

Schedules and Attachments

2015

JANUARY

January 13, 2015	Agenda Session	7:30 PM	Admin Bldg. Conf Room
January 20, 2015	Regular Meeting	7:30 PM	OBHS – Main TV Auditorium

The following has been added subsequent to the Agenda Session:
C-2, C-3, C-4 and C-5
E-1 Calendar Option A

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ELEMENTARY FIELD TRIP DESTINATIONS

THEATERS:

Count Basie Theater
Crossroads Theater, New Brunswick
George Street Playhouse
Georgian Court Theater
Imagine That - Florham Park
Kendall Performing Arts Center - Ewing, NJ
Pollack Theater - Monmouth University
State Theater
Strand Theater
Walnut Street Theater, Phila, PA

MISCELLANEOUS

Bounce U, Marlboro (Pre-school)
Crayola Factory
Georgian Court University
Gymboree, Monroe Township
Kean University
Kids to College Program Locations
Kreative Kids Party & Play
Middlesex County College
Monmouth University
NJIT
Old Bridge YMCA
Party & Play (Special Ed)
Petco
Princeton University
Pump It up (Pre-School)
Rutgers University
Seton Hall University
UMDNJ

HOSPITALS/HEALTH CENTERS

All Old Bridge Senior Health Care Centers
Centre State
Maher Manor Senior Housing Complex
Old Bridge Hospital
Robert Wood Johnson Hospital

ORCHARDS

Battleview - Freehold
Casola Farms - Colts Neck
Cheesequake - Old Bridge
Duke Gardens - Hillsborough
Wemrock - Freehold

FARMS

Baymar - Marlboro
Dorbrook
Doyle's Unami - Hillsborough
Duke Farms, Hillsborough
Green Meadows - Hazlet
Hauser Farms - Old Bridge
Huber Woods - Locust
Longstreet - Holmdel
Von Thun's - Monmouth Junction

NUTRITION PROGRAMS

Delicious Orchards - Grade 2 & 3
Shoprite - Old Bridge
Shoprite - Spotswood
Stop & Shop - Grade 1
Wegman's - Grade 4

AQUARIUMS

Adventures Aquarium, Camden, NJ
Jenkinsen's Aquarium
New York

ZOOS - GRADES 2 -4

Philadelphia Zoo
Staten Island Zoo
Turtle Back Zoo

MUSEUMS/HISTORIC SITES PROGRAMS

Battleship New Jersey Musuem
Cornelius Lowe House
East Old Town
Ellis Island
Franklin Institute
Franklin Mineral Museum
Historic Speedwell
Liberty Science Center
Metropolitan Museum of Art
Monmouth Museum
Museum of Natural History
Navisink Twin Lights
New Jersey State Police Museum
New York Botanical Gardens
Newark Museum
NJ Agriculture Museum
NJ State House/Capital Complex
Philadelphia Historical Sites
Rutgers Geology Museum
Stone Museum
Thomas Warne Museum
United Nations
Waterloo Village
Yogi Berra Museum

PARKS

- Allaire Village
- Bayshore Water Front Park - Port Monmouth
- Cheesequake Park
- Forest Resource Education Center
- Geick Park
- Johnson's Park
- Manasquan Reservoir
- Old Town Village
- Sandy Hook
- Six Flags - Safari Journeys in Learning

SPECIAL EVENTS

- Clean Communities Day Locations
- Sun Bank Arena, Trenton, NJ

SECONDARY FIELD TRIP DESTINATIONS

THEATERS:

All local theaters
All New York City Theaters
Clearview Cinema, Matawan
Count Basie Theater
George Street Playhouse
McCarter Theater
Medieval Times Dinner & Tour
NJPAC
Patriot Theater, Trenton
Queens Theater, NY
State Street Theater
Strand Theater
Two Rivers Theater- Red Bank

