

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

**POSITION TITLE: PUPIL PERSONNEL SERVICES COORDINATOR – BILINGUAL
(Non-Certificated/12 months)**

QUALIFICATIONS:

1. Associate's or Bachelor's degree, preferred
2. Experience in fields related to areas such as registration, special services and/or guidance
3. Bilingual in English/Spanish with oral and written mastery
4. Ability to maintain accurate and auditable records
5. Proficient in Microsoft Office Suite and educational software programs with keyboarding and file maintenance skills to fulfill job functions
6. Strong communication and interpersonal skills with demonstrated ability to work successfully with students, parents, school personnel and community members with a sensitivity to cultural diversity
7. Minimum experience as determined by the Board
8. Demonstrated experience in the use of information systems to ensure accurate district data and generation of reports
9. Ability to perform tasks of a progressively responsible nature

REPORTS TO: The Pupil Personnel Services Coordinator reports to the Director of Pupil Personnel Services and/or his/her designee.

JOB GOAL: To assist in maintaining the District's centralized student registration, special services and guidance processes and systems.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but are not limited to, the following:

Registration

1. Under the direction of the Director of Pupil Personnel Services and/or his/her designee, coordinates enrollment of new students in the District as per established procedures.
2. Meets, virtually or in-person, with prospective and/or enrolled students to determine enrollment eligibility and input registration data.
3. Manages District registration process, including, but not limited to, proof of residency, collection, evaluation and verification of all required paperwork and documentation needed for incoming students such as birth certificates, health immunization records, etc.

4. Compiles student records (e.g. birth certificates, transfers, immunization, etc.) for files and for the purpose of meeting state, federal and/or district requirements.
5. Processes new student records, including requesting transcripts and records from other schools, setting up cumulative folder, and entering student data into appropriate databases.
6. Develops and revises forms to facilitate registration and exiting processes and shares the forms via the District website.
7. Enters and maintains student information in the District's central database.
8. Coordinates registration of classified students with the Office of Pupil Personnel Services.
9. Processes change of address upon verification of documents to confirm new residency.
10. Responds to in-person, telephone and email inquiries regarding the registration process and requirements and explains registration and exiting policies and procedures to students, staff and parents/guardians.
11. Contacts parents for confirmation when a student withdraws. Marks students in student database that have withdrawn or have been dropped for lack of attendance by attendance office.
12. Communicates and coordinates with District and building level staff and administrators regarding registration, as necessary.

Special Services

13. Receives, screens, handles or routes incoming internal and external calls and correspondence involving confidential or sensitive topics.
14. Provides receptionist duties as needed and maintains sign in/sign out sheets and the daily appointment schedule for the child study team.
15. Assists, logs in, and directs visitors to the schools.
16. Schedules appointments including meetings and job interviews in a manner that protects confidentiality of visitors and applicants.
17. Maintains a well-organized up-to-date filing system. Maintains highly confidential records, files and sensitive correspondence, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
18. Uses the IEP tracker software, budget software, purchase order software, and other software purchased by the district.
19. Arranges meetings, prepares agendas, takes clear notes, prepares minutes and handles follow-up activities as necessary providing any necessary back-up materials needed to supervisor.
20. Coordinates professional development and travel arrangements as assigned.
21. Assists the Director of Pupil Personnel Services in compiling data and preparing reports required by law, administrative code and board policy and maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
22. Distributes mail to members of the child study team and prepares duplicates and copies of materials for the efficient functioning of the CST.
23. Relates congenially with child study team co-workers, other district staff, parents and students, county office staff.
24. Handles, on a daily basis, all paperwork from the county office of Special Education such as exceptions, approvals for placements, etc.

Guidance

25. Responds to routine requests for information, and transcribing, word processing, and proofing letters and responses.
26. Assists the Director of Pupil Personnel Services in the preparation of reports and documents by gathering and organizing data, performing research, creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and transmitting or distributing final products.
27. Arranges meeting details, prepares agendas and materials, and handles follow-up activities.
28. Prepares and monitors purchase orders, checking in purchased materials, maintaining balances, and performing other bookkeeping tasks, if assigned.

