

Schedules and Attachments

MARCH

2015

March 10, 2015	Agenda Session	7:30 PM	Admin Bldg. Conf Room
March 17, 2015	Regular Meeting	7:30 PM	OBHS – Main TV Auditorium

◁ This page has been intentionally left blank ▷

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
Middletown Arts Center, Middletown, NJ
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
Chinese Club
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
Brooks Art Center, Bound Brook, 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 #8 THROUGH 2/28/2015
MARCH 17, 2015 BOARD MEETING**

DESCRIPTION FROM	ACCOUNT	AMOUNT	DESCRIPTION TO	ACCOUNT	AMOUNT
Security-Purch Prof & Tech Svcs.	11-000-266-300-00-000	343.00	Security-Purch Prop Svcs	11-000-266-440-00-000	343.00
Spec. Ed. LD-Textbooks	11-204-100-640-00-000	760.49	Equipment-Special Svcs.	12-000-217-730-00-000	5,898.43
Spec. Ed. RC-Textbooks	11-213-100-640-00-000	3,682.03			
Spec. Ed. AU-Textbooks	11-214-100-640-00-000	1,000.00			
Spec. Ed. RC-Supplies	11-213-100-610-00-000	455.91			
Equipment Custodial	12-000-260-730-00-169	9,612.40	Grissom-Req Maint Sch. Fac.	12-000-261-730-09-000	15,112.40
Equipment Grades 1-5	12-120-100-730-07-000	5,500.00			
Capital Outlay-FD-K	12-000-400-450-00-100	9,500.00	Capital Outlay-Arch/Eng	12-000-400-334-00-000	9,500.00
TOTAL FROM		30,853.83	TOTAL TO		30,853.83

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: EXECUTIVE DIRECTOR OF ACADEMICS

QUALIFICATIONS:

1. Valid School Administrator Certificate Endorsement or eligibility
2. Strong leadership, technological and communication skills
3. Suitable experience in teaching, school administration, and successful district-level leadership preferred.
4. Demonstrated ability to lead people in the advancement of learning
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Superintendent of Schools and Assistant Superintendent of Schools

JOB GOAL: To provide leadership in the development and implementation of the curricular and instructional program of the district, maximizing each student's achievement and preparation for college and career.

PERFORMANCE RESPONSIBILITIES:

1. Takes responsibility for the district's improvement of learning opportunities through the provision of instructional leadership:
 - a. Assists and advises the superintendent and assistant superintendent of schools in developing and informing the school leadership teams
 - b. Directs the work of directors and supervisors
 - c. Serves as decision-maker, consultant and specialist in advising the district leadership team on the best path to incorporating and mastering the use of common core standards and assessment in all subject areas.
2. Serves as a member of the top management team charged with the responsibility for planning, implementing, and assessing an educational program relevant to the needs of the student population in each school and the school district as a whole.
3. Serves as a resource person for information in matters of curriculum, instruction, and teaching methods and materials.
4. Conducts research pertaining to curriculum development and delivery, common core standards related to the delivery of instruction, and other pertinent projects.
5. Oversees the implementation of Pre- K to 12 curriculum and assessment.

6. Participates as a member of the Superintendent's Executive Team.
7. Provides articulation among elementary, middle, and high school administration regarding programs and curricula at each of those levels.
8. Interprets and aligns the philosophy and goals of the district as they relate to the curriculum and instructional delivery model of the school system.
9. Receives, analyzes, and reports all standardized test results of the district and develops strategies to address and remediate areas in need of improvement.
10. Coordinates with the Assistant Superintendent of Schools on the implementation of professional evaluation activities and procedures so as to complement and improve overall instruction and student performance.
11. Ensures that all educational programs and activities are operated within the limits and the interest of the state and federal law. Monitors education laws, rules and regulations.
12. Assists the Superintendent in the determination of resource allocation and the levels of services according to established policy; supervision of the preparation and execution of the budget for all instructional programs.
13. Devises comprehensive and effective systems of record keeping in accordance with the needs of the district office programs and the policies, regulations and laws affecting those programs.
14. Prepares and submits reports and other documents as requested by the Superintendent/Assistant Superintendent of Schools; oversees development and publication of approved standards based curriculum.
15. Collaborate with a variety of federal, state, regional and local officials regarding current and future policy and procedural aspects of the education services, programs and functions assigned.
16. Attend all regular meetings of the Board of Education; prepare board reports, and present reports to the board.
17. Provide direction and supervision over the various services provided: Curriculum, assessment, pupil services and strategic planning.
18. Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
19. Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns. Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.

ILLUSTRATION OF KEY DUTIES:

- a. Assists in the preparation of the budget.
- b. Provides supervision of the Directors and Supervisors to assure integration of curriculum areas. Directs district-wide curriculum, instruction, assessment.
- c. Organizes and leads district committees for the purpose of establishing and maintaining horizontal and vertical articulation and continuity of the district instructional program.
- d. Maintains a periodic curriculum review and assessment program and process, determines the need for curriculum revisions, and recommends the methods, means, and staff needed to accomplish said revisions. Directs the development, assessment, and revision of curriculum guides and courses of study.
- e. Administers and leads activities of special funded projects and works with district staff in an effort to increase special project funding and grant opportunities designed to enhance and improve the instructional program and the delivery of that instruction.
- f. Works cooperatively with the Assistant Superintendent of Schools to provide staff development and in-service training, which relates to and is designed to improve the curriculum, instruction, and student performance.
- g. Establishes and administers procedures for the evaluation of existing and proposed programs materials and supplies to prepare recommendations for the emergence of the digital path to learning and assessment.
- h. Communicates to the staff information about approved curriculum materials, including digital resources and materials.
- i. Oversees, reviews, and evaluates district-wide assessment programs and related measuring techniques.
- j. Prepares and submits all reports and information concerning compliance with federal and state curriculum and instruction requirements.
- k. Maintains, reviews, and implements administrative changes and/or changes directed by the Board of Education regarding criteria related to field trips and overnight trips and receives, reviews and approves or denies, based upon said criteria, all field trip requests as may be proposed by the instructional staff.
- l. Serves as the district liaison with colleges and universities for the purpose of maintaining and increasing the number and caliber of cooperative, AP, and other course offerings for college credit at Old Bridge High School.

- m. Promptly supports the Board of Education, parents, and other interested members of the community in interpreting those aspects of the educational program pertaining to the district's curriculum and curriculum in general, its development and implementation, and the various models for the delivery of instruction.
- n. Attends professional meetings to maintain positive relationships with educational leaders at district, state, and national levels.
- o. Keeps abreast of current practices and trends in curriculum, educational materials, and instructional models and maintains an active and current knowledge of professional literature.
- p. Serves as liaison to standing and ad hoc committees of the Board of Education as assigned.
- q. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent under the authority of the Board of Education.
- r. Express ideas and concepts clearly and concisely in both oral and written form; use language and medium appropriate to audience.
- s. Establish and maintain cooperative and professional working relationship with individuals, groups, public and private agency personnel.
- t. Motivate, challenge and guide others in the improvement of educational programs.
- u. Analyze data and situation(s); render judgment, make decisions and solve problems efficiently and effectively.
- v. Assist with plan, organize in-service and staff development activities; coordinate curriculum and instruction projects, conferences, events and activities.
- w. Oversee a wide range of educational programs and relate to the personnel associated with those programs; set standards and assist others in meeting those standards.
- x. Develop and lead principals and school teams in their roles as instructional leaders.
- y. Review assessment tools on a regular and on-going basis and analyze performance for effectiveness in improving student achievement.
- z. Support leadership at schools to ensure high quality implementation of the schools' educational design, including standards, assessments, instructional guidelines, and the school culture.
- aa. Assist school leaders in monitoring and evaluating effectiveness of programs and identify. delete

- bb. Assure that curricula are aligned to national and state standards and help create curricula that allows for efficient and effective pacing, sequencing and lesson planning.
- cc. Develop plans to help capitalize on individual leader strengths as well as plans to help them improve and address areas of potential growth with real time feedback.
- dd. Facilitate collaboration among school leaders and school sites.
- ee. Collaborate with school leaders on hiring of staff when appropriate.
- ff. Work with the school leaders to field parent and community concerns, questions and outreach, helping with action plans when necessary.
- gg. Develops, implements, and evaluates curriculum for all K-12 courses. Recommends course additions and grade placements. Verifies graduation requirements.
- hh. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning.

TERMS OF EMPLOYMENT:

Salary and work year to be determined by the board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with the state law and the board's policy on evaluation of certified staff.

PROPOSED:

APPROVED:

REVISED:

Legal References:

N.J.S.A. 18A:6-7.1

Through – 7.5

Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception

N.J.S.A. 18A:7F

Comprehensive Education Improvement and Financing Act

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

Officers and Employees in general

N.J.S.A. 18A:16-2

Physical Examinations; requirements

N.J.S.A. 18A:17-16

Appointment and removal of assistant superintendent

N.J.S.A. 18A:17-17

Certificate required

N.J.S.A. 18A:17-22

Assistant superintendent; duties

<u>N.J.S.A. 18A:17-23</u>	Suspension of assistant superintendent
<u>N.J.S.A. 18A:21-34</u>	School Ethics Act
<u>N.J.S.A. 18A:27-10</u>	Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.A.C. 6:3-4.1</u>	Supervision of instruction, observation, and evaluation of non-tenured teaching staff members
<u>N.J.A.C. 6:3-4.3</u>	Evaluation of tenured teaching staff members
<u>N.J.A.C. 6:3-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6:3-6</u>	Pupil records
<u>N.J.A.C. 6:8</u>	Thorough and efficient system of free public schools
<u>N.J.A.C. 6:11-9.3(a)</u>	Authorization
<u>N.J.A.C. 6:11-12</u>	Commissioner's approval of acting administrators
<u>N.J.A.C. 6:11-13</u>	Required professional development for teachers
<u>N.J.A.C. 6:11-14</u>	Requirements for mentoring novice teachers
<u>N.J.A.C. 6:19</u>	Comprehensive educational improvement and financing program
<u>N.J.A.C. 6A:8</u>	Standards and assessment
<u>N.J.A.C. 6A:15</u>	Bilingual education
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:28</u>	School operations
<u>N.J.A.C. 6A:30</u>	Evaluation of the performance of school districts
Immigration Reform and Control Act of 1986, 8 <u>U.S.C.A.</u> 1100 <u>et seq.</u>	

Manual for the Evaluation of Local School Districts (Revised August 2000)

Old Bridge Township Public Schools ORGANIZATIONAL MANAGEMENT CHART