MUSEUMS/HISTORIC SITES/PROGRAMS

All New Jersey Museums
All New York City Museums & Landmarks
Atlantic Highlands & Observation Point
Baltimore Harbor
Battleship New Jersey
Battleview Orchards
Boston
BWP Bats LLC, Brookville, PA
Cliffwood Beach/Raritan Bay
Color Mid Atlantic, Edison, NJ
COSTCO
Discovery Times Square Exposition
Fabric Warehouse
Falling Water, Mill Run, PA
First Brokers/ICAP Securities, Jersey City, NJ
Fort Hancock and Twin Lights
Franklin Institute
Gregg's Beauty Supply, Linden, NJ
Grimaldi's

MUSEUMS/HISTORIC SITES/PROGRAMS CON'D

Grounds for Sculpture
Holocaust Museum
IKEA
Joann Fabrics
Lakeshore Learning Center, E. Brunswick, NJ
Laurence Harbor/Raritan Bay
Liberty Science Center
Manasquan Inlet & Tidal Wetlands
Manasquan Reservoir
McGuire Air Force Base
Middlesex County Court House
Middlesex County Sewage & Wasterwater Plant
Middlesex County Utility Authority
New Brunswick Superior Court
New Jersey State Capital in Trenton
Newark Museum of Art
NJ Marine Science Consortium
NJ Vietnam Vet Ed Center - Holmdel
Old Trenton Barracks
Philadelphia Museums & Liberty Square
Philalphia Magic Gardens
Repertorio Espanol
Restaurant Depot
San Gennaro Festival Parade
Sandy Hook Lighthouse
Shark River Inlet & Belmar Beach
Sterling Hill Mining Museum
Strathmore Bowling Alley
The Cloisters
Washington, DC
Waterloo Village
Wetlands Institute, Stone Harbor, NJ
Woodbridge Bowling Alley

AQUARIUMS

Adventures Aquarium, Camden, NJ
Jenkinsen's Aquarium
National Aquarium in Baltimore

CENTERS

All NY, NJ & PA Convention Centers
Atlantic City Convention Center
Giants Stadium
Jacob Javits Convention Center
Kateri Environmental Center
Lakewood BlueClaws Stadium
Meadowlands Experience Tour
New Jersey Exposition Center
NJ State Bar Association Law Center
Old Bridge Civic Center
Park Performing Art Ctr, Union City
Prudential Athletic Center
Somerset and Raritan Convention Ctrs
Somerset Patriots Stadium
Sovereign Bank Arena
Special Olympics Complex, Lawrenceville, NJ

EDUCATIONAL INSTITUTIONS

Atlantic Cape Community College
All New Jersey & New York Colleges
All New Jersey High& Middle Schools
Brookdale Community College
DeVry University
Drew University
FIT
Georgian Court University
Kean University
Lincoln Tech, South Plainfield, NJ
Mercer County Community College

SECONDARY FIELD TRIP DESTINATIONS

EDUCATIONAL INSTITUTIONS CONT'D

Middlesex County Vo-Tech H.S.
Monmouth University
Montclair State University
New Jersey Institute of Technology
Princeton University
Rider University
Rutgers University
The Academy of Culinary Arts
The College of New Jersey
The French Culinary Institute of NYC
Union County College, Cranford, NJ
UTI Exton Campus

PARKS/ZOOS

Allaire State Park
Battleview Orchards
Cheesequake State Park
Duke Farms, Hillsborough
Fairview Lake YMCA
Foracy Park, Monmouth County
Geick Park
Hershey Park
Holmdel Park
Johnson Park, New Brunswick
Liberty State Park
Mannino Park
Pequest Trout Hatchery & Natural Resource Center
Popcorn Park Zoo, Forked River, NJ
Sandy Hook State Park
Six Flags-Great Adventure
Six Flags-Safari Journey in Learning
Thompson State Park
Tuckerton State Park

HOSPITALS/HEALTH CENTERS

George Busch Senior Center
Madison Center Genesis Elder Care
Menlo Park Veterans' Home
Old Bridge Health Care Centers
Old Bridge Manor Nursing Home
Robert Wood Johnson University Hospital
Roosevelt Care Center, Old Bridge