Other

29. Creates forms, compiles and organizes data and information necessary for the efficient operation of the Guidance Department, the completion of required district and State and federal data collections, and the completion of the administrator's responsibilities.
30. Attends required meetings and serves, as appropriate, on committees.
31. Arranges appointments and maintains a schedule for the administrator.
32. Maintains confidentiality of records and information.
33. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
34. Performs such other appropriate duties as required under law or as may be assigned by the Director of Pupil Personnel Services and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

BOE APPROVAL:

RESOLUTION:

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: DISTRICT TECHNOLOGY COACH – BILINGUAL
(Non-Supervisory/Certificated/10-months)

QUALIFICATIONS:

1. Valid New Jersey instructional certificate
2. Valid New Jersey instructional certificate with Teacher of Technology Education endorsement, preferred
3. Bachelor's or Master's degree in Educational Technology or related field, preferred
4. Bilingual in English/Spanish with oral and written mastery
5. Minimum of 3 years teaching experience
6. Advanced knowledge of New Jersey Student Learning Standards for Technology
7. Advanced knowledge and skills in technology systems, platforms and Microsoft Office Suite
8. Demonstrated achievement in using advanced technology and software applications
9. Skilled in instructional data, research and theory to support instructional decisions
10. Expert knowledge in technology content regarding pedagogy and best practices
11. Demonstrated leadership in school improvement and application of technology in curriculum
12. Knowledge of standardized tests requirements and staff roles during the administration of assessments
13. Strong communication and interpersonal skills with demonstrated ability to work successfully with children and adults, with a sensitivity to cultural diversity

REPORTS TO: The District Technology Coach - Bilingual reports to the Director of Instruction and Technology and/or his/her designee.

JOB GOAL: To improve student achievement by improving teacher effectiveness and building learning bridges for our Bilingual school community members.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

Technology

1. Plans, develops and delivers technology professional development to members of the school community.
2. Works with staff to develop, deliver, and revise viable technology courses and curricula.
3. Develops, translates and/or presents professional learning materials.
4. Assists in developing district-wide short and long-term technology plans to meet future technology needs.

5. Coordinates initiatives and implementation plans for technology-based projects to include deployment and device collection.
6. Disseminates devices and/or information pertaining to instructional technology.
7. Conducts research on computer products in support of technology procurement and development efforts.
8. Evaluates and recommends hardware and software products for purchase while preparing technology budget.
9. Gathers data on educational and technical needs of programs and curricula.
10. Rosters and manages students and staff using district platforms.

Coaching

11. Performs a review of the implementation, both pacing and effectiveness, of the technology curricula on a monthly basis for reporting to the Director of Instruction and Technology and/or his/her designee.
12. Organizes and facilitates weekly and/or monthly meetings with content-area teachers in technology related topics.
13. Works collaboratively with District administrators and staff to meet District and building goals.
14. Communicates and models multiple methods and strategies for delivery of instruction.
15. Customizes professional learning to meet the needs of teachers.
16. Coordinates and facilitates across the grades and disciplines to ensure that vertical and horizontal articulation, as well as, interdisciplinary work, is being achieved.
17. Works with teachers in content areas to assist in enhancing instruction and assessments.
18. Coordinates the selection of technology textbooks, instructional materials and equipment to meet the New Jersey Student Learning Standards.
19. Coordinates the distribution of content area books and materials with the Director of Instruction and Technology and the building administrator.
20. Maintains an inventory of textbooks, devices and materials within the content area with the building administrator and submits said inventory to the Director of Instruction and Technology annually.
21. Establishes classroom book collections and materials within the content area in designated locations throughout the school with the Director of Instruction and Technology and the building administrator.
22. Stays current and provides staff with changes in curricula and new instructional practices by attending targeted professional learning opportunities.
23. Recommends professional development in-service workshops for content-area teachers.

Other

24. Facilitates parent/student professional learning.
25. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

26. Performs such other tasks and assumes such other responsibilities as may be assigned by the Director of Instruction and Technology and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Ten (10) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of certificated personnel and the administrative procedures on certificated staff evaluation.

BOARD APPROVAL:

RESOLUTION:

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: PAYROLL COORDINATOR
(Non-Certificated/12-months)

QUALIFICATIONS:

1. Associate's or Bachelor's degree, preferred
2. Have accounting/payroll background in setting(s) utilizing internal computer-generated payroll accounting systems
3. Have a minimum of three (3) years business office experience
4. Proficient in Microsoft Office Suite and use of spreadsheet presentation and data entry programs
5. Knowledge of and skill in operation of automated office equipment (calculator, check signer, check stuffer, postage meter, etc.)
6. Ability to communicate effectively with staff and the public
7. Ability to perform tasks of a progressively responsible nature
8. Demonstrate aptitude and competence for assigned responsibilities

REPORTS TO: The Payroll Coordinator reports to the Business Administrator and/or his/her designee.

