggestions.
11. Benefits from opportunities to improve professionally including, but not limited to, taking courses, attending workshops, attending lectures, reading current materials, and participating in professional organizations.

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.

Revised: June 15, 2021

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 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 Educational Services Endorsement

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: **SCHOOL COUNSELOR**

QUALIFICATIONS: New Jersey School Counselor Certificate

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Student Selection

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

3. Placement and Follow-Up Studies

The School Counselor will assist the Director of School Counseling Services in conducting placement and follow-up studies of District graduates.

4. Public Relations

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

7. Liaison with Assigned School Districts

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

8. Student Guidance/Portfolio

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

11. Student Attendance

The School Counselor will assist the Assistant Principal with the implementation of the District's attendance policy.

12. Reporting

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

13. Performs Other Duties

The School 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.

Revised: June 16, 2015
(Replaces Guidance Counselor)

Full Time Certificated Educational Services Endorsement

TITLE: SCHOOL COUNSELOR/CAREER ACADEMIES

QUALIFICATIONS: New Jersey School Counselor Certificate

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Student Counseling

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

3. Student Guidance/Portfolio

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

6. Public Relations

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

8. Testing

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

9. Student Attendance

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

10. Placement and Follow-Up Studies

The School Counselor will assist the Director of School Counseling Services in conducting placement and follow-up studies of District graduates.

11. Liaison with Assigned School Districts

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

12. Performs Other Duties

The School 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.

Revised: June 16, 2015
(Replaces Guidance Counselor/Career Academies)

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 PSYCHOLOGIST**

QUALIFICATIONS: New Jersey School Psychologist Certificate

REPORTS TO: Principal/Director of Special Education

PERFORMANCE RESPONSIBILITIES:

1. Special Education

Conducts psychological assessments of referred students; prepares reports of these assessments.

Participates in the classification, recommendation, and placement process.

Participates in reevaluation review meetings to determine whether further assessments are needed to continue or discontinue eligibility services.

Works with parents to fully explain the psychological assessment and recommendations given.

Helps order the appropriate psychological assessments.

Provides case management services for assigned students.

2. Individual Student Counseling

Provides individual counseling to students and families individually in the areas of mental and behavioral health. Performs suicide screening/risk assessments as needed.

Provides interventions to students to support the teaching process and to maximize learning and adjustment.

3. Support Groups

Will develop and implement student support groups and parent support groups.

Promote wellness and resilience by reinforcing communication and social skills, problem solving, anger management, self-regulation, and self-determination.

Implement school-wide prevention programs that help maintain positive school climates including the coordination of supplemental programs and guest speakers.

Coordinate two district wide evening activities for families in addressing the mental health and social/emotional needs of the community.

Serves as a member of the crisis intervention team. Responds to crisis by providing leadership, direct services, and coordination with needed community services.

4. Staff Development

Assists with, and takes part in, district wide in-service training programs. Will serve as a resource on mental health as well as the availability of training programs.

5. Community Liaison

Consults with professional and community resources as needed. Makes referrals to and coordinate services with community based providers.

6. Contribution to Total School Effort

Consults with school administration regarding the need of identified students. Has the responsibility to cooperate with the administration and associates in school activities that enhance the operation of the school.

7. Improve Academic Achievement

The school psychologist will conduct psychological and academic assessments. Monitor student progress, collect and interpret student and classroom data, and provide individual interventions.

8. Reporting

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

9. Performs Other Duties

The School Psychologist 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: October 15, 2019

Full Time Certificated Educational Services Endorsement

TITLE: **SCHOOL SOCIAL WORKER**

QUALIFICATIONS: New Jersey Educational Services Certificate: School Social Worker

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. Parent Liaison

The Social Worker will be responsible to provide parental liaison, including home visitations, concerning the student's 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 assist the Student Assistance Coordinator with 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.

Revised: October 21, 2014

Full Time Certificated Educational Services Endorsement

TITLE: STRUCTURED LEARNING COORDINATOR

QUALIFICATIONS: New Jersey Educational Services Certificate: Cooperative Education Coordinator – Hazardous Occupations

REPORTS TO: Principal

PERFORMANCE RESPONSIBILITIES:

1. On the Job Training - Work Sites

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

4. Structured Learning Apprenticeship Linkage Program

The Structured Learning Coordinator will be responsible for selecting students with a potential for apprenticeship and assist in student transition from structured learning to formal apprenticeship.

5. Job Placement

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

6. Reporting

The Structured Learning Coordinator will be responsible to furnish such reports, in writing or otherwise, as may be required.

7. Public Relations

The Structured Learning 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 Structured Learning Coordinator will assist in the administration and operations of the apprenticeship program.

9. Performs Other Duties

The Structured Learning 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.

Revised: March 18, 2014

Full Time Certificated Educational Services Endorsement

TITLE: **STUDENT ASSISTANCE COORDINATOR**

QUALIFICATIONS: New Jersey Educational Services Certificate: Substance Awareness Coordinator or Student Assistance Coordinator

REPORTS TO: Principal/Director

PERFORMANCE RESPONSIBILITIES:

1. Individual Student Counseling

The Student Assistance 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 Student Assistance Coordinator will develop and implement student support groups and parent support groups.

3. Early Identification

The Student Assistance 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 Student Assistance 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 Student Assistance 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 Student Assistance 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 Student Assistance 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 Student Assistance Coordinator will assist the instructors and administration in modifying inappropriate student behavior.

9. Education

The Student Assistance Coordinator will maintain a continuing review of statutes and codes related to drug and alcohol programs. 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 Student Assistance Coordinator will be responsible to furnish such reports in writing or otherwise as may be required.

11. Contribution to Total School Effort

The Student Assistance 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 Student Assistance 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.

Revised: March 18, 2014

Full Time Certificated Instructional Endorsement

TITLE: STRUCTURED LEARNING TEACHER

QUALIFICATIONS: Appropriate New Jersey Instructional Certificate

REPORTS TO: Principal/Supervisor

PERFORMANCE RESPONSIBILITIES:

1. Job Placement Opportunities

The Structured Learning Teacher will assist in locating current employment opportunities within area of specialization.

2. Evaluation - Worksite

The Structured Learning Teacher conducts a job analysis of worksite skills required for performance in a particular job title.

3. Job Placement - Student

The Structured Learning Teacher assesses student readiness and entry level skills.

The Structured Learning 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 Structured Learning 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 Structured Learning 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 Structured Learning 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 Structured Learning Teacher will employ appropriate instructional techniques in the classroom and in the workplace.

8. Reporting

The Structured Learning 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 Structured Learning 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 Structured Learning Teacher provides career counseling and assists the student in achieving career pathway goals.