EVENTS - LOCATIONS SUBJECT TO CHANGE

Academic Competitions
Band Competitions & Parades
Bodyworks Exhibit
Cheerleading Competitions & Performances
Child Development Conferences
Choir Competitions
Environmental Club
FBLA National Convention
FEA Conferences
HerWorld STEM Event
Interact Club - Leadership
JROTC Competitions
NJ Science Olympiad Competition
NJ Student Council Competition
OBHS Fishing Club
Peer Leadership Conferences
Peer, Service Learning Initiatives
SADD Regional Conference
Shoprite of Old Bridge
Shoprite of Spotswood
Titanic Exhibit
Training Workshop
Yearbook Workshops

MISCELLANEOUS

Aberdeen Diner
All Old Bridge Businesses & Restaurants
All Old Bridge Municipality venues
Arirang Restaurant
Bounce U, Marlboro, NJ
Camelback Ski Resort
Dallenbach's Lake, East Brunswick
Disney, Florida (senior class trip)
Eastern State Penitentiary, Phila
Escondido's Restaurant
Etsch Farms
Festival of Music Competition
FMRTL, LLC Accounting Firm
Freehold Mall
Grand Marquis
Hobby Lobby, Marlboro
IHOP Restaurant
Johnson & Johnson, Summit
LaPlaca Pottery, Pt. Pleasant
Menlo Park Mall
Misty Morning Boat
Monster Golf, Marlboro
New Jersey Transit
Papa Ganche Bakery, Matawan
Park Performing Arts Center, Union
Pines Manor
Raceway Park
Salsa Latina Restaurant
Seaside Heights Broadwalk
Via 45 Restaurant
Wegman's

**2014-15 BUDGET TRANSFER #5 THROUGH 11/30/2014
 JANUARY 20, 2015 BOARD MEETING**

DESCRIPTION FROM	ACCOUNT	AMOUNT	DESCRIPTION TO	ACCOUNT	AMOUNT
Instr. Supplies-Full Day K	11-190-100-610-00-006	20,000.00	Instr. Supplies Spec. Ed. Full Day K	11-216-100-610-00-000	20,000.00
Instr. Supplies Tech-OBHS	11-190-100-610-01-000	14,329.00	Cont. Svcs. Bldg Repair-OBHS	11-000-261-420-01-105	14,329.00
Instr. Textbooks-Schirra	11-190-100-640-14-000	1,818.00	Instr. Supplies-Schirra	11-190-100-610-14-000	1,818.00
Instr. Textbooks-Elem. Music	11-190-100-640-00-058	2,800.00	Instr. Supplies-Elem. Music	11-190-100-610-00-058	2,800.00
Admin. Info. Tech Supplies	11-000-252-600-00-000	75,000.00	Admin Info Tech. Purch. Prof. Svcs.	11-000-252-330-00-000	75,000.00
Transportation-Contr. Svcs. Spec. Ed.	11-000-270-514-00-580	135,000.00	Transportation-Contr. Svcs. Regular	11-000-270-511-00-XXX	135,000.00
Inst. Alt. Ed.-Supplies	11-423-100-600-00-000	17,481.00	Inst. Alt. Ed.-Salaries	11-423-100-100-00-000	38,910.00
Inst. Alt. Ed.-Purch. Prof. Svcs.	11-423-100-300-00-000	21,429.00			
Perkins-Non-Instructional Salaries	20-298-200-100-00-000	2,751.00	Perkins-Instructional Supplies	20-298-100-600-00-000	11,251.00
Perkins-Other Purchased Services	20-298-200-500-00-000	8,500.00			
Capt. Proj. Salk Roof	30-011-400-450-03-000	13,000.00	Capt. Proj. Salk Roof-Prof. Services	30-011-400-390-03-000	13,000.00
TOTAL FROM		312,108.00	TOTAL TO		312,108.00

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: CONFIDENTIAL EXECUTIVE ASSISTANT TO THE SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

1. Strong office management skills
2. Ability to organize tasks, work independent, priorities responsibilities and tasks, conduct research, and make appropriate referrals as necessary
3. Considerable experience with various computer skills, Microsoft Office Suite, web management, and social media
4. Considerable knowledge of operations and functions of the school system
5. Ability to compose effective and accurate agenda, minutes and correspondence.
6. Strong analytical, oral and written communication and human relations skills
7. Ability to manage non-routine matters with a minimum of supervision
8. Ability to transcribe dictation and to type at a prescribed rate of speed