JOB GOAL: To ensure the prompt and accurate handling of all matters related to payroll and related functions for all district employees.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

1. Processes all employee payroll transactions and forms accurately and timely.
2. Maintains and reconciles payroll related bank accounts.
3. Enrolls new hires into all related deductions and other pay types.
4. Generates, processes and disseminates direct deposit and paychecks.
5. Processes all regular and supplemental payrolls for all employee salaries on an ongoing basis and all corrections and adjustments as needed.
6. Prepares all applicable payroll, accounting and transfer reports as needed to comply with federal, state, and local requirements.
7. Disburses all payroll/agency related deductions including but not limited to federal and state withholdings, social security, Medicare and unemployment taxes; tax sheltered annuities; credit union; PERS and TPAF pension plans, garnishments; disability plans and flexible spending accounts, and other deductions as may be determined by the supervisor.

8. Maintains files and documents in accordance with HIPPA and district policies and practices regarding confidentiality.
9. Maintains employee confidence and protects payroll operations by keeping information confidential.
10. Researches payroll related questions and recommends action to supervisor.
11. Complies with federal, state, and local legal requirements by studying existing and new legislation; enforcing adherence to requirements; advising administration on needed actions.
12. Coordinates the dissemination of employee information related to wide range of payroll related matters.
13. Serves as resource person for employee assistance in all payroll related matters.
14. Notifies staff of changes in policy, procedure, law, etc. as approved by supervisor.
15. Provides requested payroll records and reports required for the annual audit or administrative request.
16. Develops procedures and maintains manual on payroll processing.
17. Recommends changes to district procedures to supervisor.
18. Recommends changes to procedures and software to improve functionality and efficiency.
19. Attends job-related seminars and meetings to keep current with changes related to job duties.
20. Completes duties and projects as may be assigned by the supervisor.
21. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
22. Performs such other duties as may be assigned by the Business Administrator and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

BOE APPROVAL:

RESOLUTION:

REVISED FROM: November 1, 2007

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: **SCHOOL ACCOUNTANT**
 (Non-Certificated/12-months)

QUALIFICATIONS:

1. Hold a Bachelor's degree or higher in accounting
2. Hold a Business Administrator certificate, preferred
3. Bilingual (English/Spanish) preferred
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements
5. Knowledge of accepted business practices, laws and regulations governing school districts related to budget preparation and administration, risk management, purchasing, transportation, food services, school plant operations and facility planning, or is willing and able to study and attend training to gain this knowledge
6. Proficient in Microsoft Office Suite and use of spreadsheet presentation and data entry programs
7. School or public agency experience, preferred
8. Minimum experience as determined by the Board
9. Knowledge of and skill in operation of automated office equipment (calculator, check signer, check stuffer, postage meter, etc.)
10. Ability to communicate effectively with staff and the public
11. Ability to perform tasks of a progressively responsible nature
12. Demonstrate aptitude and competence for assigned responsibilities
13. Such alternatives to the above qualifications as the Board may find appropriate and acceptable

REPORTS TO: The School Accountant reports to the Business Administrator and/or his/her designee.

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

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

Budget and Finance

1. Assists the Business Administrator in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the Business Administrator in auditing claims, invoices and demands against the board.
4. Assists the Business Administrator in collecting tuition fees and other moneys due to the board not payable directly to the treasurer of school moneys.
5. Assists in the purchasing and procurement for the district in accordance with law and board policies.
6. Assists in administering the district's insurance/risk management program.
7. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
8. Assists with all federal and state aid grant funding.
9. Assists the Business Administrator in keeping records of the investment of board funds in accordance with statute and board policy.
10. Assists the Business Administrator in preparing for all aspects of the annual audit.

Facilities and Operations

11. Assists the Business Administrator in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services.
12. Assists the superintendent and the Business Administrator in the implementation of the district's multi-year (3-5 years) comprehensive maintenance plan.
13. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
14. Assists in operation of the student transportation program.
15. Assists in scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
16. Assists in compiling a list with the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
17. Assists the Business Administrator in overseeing the operations and functions of the District's Human Resources Department and Security Department.