10. Safety

The Structured Learning 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 Structured Learning 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 Structured Learning 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 Structured Learning 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 Structured Learning 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: March 18, 2014

Full Time Certificated Instructional Endorsement

TITLE: SUPPLEMENTAL TEACHER

QUALIFICATIONS: Appropriate New Jersey Instructional Certificate: Teacher of Students with Disabilities or 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: ASSISTANT 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: Supervisor of Buildings and Grounds

PERFORMANCE RESPONSIBILITIES:

1. Assist with the Supervision of Custodians

The Assistant Supervisor will assist the Supervisor of Buildings and Grounds with 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. Assist with the Supervision of the Maintenance Mechanics

The Assistant Supervisor will assist the Supervisor of Buildings and Grounds with the daily supervision, work scheduling and evaluation of the Maintenance Mechanics.

3. District Maintenance Program

The Assistant Supervisor will assist the Supervisor of Buildings and Grounds with the overall inspection of District's building and grounds and make recommendations to the Business Administrator for short and long-term improvements that include buildings, grounds, custodial and maintenance equipment and supplies, heating, lighting and District vehicles.

4. Safety

The Assistant Supervisor will assist the Supervisor of Buildings and Grounds with safety inspections of the facilities and notifying the Building Principal and Assistant Superintendent immediately of any safety hazard.

5. Custodial Coverage of Buildings

The Assistant Supervisor will assist the Supervisor of Buildings and Grounds with 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 Assistant Supervisor will assist the Supervisor of Buildings and Grounds with submitting the necessary reports required to assure an effective maintenance program for the District.

7. Performs Other Duties

The Assistant 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: February 17, 2015

Full Time Non-Certificated Administration

TITLE:

STAFF ACCOUNTANT

QUALIFICATIONS:

1. Bachelor 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; Microsoft Office Tools including Word and Excel, and Systems 3000 financial accounting system.
5. Ability to assist in the management and support of business office staff
6. Strong analytical, communication and human relations skills
7. Other criteria as established by the Board of Education

STAFF ACCT. REPORTS TO:

School Business Administrator/Board Secretary

JOB GOAL FOR STAFF ACCOUNTANT:

To assist the School Business Administrator with 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. 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 and services to ensure compliance with relevant law and code. Responsible for annual curricular transportation requirements, soliciting quotes, preparing and submitting transportation contracts and related purchase orders.

3. Summer Scheduling

Responsible for the scheduling, preparation and submittal of the annual district summer schedule, monitoring personnel salaries, and days and hours worked against budget.

4. Audit

Assists the School Business Administrator/Board Secretary in preparing for the annual audit, including supervising the closing of the general ledger and records. Assists audit staff by providing timely reports and analyses. Performs year-end adjustments as required.

5. Food Service

Assists the School Business Administrator/Board Secretary in operating the school food service programs in compliance with USDA and NJ Department of Agriculture regulations and guidelines. Reviews free and reduced lunch applications as well as District Master Eligibility List of all free and reduced eligible students.

6. Fiscal Grant Management

Coordinates and oversees all financial aspects of grant management. Prepares annual Fund 20 budget projection, setting up annual revenue and expenditure budget accounts in Systems 3000 and performs necessary adjustments for any amendments to the grant budget. Reviews purchase orders, prepares reports of actual monthly expenditures and submits monthly reimbursement requests for all grant programs. Reviews cash receipts related to grants.

- A. Responsible for the annual original application process for District grant allocations for the IDEA and ESEA grants.
- B. Responsible for the revision and the budget modification process through the grant project period, including grant amendments, as necessary.
- C. Responsible for ensuring adherence to established guidelines.
- D. Responsible for reviewing the timely usage of funds.
- E. Responsible for the timely submission of all grant related fiscal reports, specifically monthly reimbursement requests for all District grants, as well as the final expenditure report for the IDEA and ESEA grants.

7. Student Activity Accounts

Reviews monthly bank statements and reconciliations of all student activity bank accounts. Performs semi-annual 100% audit of all Student Activity Accounts in the district, reviewing deposits, invoices and vouchers, working with designated school

personnel. Prepares monthly and annual fiscal reports and revises Student Activity Handbook as needed.

8. Cash Management

Maintains daily available cash balance to ensure sufficient funds for bi-monthly payroll and accounts payable checks as a member of the District internal finance committee. Responsible for reconciling the monthly general account bank statement to the general ledger. This includes compilation and submission of the monthly Board Cash Report for Board approval; and the preparation of statements of monthly revenues and receipts. Responsible for reconciling the general ledger to the monthly bank statements and cash reports for all funds. Prepares monthly cash flow analysis (Indicator 13/QSAC Finance DPR) as well as cash flow projections for the fiscal year.

9. Accounts Receivable

Responsible for the review of the monthly tuition billing and cash receipts to/from all sending districts. Review monthly invoices for accuracy, monitoring adds/drops to student enrollment. Review bills generated report as well as cash receipt reports. Monitor accounts receivable and general ledger balances of all sending district for accuracy, noting and following up on past due balances.

10. Telecommunications & E-Rate

Reviews and processes all telecommunication invoices, prepares reports and provides copies for annual E-rate filings.

11. 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.

Revised: August 17, 2021

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: **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: Director of Educational Technology &
Director of School Counseling and Special Education
Services

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 District database.

3. Staff Development

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

4. Student Information System

The Coordinator will manage the implementation, coordination, updating and training of staff in use of the District student information system.

5. Other Software

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

6. Reports

The Coordinator will generate reports by extracting data and formatting it into readable data reports. The Coordinator will generate reports from data supplied from sources other than the student information system.

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.

Revised: June 15, 2021

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: ACCOUNTS PAYABLE / BOOKKEEPER

QUALIFICATIONS:

1. High school diploma with equivalent accounting experience
2. Complete working knowledge of computer accounting software package as used in a school business office with a minimum of two years related work experience
3. Excellent Microsoft Word and Excel experience
4. Detail and deadline oriented; demonstrated organizational, communication and interpersonal skills
5. Knowledge of standard practices relating to accounting and business operations
6. Must be able to deal with large work volume with high degree of accuracy and attention to detail
7. Capable of prioritizing and managing multiple job responsibilities simultaneously, and following through on issues in a timely manner
8. Ability to keep confidentiality
9. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Accounts Payable Functions
 - Records detail of District financial transactions into the District's financial accounting system, Systems 3000.
 - Creates and reviews requisitions/purchase orders for approval process and mail to vendors.
 - Matches packing slips, verifies proof of delivery, ensures correct pricing and processes payments.
 - Processes payment of invoices within a timely manner in accordance with payment terms.
 - Prints and verifies check amounts are consistent with POs and invoices and mails checks to vendors.
 - Sets up vendor accounts and reconciles statements.
 - Researches and resolves accounts payable issues, including identifying invoices that are overdue or have not been received, obtaining credits/refund payments from vendors, tracking item back-orders, etc.
 - Prepares and maintains monthly blanket purchase orders for all the District's:
 - Utilities: gas, electric, cable, water & sewer, cell phones, telephone land and fax lines
 - Curricular bus trips
 - Copier machines leases
 - Food services, cosmetology, LPN and PCA departments linen/towel services
 - Miscellaneous reoccurring monthly services (i.e. trailer storage container rentals, dumpsters, grease trap cleanings, pest services, etc.)

- District-wide fuel/gas charges: reconciles, processes and pays in a timely manner.
- Maintenance personnel's Lowes receipts: reviews for accuracy, obtains appropriate approvals, creates PO and processes payments in a timely manner.
- Process incoming and outgoing mail for A/P.

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

Interfaces and maintains written and verbal contact with staff members, vendors and governmental representatives who require information concerning the District financial transactions. Receives, researches and resolves a variety of routine internal and external inquiries concerning account status.

5. Audit Preparation

Maintains data in the accounting system so as to be available for the annual audit. Assist accountants in gathering all audit related documents.

6. Fixed Assets

Assigns fix assets numbers to all equipment that costs \$2,000 and sends to schools to affix to the item(s). Enters all related information in Systems 3000.

7. Other Duties

Analyzes processing for possible improvements or issues, proactively identifies and proposes solutions to Business Administrator. 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.

Revised: August 18, 2020

Full Time Non-Certificated Support Services

TITLE: BUSINESS OFFICE SPECIALIST

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. Embodies high ethical standards and integrity

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

TIER I RESPONSIBILITIES

1. Accounts Receivable

Records the details of all District receivables. This includes setting up tuition receivables, tracking receipts in an Excel format, and entering receipts into the Systems 3000 Accounts Receivable module. Prepares invoices and bank deposits. Delivers the deposit (cash and checks) to the bank on a daily basis. Invoices are needed for the following: District tuition, Brookdale Culinary Education Program, Brookdale Summer Camps, Adult Licensed Practical Nursing Program, and Adult Cosmetology.

Tuition Billing

Works with school secretaries, as well as pupil personnel, to maintain accurate student records for tuition billing. Contracts are prepared annually, and bills are prepared monthly for over 50 sending districts.

Brookdale Culinary Education Program Billing

Works with the Principal of the Culinary program to maintain accurate student records of classes, labs, credits, and fees to bill Brookdale for the post-secondary program. This program has the potential to run Fall and Spring schedules, and Winterim and Summer.

Financial Aid Billing

Works with the Financial Aid Officer to prepare the invoices for the Adult Licensed Practical Nursing Program and the Adult Cosmetology Program students. Keeps detailed records of students' attendance, loans and grants, as it relates to their tuition. Notifies students when grant/loan money is received. Sends out annual 1098T forms for all Adult Evening School students to comply with federal tax regulations. Assist the Financial Aid Officer, when necessary.

Brookdale Summer Camps

Prepares the invoice for Brookdale to remit payment for summer camps.

2. Records Preparation

Prepares multiple financial reports, Excel spreadsheets, and Google documents, as assigned by the Business Administrator.

- Verifies the District has not used debarred contractors every year.
- Handles Records Retention submission. Receives auditor's approval for record destruction and works with document destruction vendor several times a year.
- Maintains an annual list of contracts entered into by the District for the audit.
- Maintains an annual list of administrator dues paid by the District for the audit.
- Annually prepares and distributes the custodian vacation schedule calendar.
- Maintains spreadsheet to track Capital billing invoices and payments received.

3. Free and Reduced Lunch

Acts as the Determining Official for all the free and reduced lunch applications in the District. Maintains the Master Eligibility List for all schools throughout the school year. Submits monthly reimbursement requests via SNEARS for all free and reduced lunches served. Prepares annual verification. Assists with the direct certification process 3-4 times a year.

4. Requisitions

Prepares all the requisitions for mileage reimbursement as received.

5. Ed Data Ordering

Maintains the Ed Data Purchasing System. Adds or updates user codes, account numbers and budgets. Communicates due dates to the Business Administrator. Investigates chemical requisitions to ensure they are safe to purchase. Prints, collates and distributes the annual Ed Data purchase orders.

TIER II RESPONSIBILITIES

1. Confidential Payroll, Pension & Benefits Support

- Alphabetize Payroll timesheets.
- Key Payroll timesheet information into Systems and proof payroll reporting with the Payroll Secretary. As the District moves to an automated time keeping system, this responsibility may change as appropriate.
- Reviews and makes data entry notations of the changes on quarterly IROC pension report online by comparing it to the Systems generated report. Due dates for this are the 7th day of January, April, July, and October. (Submission of the quarterly reports are the responsibility of the Payroll Secretary.)
- Distribution of pension and/or DCRP certification forms to employees upon enrollment or other pension correspondence, including newsletters.
- Update address changes in Benecard, Delta Dental, and Horizon portals, as needed.
- Maintain annual spreadsheet of employee prescription costs for W-2 preparation.

2. Accounts Payable Support

- Mail Separation
 - Invoices
 - PO #s Listed - Highlight all invoices that have PO numbers listed and attach to the Purchase Orders in the “OPEN PO” cabinet.
 - No PO # - If there are not PO numbers listed on the invoices, highlight the school’s name and put in the school box.
- Statements: Group all Statements together by alphabetic order.
- Blankets: Group all Blankets together per Blanket Listing.
- Orange PO Bin
 - Orange POs that are signed off by the school should be attached to the Purchase order found in the “OPEN PO” cabinet.
- Assist with proofing check run payments, audit pulls, and deadlines when needed and available.

TIER III RESPONSIBILITIES

1. Filing
Maintains a regular filing system of all correspondence and source documents, which substantiate the District’s financial transactions.
2. Correspondences and Telephone
Maintains written records and verbally communicates with staff members, school districts and government representatives, as applicable.
3. Downtime Duties
 - a. Prepare new hire welcome kits.
 - b. Maintain Direct Deposit Binder, the W-4 Binder, and the Health Benefit Forms Binder.
4. 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: May 21, 2019
(Replaces Bookkeeper/Accounts Receivable position)

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 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 to include correspondence, reports, filing, telephone calls, appointments, etc.

2. Office Manager

Oversees office personnel in Administrative Office.

3. Board of Education Meetings

Prepares Superintendent's Recommendations, Superintendent's Report, and putting together all documents for Board of Education meetings.

4. New Employees

Processes employment paperwork for new employees after each Board of Education meeting.

5. Certification

Processes certification for teachers, including enrolling them in appropriate provisional teacher program with follow through until submission for standard certificate.

Processes certification for substitute teachers, including criminal history and appropriate employment forms. Submits names to the County Office and, upon approval, gives names to the sub caller. Also files for renewals upon expiration date of substitute certificate.

6. MCVEA
Informs MCVEA representative of new employees to be enrolled in NJEA.
7. Accident Reports
Receives and processes all accident reports (staff and students).
8. Incident Reports
Inputs all Violence, Vandalism and Substance Abuse Incident Reports and Harassment, Intimidation and Bullying Reports with the Department of Education by their due dates.
9. Tuition Reimbursement
Receives tuition reimbursement requests for the Superintendent. Processes appropriate reimbursement for approved requests.
10. Travel
Makes travel arrangements for National Competitions and various other approved trips.
11. District Fleet
Maintains a District Fleet List including processing vehicle registration renewals. Maintains a list of all District-approved drivers for fleet.
12. Central Office Staff
Notifies staff of emergency notifications. Receives calls for absenteeism.
13. 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.

Revised: February 18, 2014

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 Microsoft Word and Excel experience
4. Detail and deadline oriented; demonstrated organizational, communication and interpersonal skills
5. Knowledge of standard practices relating to accounting and business operations
6. Must be able to deal with large work volume with high degree of accuracy and attention to detail
7. Capable of prioritizing and managing multiple job responsibilities simultaneously, and following through on issues in a timely manner
8. Ability to keep confidentiality
9. Required criminal history check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. ACCOUNTS PAYABLE

- Create requisitions for approval process
- Manage Purchase Orders – print, mail, edit and cancel
- Match packing slips, verify proof of delivery, ensure correct pricing and process payments
- Print and mail A/P checks
- Process Non-A/P checks for refunds to Adult Education students
- Maintain Vendor File in accounting system
- Responsible for W-9 and 1099 record keeping and compliance
- Void checks from current month, prior months and prior year
- Process incoming and outgoing mail for A/P
- Research and resolve accounts payable issues, including overdue or missing invoices
- Review vendor statements to ensure payment and credits are applied correctly
- Open and close out petty cash yearly
- Order checks, deposit slips, W2, 1098, 1099 and Purchase Order forms

2. ACCOUNTS RECEIVABLE

- Process Accounts Receivable transactions (PayPal receipts for Evening School, LPN, Cosmetology, Post-Secondary school, floral supplies and Adult Education text books)
- Set up new Payor and revenue account numbers in Systems 3000
- Balance tuition deposit slips to revenue receipt report
- Manage Food Service receivables by account - prepare monthly spreadsheets and enter the totals in Systems 3000
- Create and apply monthly receivables from SNEARS
- Process NAVY quarterly salary and Purchase Order reimbursements

3. GENERAL LEDGER

- Perform G/L account transfers for reclassified items and account corrections

4. PAYROLL AND HEALTH CARE BENEFIT PAYMENT SUPPORT

- Transfer Payroll distribution file to the Accounting System each pay period
- Prepare hand-checks for DCRP and FICA
- Reconcile FICA electronic receipts to payroll worksheet
- Process payments to providers for active and retired employee health benefits (Horizon BCBSNJ and COBRA, State of NJ Retiree Health Benefits, Medicare Part-B, Benecard, Delta Dental and COBRA, Horizon FSA and Wage Works FSA)
- Record monthly Ameriflex electronic deposit for COBRA health and dental benefits
- Process refunds for employee share health benefits

5. BANKING

- Print monthly bank statements for multiple accounts (General, VISA CEC, Scholarship, Financial Aid, and Escrow)
- Record interest from bank statements
- Record monthly client analysis service charge
- Reconcile bank statements to the monthly cash report
- Monitor daily bank balances
- Perform funds transfers between accounts
- Process electronic deposits from DOE bimonthly and Grant Fund 20 receipts
- Record wire transfers, process financial aid checks for PELL Grants and Direct Loans and process refunds back to U.S. DOE
- Record monthly escrow service fees minus interest
- Open and close bank sub-accounts for contractors doing escrow capital projects – retainage, wire-transfers, deposits, disbursements, record interest and maintain spreadsheets
- Perform stop payments
- Handle returned items from bank

6. REPORTING

- Create Report of the Secretary and prepare monthly Board Report

7. SCHOLARSHIPS

- Manage scholarships – deposits, disbursements and reporting

8. LIAISON WITH COMPUTER SOFTWARE PROVIDER / PERFORM ACCOUNTING SYSTEM ADMINISTRATIVE FUNCTIONS

- Manage accounting period calendar in accounting system
- Close-out accounting periods at month and year-end
- Perform accounting system backups
- Call Systems 3000 to deal with issues as needed

9. AUDIT PREPARATION

- Assist accountants with all audit related document retrievals

10. CORRESPONDENCE AND TELEPHONE

- Maintain written and verbal contact with staff members, vendors, bank and governmental representatives concerning District financial transactions
- Research and resolve internal and external inquiries

TERMS OF EMPLOYMENT:

Twelve month. 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.

Revised: August 18, 2020

Full Time Non-Certificated Support Services

TITLE: PAYROLL COORDINATOR

QUALIFICATIONS:

1. College preferred
2. Proven proficiency in Excel required, knowledge of Word preferred
3. Detail and deadline oriented; demonstrated organizational skills
4. Ability to communicate effectively with management and all levels of staff
5. Embodies high ethical standards and integrity
6. Knowledge of payroll and pension tax laws
7. Required criminal history background check and proof of U.S. citizenship or resident status

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Payroll
 - a. Maintains employee information files with confidentiality as they pertain to payroll, pension and benefit matters.
 - b. 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.
 - c. 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.
 - d. Confers with a variety of external agencies, including State/Federal agencies, etc. to achieve speedy resolutions to potential issues. Primary liaison for tax issues.
 - e. 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.
 - f. Establish / maintain employee change binders for Direct Deposit and W-4's.
 - 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
 - k. Complete verification of employment including salary
 - l. Track and update payroll and benefits system with the Superintendent's recommendation each payroll
 - m. Track part-time sick hours for timesheet staff
 - n. Kronos – Check, approve and process part-time time clock employees to ready file for import.
 - o. Ensure that employee 403(b) contributions are transmitted to the service providers in a timely fashion.
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. Liaise and resolve issues with our Third Party Administrator for tax sheltered deductions.
 - f. Respond to all employee requests and inquires in a timely fashion.
5. 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.
- 6. 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.
- 7. Research
Keep current with all applicable federal and state laws governing payroll taxes and reporting requirements, and pension reforms
- 8. Audit Preparation
Assists School Business Administrator with preparation for the annual audit.
- 9. 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.

Revised: January 18, 2022

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

TITLE:

**SECRETARY TO THE SUPERVISOR OF BUILDINGS &
GROUNDS/PART-TIME SUBSTITUTE COORDINATOR**

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: Supervisor of Buildings & Grounds/Assistant Superintendent of Curriculum and Instruction

PERFORMANCE RESPONSIBILITIES:

1. Supervisory

Supervises the efficient workflow of the school district relative to the responsibilities of the Supervisor of Buildings and Grounds.

2. Correspondence and Reports

Supervises and assists in the preparation of all correspondence and reports emanating from the Supervisor of Buildings and Grounds office.

3. Filing

Maintains a regular filing system and processes incoming correspondence.

4. Telephone

Places and receives telephone calls, and records messages for the Supervisor of Buildings and Grounds.

5. Appointments

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

6. Liaison

Acts as a liaison between the Supervisor of Buildings and Grounds and other central office administrators, district administrators and certificated staff in prioritizing and routing inquiries and requests.

7. Preparation of Reports

Assists the Supervisor of Buildings and Grounds in preparing reports required by law, administrative code and Board policy.

8. Record Keeping

Tracks work/maintenance requests, required inspections, and other required items

9. Custodial Coverage of Buildings

Calls and schedules substitute custodians and assists with report on temporary custodial staff

10. Substitute Coordinator

a. Daily Substitute Coordination

Receives requests for substitutes from principals. Daily, monitors staff absences for all buildings. Calls and schedules substitutes to ensure coverage of staff absences. Maintains a daily substitute placement log.

b. Records, Reports, and Correspondence

Maintains the active substitute list for the District. Collaborates with the central office staff to maintain physical and computerized substitute records. Prepares and submits information required for processing substitute employee payroll.

11. Other Duties

Performs other duties as may be assigned by the Supervisor of Buildings and Grounds and Assistant Superintendent of Curriculum and Instruction.

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 27, 2023

Full Time Non-Certificated Support Services

TITLE: SECRETARY TO DIRECTOR OF SCHOOL COUNSELING 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 School Counseling Services

PERFORMANCE RESPONSIBILITIES:

1. Correspondence and Reports

Supervises and assists in the preparation of all correspondence and reports emanating from the office of the Director of School Counseling Services.

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 School Counseling Services. Communicates with current and prospective students and families.

4. Liaison

Acts as a liaison between the Director of School Counseling Services 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 School Counseling Services 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 School Counseling Services.

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.

Revised: June 16, 2015
(Replaces Secretary to Director of Pupil Personnel)

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

TITLE: **TECHNOLOGY RESOURCE TECHNICIAN - LEVEL 1**

QUALIFICATIONS:

1. Computer troubleshooting and repair (A+ Certification or Apple Certified Mac Technician (ACMT) or equivalent experience).
2. Individual will have a minimum of two years field experience in the troubleshooting repair and maintenance of computers, multimedia, and related educational technology equipment.
3. Individual must be able to diagnose and remediate computer hardware, software and networking problems.
4. Individual must have experience working with modern computer operating systems (especially mac OS, Windows OS and Chrome OS) as well as familiarity with local area networks.

PRIMARY FUNCTION: To provide service to all district computer hardware, networking and multimedia equipment.

REPORTS TO: Technology Resource Technician – Level 2 and Director of Educational Technology

PERFORMANCE RESPONSIBILITIES:

1. Technology Repair and Maintenance

The Technician will be responsible for the repair and maintenance of all district computer, networking and audio/visual equipment as assigned in a timely manner.

2. Technology Support and Troubleshooting

The Technician will provide positive customer service while working with both technical and non-technical staff.

3. Technology Acquisition

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

4. Technology Committee

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

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 Director of Educational Technology and/or 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 annually in accordance with the Board's policy on evaluation of full time non-certificated technology staff.

SALARY:

Commensurate with experience.

Revised: December 19, 2017

Full Time Non-Certificated Technology

TITLE: TECHNOLOGY RESOURCE TECHNICIAN - LEVEL 2

QUALIFICATIONS:

1. Computer troubleshooting and repair (A+ Certification or Apple Certified Mac Technician (ACMT) or equivalent experience).
2. Individual will have a minimum of two years field experience in the troubleshooting repair and maintenance of computers, multimedia, and related educational technology equipment.
3. Individual must be able to diagnose and remediate computer hardware, software and networking problems.
4. Individual must have experience working with modern computer operating systems (especially mac OS, Windows OS and Chrome OS) as well as familiarity with local area networks.

PRIMARY FUNCTION: To provide service to all district computer hardware, networking and multimedia equipment.

REPORTS TO: Director of Educational Technology

PERFORMANCE RESPONSIBILITIES:

1. District Network

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

2. Participation

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

3. Technology Repair and Maintenance

The Technician will be responsible for the repair and maintenance of all district computer, networking and audio/visual equipment as assigned in a timely manner.

4. Technology Support and Troubleshooting

The Technician will provide positive customer service while working with both technical and non-technical staff.

5. Technology Acquisition

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

6. Technology Committee

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

7. Reporting

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

8. 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.

9. Other Duties

The Technician will assume other responsibilities as may be assigned by the Director of Educational Technology and/or 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 annually in accordance with the Board's policy on evaluation of full time non-certificated technology staff.

SALARY:

Commensurate with experience.

Revised: December 19, 2017

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

TITLE: DIVERSITY, EQUITY, ACCESS, AND INCLUSION COACH
Appointed for a One Year Commitment

Qualifications:

- Strong interest in curriculum work
- Strong interest in diversity and inclusion work
- In-depth knowledge and understanding of student learning standards, social justice standards, LGBTQ+ mandate requirements, and SEL standards.

Performance Responsibilities:

1. Development and Implementation

- Guide the development, implementation, and assessment of the district's curriculum and support implementation of the district's diversity, equity, access, and inclusion goals.
- Provide strategic leadership in the areas of diversity, equity, access, and inclusion.
- Develop, implement, monitor progress, and recommend adjustments in connection with a Strategic Plan for Diversity, Inclusion, Equity, and Justice. The plan should provide the strategic framework through which the Coordinator can build the school's infrastructure for meaningful inclusion of all its community members.
- Assemble and chair a district Faculty & Staff Diversity Committee.
- Promote, advise upon, and support curriculum development aimed at teaching and learning to think critically about all aspects of diversity.
- Collaborate with both individual faculty members and departments to develop courses and curricula that include the study of race, gender, ethnicity, nation and nationhood, class, and religion, and their intersections.
- Attend monthly curriculum meetings.
- Collaborate with the Affirmative Action Officer on creating the District's Comprehensive Equity Plan required under N.J.A.C. 6A:7-1.9
- Actively research new pedagogies, curricula, and best practices that address common classroom challenges in teaching about cultural competence, awareness of racial micro-aggressions, identity, social difference, and inequality, and train faculty and staff on how to incorporate these into their classrooms.

2. Professional Development

- Pursue professional development opportunities; attend conferences and professional meetings in order to remain current with diversity and inclusion issues that may affect the district.
- Provide/lead curriculum focused professional development opportunities during in-service staff days, faculty meetings.
- Present initiative focused professional development for new teachers during the summer training and the yearly mentor training sessions.

- Develop district workshops focused on teaching faculty and staff how to work with all students most effectively and facilitate and ensure faculty professional growth in understanding the role of social and cultural factors in both teaching and learning.

3. *Other Responsibilities*

Perform additional tasks that may be assigned by the Director of Curriculum and/or the Assistant Superintendent based on program needs.

Terms of Employment:

Ten-month position, plus five professional development days during the summer

Evaluation:

Performance will be evaluated by the Director Curriculum & Instruction

Adopted: May 18, 2021

**TITLE: Social Emotional Learning (SEL) Coordinator
Appointed for a One Year Commitment**

Qualifications:

- School Counselor, Student Assistance Coordinator, School Psychologist, School Social Worker, Teacher certification
- Advance degree preferred
- Strong interest in Social Emotional Learning
- In-depth knowledge of SEL competencies and approaches
- Demonstrate excellence in effective counseling methods and success in working cooperatively with school staff to accomplish goals
- Strong organizational and technology skills preferred

Reports To: Director of School Counseling and Special Education

Performance Responsibilities:

1. Assisting in all SEL projects and implementation of Character Strong

- Guide the development of the district's Character Strong curriculum and support implementation at the school buildings.
- Work with teachers, counselors, and administrators to support the integration of SEL into the fabric of the school.
- Attend trainings and/or meetings as directed
- Support educational staff by collaborating to provide targeted feedback and strategies to support students in need of SEL intervention.
- Coordinates the infusion of SEL standards with colleagues (school counselors, child study team members) under the direction of the Director of School counseling and Special Education.

2. Professional Development

- Provide Professional Development to support the Character Strong social emotional learning curriculum and instruction.
- Assist administrators in ongoing professional development for staff in SEL programming, including summer training for new staff and regularly scheduled workshops on SEL topics throughout the school year.
- Design and lead parent educational workshops related to SEL.

3. Other Responsibilities

Perform additional tasks which may be assigned by the Director of School Counseling and Special Education based on program needs.

Terms of Employment:

Ten month position, plus five professional development days during the summer

Evaluation:

Performance will be evaluated by the Director of School Counseling and Special Education

Adopted: May 18, 2021

Part Time Certificated Instructional Endorsement

TITLE: CURRICULUM COACH
Appointed for a One Year Commitment

Qualifications:

- Tenured teacher
- Masters degree preferred
- Strong interest in curriculum work
- Principal recommendation
- In-depth knowledge and understanding of student learning standards
- Demonstrate excellence in effective teaching methods and success in working cooperatively with school staff to accomplish goals
- Strong organizational and technology skills preferred

Reports To: Assistant Principal of Curriculum and Instruction & Assistant Superintendent of Curriculum & Instruction

Performance Responsibilities:

1. Curriculum Development & Student Assessment

- Guide the development, implementation and assessment of the district's curriculum and support implementation of the Understanding by Design framework. Facilitate the transition of curriculum to UBD and Rubicon.
- Facilitate congruency between programs within the academy division and/or facilitate congruence within the shared time/vocational division.
- Assist in the development of standards-based curriculum and assessment opportunities, research-based instructional methods, and aligning of materials and resources to curriculum outcomes.
- Align authentic student assessment with curriculum.
- Support educational staff by collaborating in the analysis of assessment results and other relevant program data.

- Attend monthly curriculum meetings.

2. Professional Development

- Maintain a database of resources to enhance teacher instruction.

- Provide/lead curriculum focused professional development opportunities during in-service staff days, faculty meetings.

- Present curriculum focused professional development for new teachers during the summer training and the yearly mentor training sessions.

3. Other Responsibilities

Perform additional tasks which may be assigned by the Assistant Principal of Curriculum/Assistant Superintendent based on program needs.

Terms of Employment:

Ten month position, plus five professional development days during the summer

Evaluation:

Performance will be evaluated by the Assistant Principal of Curriculum/Assistant Superintendent of Curriculum

Revised: March 19, 2019

Part Time Certificated Instructional Endorsement

TITLE: HEAD TEACHER (Aberdeen, Freehold, Hazlet, Keyport and Middletown)

QUALIFICATIONS: Leadership abilities
Successful teaching experience within the district
By recommendation of the building principal

REPORTS TO: Building Principal

JOB GOAL:

The Head Teacher will assume the responsibility of school dismissals and emergency situations in the absence of the Building Principal.

PERFORMANCE RESPONSIBILITIES:

1. The Head Teacher will provide guidance in day-to-day operations in absence of the Building Principal.
2. The Head Teacher will take appropriate action in case of emergencies within the building and on school property in the absence of the Building Principal.
3. The Head Teacher will adhere to board policies and individual school rules.
4. The Head Teacher will maintain safety and security during school dismissals and bus boarding.
5. The Head Teacher will supervise any student that is not picked up by bus or parent until student is picked up.
6. Monitor staff, student, and visitor completion of the daily questionnaire to assess COVID-19 symptoms and refer individuals, when appropriate, to the school nurse, principal/designee.
7. Complete temperature screening of students and visitors and refer individuals, when appropriate, to the school nurse, principal/designee
8. The Head Teacher will carry out additional duties as deemed necessary by the Building Principal.

TERMS OF EMPLOYMENT:

Stipend position in accordance with Board Policy and Superintendent of Schools.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the board's policy on evaluation.

Part Time Certificated Instructional Endorsement

TITLE: IB COORDINATOR

QUALIFICATIONS:

1. Currently employed, active, full-time (10-month) teacher with valid New Jersey Instructional Certificate or eligibility.
2. Strong interpersonal and communication skills
3. Excellent organizational skills
4. Adherence to deadlines
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
6. Ability to communicate ideas and directions clearly and effectively both orally and in writing.
7. Demonstrated and sustained ability to perform all the necessary physical and mental functions of active job performance for this position

REPORTS TO:

Principal or designee

JOB GOAL:

Responsible for the day-to-day operations of the International Baccalaureate Diploma Program

PERFORMANCE RESPONSIBILITIES:

1. Serves as an intermediary between the IB Organization and faculty, students, alumni, and parents by communicating critical information as well as changes to the IB Diploma Programme to all stakeholders
2. Organizes various events throughout the year to support the IB Programme, including rising 11th and 12th grade parent information sessions and IB celebrations (e.g., IB Kickoff, IB Diploma Ceremony)
3. Maintain an IB information website for use by students, faculty, parents, and alumni.
4. Facilitates adoption of new curricula and Diploma Programme policies.
5. Provide teachers with up-to-date information about changes to courses of study, assessment requirements and administration
6. Facilitates regular meetings to provide IB instructors an opportunity to share concerns and keep informed about IB issues
7. Collaborate with the administration to organize IB instructors attendance at IB conferences and workshops.
8. Organize internal and external professional development opportunities for IB staff members.
9. Oversee the Extended Essay process by conducting meetings with students and faculty, organizing associated documents, and maintaining an Extended Essay guide.
10. Coordinate with the CAS Advisor and CAS Supervisors in the completion of the programme requirements
11. Coordinate with TOK teachers in the completion of required course components
12. Complete general administrative tasks detailed in the *Handbook of procedures for the Diploma Programme* such as registering students, entering data on the IB information system (IBIS), payment of fees, or student mark entry.