REPORTS TO: Superintendent of Schools

JOB GOAL: Varied and complex administrative secretarial and clerical work involving administrative responsibilities, under the direction of the Superintendent.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate the efficient workflow of the school system relative to the responsibilities of the Superintendent of Schools.
2. Prepare selected monthly, annual and specialized reports for State, Federal, Board of Education and the Superintendent of Schools.
3. Maintain personnel records of certificated staff, including, but not limited to, seniority database, personnel jackets, attendance, advanced degree credits and tuition reimbursement.
4. Assist in the maintenance of the districts substitute calling and placement automated system (Aesop) by entering data of new employees.
5. Assist in conducting research related to personnel issues, staff studies, labor relations and contract negotiations, grievance adjudication, litigation, and other related issues.

6. Prepare motions for the Board of Education Agenda regarding employment, promotion, transfer, termination, retirement, resignation, and requests for Leaves of Absence for all certified staff positions, including long term substitute positions.
7. Input and maintain personnel certificate and qualification issues including certificate status and highly identification for review and analysis of seniority consultant firm and direct interface with said firm as required.
8. Assist in data entry of year end attendance adjustments in SMARTS personnel.
9. Receive and directs incoming telephone calls.
10. Make arrangements for conferences and meetings. Inform participants of topics to be discussed and provide background information to them.
11. Assist Superintendent with preparing board briefings on all agenda, personnel, negotiations, student and other issues.
12. Maintain regular and punctual attendance.
13. Assist Superintendent and Assistant Superintendent and other office staff when called upon.
14. Perform other such related functions as may be necessary and appropriate in the discretion of the Superintendent of Schools and Assistant Superintendent.

TERMS OF EMPLOYMENT:

Twelve-month contract. Confidential, non-bargaining-unit position. Salary and schedule to be determined by the Board of Education.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

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

PROPOSED: 01.14.15

APPROVED:

REVISED:

Legal References:

N.J.S.A. 18A:6-7.1—7.5

Criminal history record

N.J.S.A. 18A:16-1

Officers and Employees in general

<u>N.J.S.A. 18A:16-2</u>	Physical Examinations; requirements
<u>N.J.S.A. 18A:17-2</u>	Tenure of secretarial and clerical employees
<u>N.J.S.A. 18A:17-24</u>	Clerks in superintendent's office
<u>N.J.A.C. 6:3-4A</u>	Requirements of physical examinations
8 <u>U.S.C.A. §1100</u> <i>et seq.</i>	Immigration Reform and Control Act of 1986,

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION - DRAFT

TITLE: Clerk
CLASSIFICATION: A (10/12 Months)

QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Basic computer proficiencies.
3. Must be able to word process accurately at an acceptable rate of speed.
4. Strong written, oral communication, public relations, and mathematical skills.
5. Ability to work well with others, follows directions, and provide assistance with office management.
6. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Designated Administrator / Supervisor

JOB GOAL: To carry out all clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Keyboards correspondence notices and reports.
4. Maintains an organized, up-to-date filing system.
5. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
6. Maintains confidentiality as required and appropriate.
7. Maintains regular and punctual attendance, through district-provided attendance program.
8. Performs other tasks related to the efficient operation of the office and/or as may be assigned by building administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

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

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

Proposed: October 20, 2009

Adopted: October 20, 2009,

Revised: January 16, 2015

Legal References: NJSA 18A:6-7.1 Criminal history record
NJSA 18A:16.1 Officers and employees in general
NJSA 18A:16.2 Physical examinations; requirement
NJSA 18A:17.2 Tenure of secretarial and clerical employees
NJAC 6:29-7.4 Requirements of physical examinations

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

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION - DRAFT

TITLE: Secretarial Assistant
CLASSIFICATION: B (10/12 Months)

QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Proficient in district computer software platform with added strong word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
3. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
4. Must be able to word process accurately at an acceptable rate of speed.
5. Strong written, oral communication, public relations, and mathematical skills.
6. Related experience preferred.
7. Ability to work well with others, follow directions, and provide assistance with office management.
8. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Designated Administrator / Supervisor

JOB GOAL: To carry out all clerical duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Performs usual office routines.
3. Keyboards correspondence notices and reports.
4. Maintains an organized, up-to-date filing system for all office documents.
Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
5. Compiles and provides such data for the completion of required federal, state, and/or local reports, as per assignment.
6. Maintains confidentiality as required and appropriate.
7. Arranges meetings, prepares agendas, and handles follow-up activities, as per assignment.
8. Maintains regular and punctual attendance, through district-provided attendance program.
9. Performs other tasks related to the efficient operation of the office and/or as may be assigned by building administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

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

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

Proposed: October 20, 2009

Adopted: October 20, 2009,

Revised: **January 20, 2015**

Legal References: NJSA 18A:6-7.1 Criminal history record
NJSA 18A:16.1 Officers and employees in general
NJSA 18A:16.2 Physical examinations; requirement
NJSA 18A:17.2 Tenure of secretarial and clerical employees
NJAC 6:29-7.4 Requirements of physical examinations

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

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION- DRAFT

TITLE: Office Secretary
CLASSIFICATION: C (12 Months)

QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Proficient in district computer software platform with added strong word processing, spread sheet, e-mail, and use of the internet, web-based programs, and office equipment.
3. Proficient in district-approved skills assessment (i.e. Microsoft Office, etc.)
4. Must be able to word process accurately at an acceptable rate of speed.
5. Strong written, oral communication, public relations, and mathematical skills.
6. Minimum of two years related experience preferred.
7. Ability to work well with others, follow directions, and provide assistance with office management.
8. Ability to take and transcribe dictation, as the position requires.
9. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Building Principal / Administrator / Supervisor

JOB GOAL: To carry out all secretarial duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Prepares correspondence, channels incoming mail, screens telephone calls, maintains calendar of appointments, observations, evaluations, school functions, and administrative meetings.
2. Arrange and attend administrative meetings as required by principal/building administrator.
3. Performs usual office routines and distributes, prioritizes, and assists with office work.
4. Maintains an organized, up-to-date filing system.
5. Maintains accurate accounting of all financial records.
6. Prepares all monthly/annual/specialized reports as required by building administrator.
7. Provides input related to school and office supplies for budget preparation.
8. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.

- 9. Compiles and provides data for the completion of required federal, state, and/or local reports, per assignment and makes certain that said reports are filed and/or submitted in a timely and accurate manner.
- 10. **Conduct research on specialized subject matters, as required by building administrator.**
- 11. Maintains confidentiality as required and appropriate.
- 12. Maintains regular and punctual attendance **through district-provided attendance program.**
- 13. **Arranges** meetings, prepares agendas and handles follow-up activities, per assignment.
- 14. Performs other tasks related to the efficient operation of the office and/or as may be assigned by building administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

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

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

Proposed: October 20, 2009
Adopted: October 20, 2009,
Revised: **January 20, 2015**

Legal References:

NJSA 18A:6-7.1	Criminal history record
NJSA 18A:16.1	Officers and employees in general
NJSA 18A:16.2	Physical examinations; requirement
NJSA 18A:17.2	Tenure of secretarial and clerical employees
NJAC 6:29-7.4	Requirements of physical examinations

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

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION - DRAFT

Title: Non-Confidential Secretary to the Assistant Superintendent of Schools/**Directors**/Secretary to Non-Certificated Directors of Transportation/Maintenance, and/or Principals/Child Study Team/High School Guidance

CLASSIFICATION: D (12 Months)

QUALIFICATIONS:

1. Possession of a High School Diploma.
2. Proficient in district computer software platform with added strong word processing, spread sheet, e-mail, and use of the internet, **web-based programs**, and office equipment.
3. **Proficient in district-approved skills assessment** (i.e. Microsoft Office, etc.)
4. **Must be able to word process accurately at an acceptable rate of speed.**
5. Strong written, oral communication, **public relations**, and mathematical skills.
6. Minimum of two years related experience **preferred**.
7. Ability to work well with and provide direction to co-workers.
8. Ability to take and transcribe dictation, **as the position requires**.
9. Required criminal history check and proof of U.S. citizenship or resident alien status.

REPORTS TO: Building Principal / Administrator

JOB GOAL: To carry out all secretarial duties necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Prepares correspondence, channels incoming mail, screens telephone calls, maintains calendar of appointments, observations, evaluations, school functions, and administrative meetings.
2. Arrange and attend administrative meetings as required by principal/building administrator.
3. Performs usual office routines and distributes, prioritizes, and directs work of office coworkers, in relevant circumstances.
4. Maintains an organized, up-to-date filing system.
5. Maintains accurate accounting of all financial records.
6. Prepares all monthly/annual/specialized reports as required by building administrator.
7. Provides input related to school and office supplies for budget preparation.
8. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.

9. Compiles and provides such data for the completion of required federal, state, and/or local reports, per assignment and makes certain that said reports are filed and/or submitted in a timely and accurate manner.
10. **Conduct research on specialized subject matters, as required by building administrator.**
11. Maintains confidentiality as required and appropriate.
12. Maintains regular and punctual attendance **through district-provided attendance program.**
13. Arranges meetings, prepares agendas and handles follow-up activities, per assignment.
14. Performs other tasks related to the efficient operation of the office and/or as may be assigned by building administrator.

TERMS OF EMPLOYMENT:

Salary and work year to be consistent with the terms established by the Agreement between the Board of Education and the Old Bridge Education Association.

EVALUATION:

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

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

Proposed: October 20, 2009

Adopted: October 20, 2009,

Revised: **January 20, 2015**

Legal References:

NJSA 18A:6-7.1	Criminal history record
NJSA 18A:16.1	Officers and employees in general
NJSA 18A:16.2	Physical examinations; requirement
NJSA 18A:17.2	Tenure of secretarial and clerical employees
NJAC 6:29-7.4	Requirements of physical examinations

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

Non-Confidential Secretary to the Assistant Superintendent for Human Resources/Secretary to Non-Certificated Directors of Transportation/Maintenance, and/or Principals/Child Study Team/High School Guidance

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

Title: NJ Achievement Coach (Teacher)

Reports To: Assistant Superintendent of Schools/NJAC Project Manager

Job Goal: To improve/oversee peer educator engagement and empowerment through a state-wide efforts to improve the quality of training, resources and feedback for Achieve NJ implementation.

Qualifications:

1. Currently employed as an OBTPS Teacher
2. Meets the Highly Qualified Teacher Standard
3. Holds valid New Jersey Instructional certificate
4. Interacts with students, other educators, and the broader community with the skill, good judgment and polite behavior expected of a well-developed educator.
5. Works to foster an educational culture that helps all students grow. Seeks to use evaluation activities to promote this culture.
6. Effectively addressed and engages large groups of adults in formal settings, e.g., PLCS, faculty meetings, etc.
7. Works with other adults to generate high quality outcomes through a flexible solution-based, team-orientated approach..
8. Schedules, manages and monitors complex tasks demonstrating reliability, competence and follow through.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

PERFORMANCE REQUIREMENTS/RESPONSIBILITIES:

1. **MUST complete the attached forms** - Appendix D: Achievement Coach Application and Scoring Form and Appendix E: Statement of Qualifications
2. **MUST attend** two (2) training sessions (April 30, 2015 & June 8, 2015) and a five (5) day Summer Institute (July 6-10, 2015) conducted by the State in the Trenton area to receive and learn to turn-key coaching modules for 2015-16.
3. **MUST lead** at least five (5) peer coaching sessions from Summer-October 2015, in OBTPS and in other districts.
4. Engage in a virtual community focusing on teacher engagement in evaluation and support activities to receive resources/information and provide feedback.
5. Lead the other OBTPS NJAC cohort members to implement a “peer to peer” training model for educators to share information and resources about components of evaluation identified by educators as most critical for additional support (i.e., teacher practice, instructional alignment, and evidence-based growth & leadership.)
6. Extend the reach of high-quality training consistent with state requirement and priorities throughout the OBTPS and across other districts.
7. Strengthen teachers’, principals’ and all other educators’ understanding of evaluation goals and supports so they can more effectively communicate with peers, parents and other stakeholders and can share feedback and questions with the NJDOE.
8. Provide peer support to teachers’, principals’ and all other educators’ as they seek to increase their students’ achievement.

TERMS OF EMPLOYMENT:

The New Jersey Achievement Coaches training/coaching period spans seven (7) months from April 2015 through October 2015. Substitutes will be provided and travel costs covered for the mandatory trips to the Trenton area in April, June and July 2015. A \$6,000 stipend will be paid in three (3) installments of \$2,000 each as phase of the training and coaching is completed.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made for their known

limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

Performance of this job will be evaluated throughout the grand period in accordance with the grant requirements, state law and the provisions of the board's policy on evaluation of certificated staff.

PROPOSED: January 13, 2015

ADOPTED:

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required; exception
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-3	No tenure for noncitizens
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.A.C.</u> 6:3.1 <u>et seq.</u>	Conditions of employment for teachers
<u>N.J.A.C.</u> 6:3-4.1 <u>et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C.</u> 6:3-5.1 <u>et seq.</u>	Seniority
<u>N.J.A.C.</u> 6:3-6	Pupil records
<u>N.J.A.C.</u> 6:4-1.5	School and classroom practices
<u>N.J.A.C.</u> 6:8-1.1 <u>et seq.</u>	Thorough and efficient system of free public schools

NJ Achievement Coach Teacher
January 13, 2015

<u>N.J.A.C.</u> 6:11-3.1	Certificate required
<u>N.J.A.C.</u> 6:11-6.2	Endorsements and authorizations
<u>N.J.A.C.</u> 6:11-13.2	Amount duration and content of required continuing Professional development
<u>N.J.A.C.</u> 6:26	Intervention and referral services for general education pupils
<u>N.J.A.C.</u> 6:29-7.4	Requirements of physical examinations

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

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

Title: NJ Achievement Coach (Principal Level)

Reports To: Assistant Superintendent of Schools/NJAC Project Manager

Supervises: Teachers and other educators seeking peer training for Achieve NJ

Job Goal: To improve/oversee peer educator engagement and empowerment through a state-wide efforts to improve the quality of training, resources and feedback for Achieve NJ implementation.

Qualifications:

1. Currently employed as an OBTPS Principal
2. Meets the Highly Qualified Principal Standard
3. Holds New Jersey Principal Certificate or eligibility
4. Demonstrates leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement.
5. Exhibits strong interpersonal and communication skills.
6. Interacts with students, other educators and the broader community with the skill, good judgment and polite behavior expected of a well-developed educator.
7. Works to foster an educational culture that helps all students grow. Seeks to use evaluation activities to promote this culture.
8. Effectively addresses and engages large groups of adults in formal settings, e.g., PLCs, faculty meetings, etc.
9. Works with other adults to generate high quality outcomes through a flexible, solution-based, team oriented approach.
10. Schedules, manages and monitors complex tasks demonstrating reliability, competence and follow through

11. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

PERFORMANCE REQUIREMENTS/RESPONSIBILITIES:

1. **MUST complete the attached forms** - Appendix D: Achievement Coach Application and Scoring Form and Appendix E: Statement of Qualifications
2. **MUST attend** two (2) training sessions (April 30, 2015 & June 8, 2015) and a five (5) day Summer Institute (July 6-10, 2015) conducted by the State in the Trenton area to receive and learn to turn-key coaching modules for 2015-16.
3. **MUST lead** at least five (5) peer coaching sessions from Summer-October 2015, in OBTPS and in other districts.
4. Engage in a virtual community focusing on teacher engagement in evaluation and support activities to receive resources/information and provide feedback.
5. Lead the other OBTPS NJAC cohort members to implement a "peer to peer" training model for educators to share information and resources about components of evaluation identified by educators as most critical for additional support (i.e., teacher practice, instructional alignment, and evidence-based growth & leadership.)
6. Extend the reach of high-quality training consistent with state requirement and priorities throughout the OBTPS and across other districts.
7. Strengthen teachers', principals' and all other educators' understanding of evaluation goals and supports so they can more effectively communicate with peers, parents and other stakeholders and can share feedback and questions with the NJDOE.
8. Provide peer support to teachers', principals' and all other educators' as they seek to increase their students' achievement.

TERMS OF EMPLOYMENT:

The New Jersey Achievement Coaches training/coaching period spans seven (7) months from April 2015 through October 2015. Substitutes will be provided and travel costs covered for the mandatory trips to the Trenton area in April, June and July 2015. A \$6,000

stipend will be paid in three (3) installments of \$2,000 each as phase of the training and coaching is completed.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made for their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION:

Performance of this job will be evaluated throughout the grand period in accordance with the grant requirements, state law and the provisions of the board's policy on evaluation of certificated staff.

PROPOSED: January 13, 2015

ADOPTED:

Legal References:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
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<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:28-8	Notice of intention to resign required
<u>N.J.A.C.</u> 6:3.1 <u>et seq.</u>	Conditions of employment for teachers

<u>N.J.A.C. 6:3-4.1 et seq.</u>	Supervision; observation and evaluation
<u>N.J.A.C. 6:3-5.1 et seq.</u>	Seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records
<u>N.J.A.C. 6:4-1.5</u>	School and classroom practices
<u>N.J.A.C. 6:8-1.1 et seq.</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:11-3.1</u>	Certificate required
<u>N.J.A.C. 6:11-6.2</u>	Endorsements and authorizations
<u>N.J.A.C. 6:11-13.2</u>	Amount duration and content of required continuing Professional development
<u>N.J.A.C. 6:26</u>	Intervention and referral services for general education pupils
<u>N.J.A.C. 6:29-7.4</u>	Requirements of physical examinations

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

September 2015 (_16_ days)				
M	T	W	T	F
	★1	★2	△3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

Labor Day	7
Staff In-Service	1, 2
Schools Open	3
Rosh Hashanah	14, 15
Yom Kippur	23

October 2015 (22_ days)				
M	T	W	T	F
			1	2
5	6	7	8	9
◇12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

PLC Day Early Dismissal	12
Columbus Day	12

November 2015 (16_ days)				
M	T	W	T	F
2	★3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

Election Day	3
Staff Inservice	3
NJEA Conv.	5, 6
Early Dismissal	25
Thanksgiving	26

December 2015 (17_ days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Early Dismissal	23
Christmas	25
Winter Recess	24-31



2015-2016 School Year

January 2016 (_19_ days)				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	◇15
18	19	20	21	22
25	26	27	28	29

New Year's Day	1
PLC Day Early Dismissal	15
MLK	18

February 2016 (20_ days)				
M	T	W	T	F
1	2	◇3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29				

PLC Day Early Dismissal	3
President's	15

*Calendar reflects 182 instructional days for students, plus two (2) emergency closing days in 2015-2016. Unused days will be returned at the end of the school year. Additional emergency closing days, if needed, will be made up in the following order: Feb 15, April 25, March 28. Any additional days shall be made up at the discretion of the Board.

March 2016 (21_ days)				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Good Friday	25
School Closed	25-28
Easter	27

April 2016 (_20_ days)				
M	T	W	T	F
				1
4	5	◇6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

PLC Day Early Dismissal	6
Early Dismissal	22
Passover	24
School Closed 25	25

May 2016 (21_ days)				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

Early Dismissal	27
Memorial Day	30






June 2016 (_10_ days)				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	△16	17
20	21	22	23	24
27	28	29	30	

Last Day of School*	16
OBHS Graduation	21

Kindergarten AND First Grade Registration for September 2016 will take place during the month of March, 2015. Children for Kindergarten must be 5 years of age by October 1, 2015 and First Grade Registrants must be 6 years of age by October 1, 2015.

Proposed: 1.20.15 Revision 1
 Adopted:
 Amended

Attachment E-1

- Opening and Closing of Schools 
- School Closed 
- Early Dismissal 
- School Closed for Students Only 
- Inservice Day 
- PLC Day Early Dismissal 