Record Keeping/Reporting

18. Assists in developing and updating policies for all aspects of the school business operation.
19. Assists the Business Administrator in maintaining the records and papers of the board, and makes public records available for public inspection.
20. Maintains a log of general correspondence and drafts responses to inquiries.
21. Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
22. Assists in maintaining district records in accordance with the State records retention statutes and regulations.

Board Responsibilities

23. When assigned, attends district school board meetings and speaks on assigned topics.
24. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
25. Performs such other duties as may be assigned by the Business Administrator and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

BOE APPROVAL:

RESOLUTION:

REVISED FROM: October 18, 2007

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: **INSTRUCTION AND TECHNOLOGY COORDINATOR**
(Non-Certificated/12-months)

QUALIFICATIONS:

1. Associate's or Bachelor's degree and/or coursework or work experience in fields related to areas such as district operations, curriculum, instruction, information systems, communications, technology, and data collection/input/analysis
2. Demonstrated knowledge regarding curriculum and instruction necessary to coordinate the district's programs
3. Demonstrated technology knowledge necessary to operate and maintain multiple technology platforms for an educational organization, with specific knowledge of the hardware and software used by the district
4. Demonstrated experience in the use of information systems to ensure accurate district data and generation of reports
5. Excellent communication and organizational skills
6. Proficient in Microsoft Office Suite and educational software programs
7. Minimum experience as determined by the Board
8. Ability to perform tasks of a progressively responsible nature

REPORTS TO: The Instruction and Technology Coordinator reports to the Director of Instruction and Technology and/or his/her designee.

JOB GOAL: To support and direct critical functions of the instruction and technology departments as related to instruction, curriculum and technology operations.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

Curriculum and Instruction

1. Assists the Director of Instruction and Technology with alignment of curriculum with the New Jersey Student Learning Standards.
2. Serves as a curriculum and instruction resource and/or liaison to administration and staff.
3. Researches and communicates policy, statutes, regulations and Department of Education information for the Director.

4. Assists with coordinating staff professional development.
5. Assists the Director with developing professional activities and in-service that contribute to the district curriculum.
6. Organizes student data to generate reports to address improving alignment and the delivery of instruction.
7. Gathers and maintains an accurate and up-to-date record keeping system in order to meet program objectives.
8. Supports the implementation of technology and innovative strategies in the classroom.
9. Manages and distributes instructional resources to staff.
10. Prepares reports from district and state data as it relates to student performance and school improvement.

Technology

11. Evaluates feasibility of user requests for enhancements to technology systems and processes inherent to position and suggests solutions.
12. Codes, tests, and installs customizations and other enhancements to technology systems and processes inherent to position and performs application testing prior to deployment.
13. Works closely and cooperatively with other personnel dealing with public information functions.
14. Conducts periodic reviews of public relations and communication methods and makes suggestions for enhancement.
15. Assists in setting objectives for the district's public relations, communications and technology information platforms.
16. Assists with gathering appropriate budget information.
17. Proposes and adds, as appropriate, timely information to the district's technology communications systems (e.g., website, social media platforms) in order to provide information about the district to staff, students, parents, and the community.

Other

18. Performs general clerical duties for the Director of Instruction and Technology.
19. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
20. Performs such other duties as may be assigned by the Director of Instruction and Technology and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

BOE APPROVAL:

RESOLUTION:

DRAFT

ENGLEWOOD PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

POSITION TITLE: **TRANSITION AND RESIDENCY COORDINATOR**
 (Non-Certificated/12-months)

QUALIFICATIONS:

1. Bachelor's degree
1. Participation and successful completion of NJ Department of Education required Structured Learning Experience coursework within specified time
2. Ability to communicate effectively with various employers on behalf of students
3. Demonstrated knowledge of residency documents and student records for a school district
4. Minimum of three years of experience working with and knowledge of the community
5. Strong communication and interpersonal skills with demonstrated ability to work successfully with children and adults, with a sensitivity to cultural diversity
6. Strong organizational skills, be self-motivated and detail oriented
7. Proficiency with business and educational software and District propriety software to fulfill job functions
8. Valid New Jersey driver's license
9. Reliable method of personal transportation

REPORTS TO: The Transition and Residency Coordinator reports to the Director of Pupil Personnel Services and/or his/her designee.

JOB GOAL: To work with Pupil Personnel Services staff to create work-based learning opportunities for students, transition classes to support student transition services, and to investigate residency inquiries and to identify and provide services for homeless students.