13. Collaborate with administration to meet all regulations and procedures described in the *Handbook of procedures for the Diploma Programme* and the *General regulations: Diploma Programme*
14. Follow the IB guidelines for the management and mailing of testing materials, organization of examination schedules and testing locations, proctor training, and academic honesty
15. Collaborate with faculty, administration, and students to meet deadlines, including the reporting of internal assessment scores and submission of sample work for moderation.
16. Share with teachers access to the Programme Resource Centre
17. Processes, analyzes, and distributes assessment data to faculty, and processes any requests for further information from the IB Programme
18. Organize and complete the 5-year programme evaluation
19. While the actual duties of the IB Coordinator may differ, advisors shall not be assigned duties that are unrelated to their advisorship

TERMS OF EMPLOYMENT

12-MONTHS

EVALUATION:

Performance of this job will be evaluated annually.

Revised: September 15, 2020

Part Time Certificated Instructional Endorsement

TITLE: **Morning Student Monitor (Career Academies)**

QUALIFICATIONS: Currently employed, full-time teacher or educational specialist with a valid New Jersey Certificate or eligibility.
Demonstrated and sustained ability to perform all the necessary physical and cognitive functions of the job performance responsibilities.
Training in basic first aid, CPR, epipen, and/or glucagon administration preferred.
By recommendation of the building principal.

REPORTS TO: Building Principal

JOB GOAL: Monitor daily arrival of students.

PERFORMANCE RESPONSIBILITIES:

1. Actively monitors assigned areas, including but not limited to the school entrance, hallways, MPR/cafeteria, and/or common areas on campus prior to the beginning of the school day.
2. Greets visitors to campus and directs them to the appropriate location.
3. In the event of an emergency, alerts the principal or designee and follows the appropriate protocol (e.g., Lockdown, Janet's Law).
4. Completes other duties related to the Morning Student Monitor position.

TERMS OF EMPLOYMENT:

Part-time hourly, in accordance with Board Policy and Superintendent of Schools.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the board's policy on evaluation.

Adopted: February 26, 2019

Part-Time Certificated Instructional Endorsement

TITLE: Part-Time School Nurse

QUALIFICATIONS: Holds a valid NJ Registered Nurse License and a NJ Substitute School Nurse Certificate
Demonstrated and sustained ability to perform all the necessary physical and cognitive functions of the job performance responsibilities.
Training in basic first aid, CPR, Epipen, Glucagon and Naloxone administration preferred.

REPORTS TO: District Head School Nurse

JOB GOAL: Monitor daily arrival of students and assess for signs and symptoms of illness

PERFORMANCE RESPONSIBILITIES:

1. Actively monitors assigned areas, including but not limited to the school entrance, hallways, MPR/cafeteria, and/or common areas on campus.
2. Greets visitors to campus and directs them to the appropriate location.
3. In the event of an emergency, alerts the principal or designee and follows the appropriate protocol (e.g., Lockdown, Janet's Law).
4. Monitor staff, student, and visitor completion of the daily questionnaire to assess COVID-19 symptoms and refer individuals, when appropriate, to the head school nurse, principal/designee
5. Complete temperature screening of students and visitors and refer individuals to the principal/designee when appropriate
6. Monitor students who are being isolated and awaiting caregiver pickup
7. Participate in the contact tracing process
8. Provide basic school nursing services
9. Completes other duties related to the Part-Time School Nurse position.

TERMS OF EMPLOYMENT:

Part-time hourly, in accordance with Board Policy and Superintendent of Schools.

EVALUATION:

Performance of this position will be evaluated annually in accordance with the provisions of the board's policy on evaluation.

Adopted: October 20, 2020

Part Time Educational Support Services

TITLE: COORDINATOR OF LPN PROGRAMS

QUALIFICATIONS:

1. Current New Jersey Registered Nurse License
2. NJ Teaching Certificate in Health Science area
3. 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.

Revised: March 18, 2014

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 Educational Support Services

TITLE: Public Health Advisor

QUALIFICATIONS:

1. New Jersey School Nurse Certificate
2. Minimum of three years experience in district

REPORTS TO: Assistant Superintendent

PERFORMANCE RESPONSIBILITIES:

1. Public Health Coordination

The Public Health Advisor will be responsible for implementing and coordinating all applicable emergent public health-related guidance from federal, state, and local partners with central office staff, building principals, assigned school nurses, and other medical staff appointed by the Board of Education.

2. Emergency Public Health Planning

The Public Health Advisor will work with relevant staff to develop plans and guidelines to support the safe operation of schools.

3. Public Health Programming

When applicable, the Public Health Advisor will coordinate with local health departments to support events that meet public health goals.

4. Building-Level Planning

The Public Health Advisor will advise building-level staff on developing procedures to run instructional and co-curricular activities safely.

5. Reporting

The Public Health Advisor 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.

6. Performs Other Duties

The Public Health Advisor 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.

Adopted: September 21, 2021

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 Support Services

TITLE: **BENEFITS COORDINATOR**

QUALIFICATIONS:

1. College preferred
2. Proven proficiency in Excel required, knowledge of Word preferred
3. Detail and deadline oriented; demonstrated organizational skills
4. Ability to communicate effectively with management and all levels of staff
5. Embodies high ethical standards and integrity
6. Knowledge of benefit laws and administration
7. Required criminal history background check and proof of U.S. citizenship or resident status

REPORTS TO: School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Benefits
 - a. Informs employees and insurance carriers regarding required documentation and/or procedures necessary to complete transactions.
 - b. Periodically create and distribute informational documents for employees.
 - c. 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.
 - d. Maintain Excel database to ensure that additions, changes and terminations are processed and completed by the various carriers in question.
 - e. Establish / maintain employee records for all employee benefit plans, in accordance with HIPAA.
 - f. Audit benefit plan statements 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.
 - g. 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.
 - h. Establish / maintain annual health cost spreadsheet in order to upload mandatory employer cost information into employee annual W-2 statements.
 - i. Perform monthly reconciliations of the District's FSA plans; ensure that the district is in compliance with Federal regulations governing enrollment and participation in the plan.

- j. Coordinate and distribute employee information for the Annual Benefit open enrollment period.
 - k. Respond to all employee requests and inquires in a timely fashion.
 - l. Assist with Cobra for terminating employees and LOA employees.
3. Research
- Keep current with all applicable federal and state laws governing benefit reforms, COBRA, FMLA, FLA, FLI and HIPPA.
4. Audit Preparation
- Assists School Business Administrator with preparation for the annual audit.
5. 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.

Revised: January 18, 2022

Part Time Non-Certificated Support Staff

TITLE: Courier

QUALIFICATIONS:

1. Ability to handle cartons, packages, other items up to 50 pounds without assistance.
2. Ability to read and write and follow written and oral instructions.
3. Ability to work unassisted at most times.
4. Ability to establish and maintain working relations with fellow workers, administrators and staff.
5. Must have reliable vehicle that is registered and insured in the State of New Jersey.
6. Valid New Jersey driver's license.
7. Clean driving record for the prior three-year period.
8. Must have proof of Auto Liability/Auto Physical Damage coverage and proof of "delivery coverage" (i.e., policy language and coverage for Delivery Endorsement).
9. Must agree to quarterly drug screening and inspection of vehicle being used.
10. High school diploma

REPORTS TO: Director of Buildings and Grounds

PERFORMANCE RESPONSIBILITIES:

1. Shall pick up from and/or deliver to each school facility, lunches, packages and supplies for the district food service program
2. Shall be responsible for making bank deposits for district administrative office, when necessary.
3. Perform any other related duties as assigned by the Director of Buildings and Grounds or designee.
4. Must be able to maintain confidentiality.
5. The ability to quickly respond to emergency delivery requests without reservation.

TERMS OF EMPLOYMENT:

Ten months. Part time hourly – minimum 2 hours per day.

EVALUATION:

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

Adopted: June 15, 2021

Part Time Non-Certificated Support Staff

TITLE: PART TIME PAYROLL SECRETARY

QUALIFICATIONS:

1. High School Diploma; some college preferred
2. Minimum of two years experience in a related field
3. Experience with banking, transfers and reconciliations
4. Knowledge of pension helpful
6. Computer proficiency in Excel and Word; Must be able to utilize a variety of computer software programs, including email
7. Detail and deadline oriented, excellent mathematical skills and interpersonal skills
8. Must be able to strictly adhere to maintaining confidential information
9. Criminal history background check and proof of U.S. citizenship or resident status

REPORTS TO:

School Business Administrator

PERFORMANCE RESPONSIBILITIES:

1. Serves as a confidential secretary regarding payroll, pension and benefit matters.
2. Assists in the preparation of semi-monthly payroll, as directed by the Executive Secretary for Payroll. Train to be able to run payroll independently, if needed.
3. Transfer, proof and pay agency checks through Fund Accounting, as part of the payroll process.
4. Maintain payroll and pension records.
5. Perform monthly bank reconciliations.
6. Respond to unemployment requests and participate in unemployment appeal hearings, as needed. Reconciles quarterly unemployment bills. Disputes claims when appropriate.
7. Input pension enrollments, withdrawals, purchases, retirements, loans and researching miscellaneous inquiries, as needed.
8. Completion of the quarterly IROC pension reports.

9. Maintain benefit plan spreadsheet on a monthly basis to ensure that additions, changes, and terminations are processed, employee coverage levels are correct, and that employees are being charged correctly for their portion of the health benefit cost. Audit spreadsheet against coverage bills and reconcile differences.
10. Coordinate and distribute benefits information for the Annual Health Benefit open enrollment period.
11. Assist in the preparation of the quarterly tax reports, including Federal form 941, State form 927, WR-30 reports, and quarterly Multiple Worksite reports.
12. Assist the Executive Secretary for Payroll on annual preparation of IRS Forms W-2 for employees, W-3, 1095-C, et al.
13. 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: July 21, 2020

Part Time Non-Certificated

TITLE: CAPTAIN'S MATE

QUALIFICATIONS:

1. General Fitness for Duty
2. General Knowledge of Seamanship

REPORTS TO: Vessel Captain

PERFORMANCE RESPONSIBILITIES:

1. Man Overboard
 - a. Deployment of life ring to victim.
 - b. Retrieve tow gear with vessel in reverse if necessary.
 - c. Deployment and attachment of rescue ladder to railing.
 - d. Provide captain with direction as vessel nears victim.
 - e. Descend and ascend rescue ladder for effective and efficient retrieval of conscious or unconscious victim.
2. Fire Fighting
 - a. Knowledgeable with regard to fire extinguisher and fire hose locations throughout the vessel.
 - b. Proper use of fire extinguishers and fire hose.
 - c. Insertion of doors in engine room air vents and closing off engine fuel using emergency shut offs.
3. General Knowledge
 - a. Knowledge of nautical terms, knot tying, etc.
 - b. Ability to operate VHF radio and provide vessel position and information regarding nature of emergency to USCG on Channel 16.
 - c. Ability to effectively operate the EPIRB.
 - d. Ability to move the vessel out of the way of danger in an emergency (out of the channel or out of the way of an oncoming vessel), should be captain become incapacitated.
 - e. Ability to cast and retrieve dock lines per captain directive.

- f. Deployment and retrieval of tow gear for otter trawl under both normal and adverse conditions.
 - g. Deployment of life rafts from cradles.
 - h. Supervise and direct the proper fitting and wearing of life jackets.
10. Other Duties
- Performs other duties as may be assigned by the Vessel Captain.

TERMS OF EMPLOYMENT:

On Call. 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: May 15, 2018

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: Principal/Director of Adult Education

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 School Counseling Services within the scope and terms of employment and certification.

TERMS OF EMPLOYMENT:

Part-time position.

Revised: June 15, 2021

Part Time 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

Part Time Non-Certificated

TITLE: **VESSEL CAPTAIN**

QUALIFICATIONS: Appropriate certifications and licenses for operation of a research vessel of 58 GRT.

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 diesel propulsion and auxiliary systems. Must have working knowledge in the safe deployment of haul gear including, but not limited to, Otter trawls, sediment grabs, and bottom topography equipment. Must be able to use modern electronic navigation and safety equipment including, but not limited to, GPS, chartplotters, sonar, VHF radio, and EPERB. Must effectively train and manage crew/deckhands.

3. Maintenance Responsibilities

The Vessel Captain will maintain diesel engines, mechanical and electrical systems, hydraulic systems and other related vessel systems. The Vessel Captain will schedule annual maintenance and haul out.

4. Licensing

The Vessel Captain will schedule and oversee all USCG inspections; ensure compliance with all regulations and restrictions. Must apply for appropriate licenses and permits for scientific collection from state and federal agencies. Must comply with all DOT drug screening requirements.

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.

Revised: April 17, 2018