PERFORMANCE RESPONSIBILITIES:

The essential functions and elements of this position include, but, are not limited to, the following:

Transition Services

1. Assists the Director of Pupil Personnel Services in creating processes for career planning and student vocational assessments.
2. Assists assigned students in identifying career goals by developing a student portfolio that includes interests, preferences, and strengths in an occupational area, situational assessments in community-based settings, prior work-based learning experience, prior records, etc.
3. Assists in marketing the District's transition program to business/industry for speakers in the classroom, work-based learning opportunities including industry tours, job shadowing, internships and employment.
4. Matches students to appropriate work-based learning environments.
5. Assists students in pre-placement activities such as travel training, pre-employment skill development, work-related skill development and links to other support services.
6. Ensures that student interns are trained and the internship is maintained.

7. Assists students in developing good work habits including reliability, punctuality, following directions, communicating with co-workers, following safety procedures and other work rules set by the employer.
8. Ensures that student is oriented to the work-based learning environment and employer/mentor expectations.
9. Works with employer/mentor to provide training to a student(s).
10. Identifies supports needed to maintain successful internships and/or employment.
11. Implements procedures to measure student satisfaction with work-based learning opportunities.
12. Maintains on-going communication with the Director of Pupil Personnel Services to identify and reinforce skills and link work-based learning opportunities to school-based learning.

Residency

13. Under the direction of the Director of Pupil Personnel Services, coordinates residency responsibilities in the District as per established procedures.
14. Collects all residency related paperwork during the form completion process and follows-up on missing forms and documents.
15. Notifies families about the residency requirement and consequences for falsifying residency through a variety of means (i.e., letters to parents/guardians, District policy, print and other mediums).
16. When instructed by the Superintendent, establishes and maintains a dedicated phone line to receive tips about suspected violations of residency requirements.
17. Pursues information and conducts proactive investigations of student residency matters related to allegations of "educational larceny."
18. Appears in court to pursue civil and criminal claims against parents.

Homeless Liaison

19. Under the direction of the Director of Pupil Personnel Services, serves as the homeless liaison in the District as per established procedures.
20. Understands all federal guidelines as they pertain to the eligibility of children and provision of services for the McKinney-Vento Homeless Program.
21. Understands and has knowledge of the McKinney-Vento Act.
22. Coordinates with designees, social workers and school staff in the District to assist homeless students with obtaining documents necessary to enter school.
23. Coordinates with designees, social workers and school staff to assist with services and supplies that benefit children, youth and families.
24. Monitors attendance and truancy of homeless students.
25. Assists with medical needs, i.e., glasses, immunizations, dental and mental health, that impairs school performance.
26. Checks on enrollment records, and identifies support needs, and advocates for the child if the evaluation process needs to be implemented.
27. Contacts the school social worker and assists with clothing, back packs, etc. so that the student socially blends in with other students in their school.
28. Assists with placing children in tutoring, mentoring or after-school programs.
29. Assists and provides direct services to unaccompanied youth, through mentoring, providing supplies, and resources in an effort to support them toward high school graduation and utilize youth services, runaway and HUD programs for housing.
30. Assists parents in motels or doubling up with referrals for food, clothing, and shelter.
31. Networks with community agencies to provide appropriate referrals to agencies, organizations, housing and health care.

32. Assists families with resources and services to overcome homelessness.
33. Advocates and expedites services for the District's homeless population.
34. Provides homeless shelters with educational resources and information regarding school district resources.
35. Maintains documentation on all services provided to homeless children and youth.
36. Prepares and submits all required homeless reports, forms and documentation in a timely and organized manner.
37. Performs all other duties related to the McKinney-Vento Act.

Other

38. Attends required meetings and serves, as appropriate, on committees.
39. Develops and maintains recordkeeping systems and procedures.
40. Maintains confidential records and confidentiality.
41. Attends professional training seminars and conferences to maintain current information.
42. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
43. Performs such other appropriate duties as required under law or as may be assigned by the Director of Pupil Personnel Services and/or his/her designee.

APPOINTMENT: Appointment shall be made by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee.

TERMS OF

EMPLOYMENT: Twelve (12) month employee. Salary to be established by the Board of Education upon the recommendation of the Superintendent of Schools and/or his/her designee and according to collective negotiations agreement (if applicable).

EVALUATION: Performance of this position will be evaluated annually in accordance with the law and the provisions of the Board's policy on evaluation of non-certificated personnel and the administrative procedures on non-certificated staff evaluation.

BOE APPROVAL:

RESOLUTION: