

# Schedules and Attachments



September 8, 2015	Agenda Session	7:30 PM	Admin Bldg. Conf Room
September 16, 2015	Regular Meeting	8:00 PM	OBHS – Main TV Studio

**Subsequent to Agenda Session:**

Added Job Descriptions C-1, C-2, C-3, C-4, C-5, C-6 & C-7

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**2015-16 BUDGET TRANSFER #2 THROUGH 8/31/2015  
 SEPTEMBER 16, 2015 BOARD MEETING**

<b>DESCRIPTION FROM</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>	<b>DESCRIPTION TO</b>	<b>ACCOUNT</b>	<b>AMOUNT</b>
Instr Supplies OBHS Social Studies	11-190-100-610-01-021	2,522.15	Textbooks OBHS Social Studies	11-190-100-640-01-021	2,522.15
Supplies & Materials OBHS	11-190-100-600-01-007	6,500.00	Instructional Supplies	11-190-100-610-00-006	6,500.00
Admin Info Tech Supplies	11-000-252-600-00-000	7,500.00	Admin Info Tech Purch. Prof. Svcs.	11-000-252-330-00-000	7,500.00
Tuition Other LEA's Special	11-000-100-562-00-400	120,000.00	Salaries-Other Professional Staff	11-000-219-104-00-072	60,000.00
			Supplies Spec Ed RC	11-213-100-610-00-000	10,000.00
			Instr. Supplies-Spec Svcs.	12-000-219-730-00-086	50,000.00
Inst. Alt. Ed.-Supplies	11-423-100-600-00-000	500.00	Salaries District Comm Services	11-800-330-110-00-000	500.00
Undist. Exp Plant Svcs.	12-000-260-730-00-169	6,400.00	Equip. Grades 1-5	12-120-100-730-15-000	6,400.00
<b>TOTAL FROM</b>		<b>143,422.15</b>	<b>TOTAL TO</b>		<b>143,422.15</b>

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**Summary of Out-of-District Placements and Transportation Requests  
2015-2016 School Year —September 2015**

<b>Student ID #</b>	<b>School</b>	<b>Tuition</b>	<b>Starting</b>	<b>Termination</b>
808463	Collier-tuition adj.	\$52,000.00	9/1/15	
803278	Collier-tuition adj.	\$52,000.00	9/1/15	
26691	Eden Institute – tuition adj.	\$71,062.20	9/1/15	
26691	Eden Institute – other – tuition adj.	\$9,897.50	9/1/15	
808075	NuView Academy Annex	\$57,750.00	9/1/15	
803648	Cambridge School – tuition adj.	\$41,500.00	9/1/15	
38732	Cambridge School – tuition adj.	\$42,098.00	9/1/15	
802834	Chapel Hill Academy – Aide	\$27,000.00	9/1/15	
31309	Shore Center-Bayshore Jointure	\$48,388.00	9/1/15	
27624	Shore Center-Bayshore Jointure	\$48,388.00	9/1/15	
27624	Shore Center-Bayshore Jointure-Aide	\$40,164.00	9/1/15	
38960	New Haven	\$141,198	9/1/15	

**Summary of Out-of-District Placements and Transportation Requests  
2015 Extended School Year —September 2015**

<b>Student ID #</b>	<b>School</b>	<b>Tuition</b>	<b>Starting</b>	<b>Termination</b>
26691	Eden Institute – adj. tuition	\$17,348.40	7/1/15	
26729	Academy Learning Center-OT	\$297.00	7/1/15	
27912	Academy Learning Center-SP	\$594.00	7/1/15	
27912	Academy Learning Center-SP	\$594.00	7/1/15	
26721	Academy Learning Center-OT	\$297.00	7/1/15	
26721	Academy Learning Center-SP	\$594.00	7/1/15	
802409	Center for Lifelong Learning-SP	\$297.00	7/1/15	
39054	Center for Lifelong Learning-SP	\$297.00	7/1/15	
38960	New Haven	\$28,892.00	7/1/15	



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**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS**  
**Job Description**

**JOB TITLE:** DISTRICT TECHNICIAN

**QUALIFICATIONS:**

1. Associates degree in a related technical field or equivalent training and/or two years demonstrated experience in the IT field.
2. A high school diploma is required.
3. Strong written and oral communications skills.
4. The ability to work well with people.
5. Demonstrated ability in handling confidential matters in an ethical manner.
6. Ability to learn new systems and technology.
7. Demonstrated knowledge of information system hardware and systems/productivity software troubleshooting skills and problem resolution.
8. Basic knowledge of principles and practices of network maintenance.
9. Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.
10. Willingness to collaborate, research and adopt more efficient ways to perform duties and/or responsibilities while maintaining currency of technological skills.
11. Must hold valid New Jersey Driver's License.
12. The ability to lift technology equipment (up to 35 pounds) as needed.
13. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status of current non-employees.

**REPORTS TO:** District Technician Manager

**JOB GOAL:** Maintains, repairs, and supports all district devices and software. Provides end user support and addresses technical problems at all locations.

**PERFORMANCE RESPONSIBILITIES AND DUTIES:**

1. Provide support to end users through their requests for services via a service request management system.
2. Setup, install, troubleshoot and maintain district computer systems, printers, computer peripherals, and their related software.
3. Follows all district protocols and device operating procedures to ensure optimal performance.
4. Follows security standards for systems access as per district protocols.
5. Keeps up to date with current trends in hardware/software.
6. Assist in maintaining service related records and an accurate inventory.
7. Provide introductory/basic overview on the care and operation of district equipment as needed.
8. Provide support as needed for school technology planning and operations.

9. Responsible for knowledge of the proper use of manuals, technical resources and current Operating Systems, common productivity software, test equipment and operating procedures.
10. Responsible for adherence to district policies, procedures, and standards.
11. Responsible for complete, accurate and timely record keeping functions.
12. Maintains the ability to work without close supervision.
13. Takes initiative and provides constructive suggestions and ideas to improve job, conditions, operations or services.
14. Completes work assignments in a timely fashion in coordination with other's work efforts.
15. Maintains accuracy, neatness, and thoroughness with a consistency of results. Maintains alertness to details and follow-up.
16. Maintains consistency in volume and quality of work within work time frames while maintaining overall productivity.
17. Demonstrates teamwork and contributes to the attainment of department or individual goals and objectives.
18. Maintains effectiveness under stress, such as meeting externally imposed deadlines or reacting to urgent demands.
19. Maintains flexibility, adapts to changing conditions and/or priorities.
20. Maintains ability to master job and equipment related skills.
21. Maintains positive attendance records to insure completion of job and its interdependence to projects.
22. Maintain a positive image of the district through professional appearance, communication and attitude.
23. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent or designee under the authority of the Board of Education.

**TERMS OF EMPLOYMENT:**

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

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 noncertified personnel.

**PROPOSED: September 16, 2015**

**APPROVED: September 16, 2015**

**REVISED:**

**Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirements
<u>N.J.A.C.</u> 6:3-4A	Requirements of physical examinations

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

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## OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

### Job Description

**JOB TITLE:** SENIOR DISTRICT TECHNICIAN

**QUALIFICATIONS:**

1. Associates degree in a related technical field or equivalent training and/or two years demonstrated experience in the IT field.
2. A high school diploma is required.
3. Strong written and oral communications skills.
4. The ability to work well with people.
5. Demonstrated ability in handling confidential matters in an ethical manner.
6. Ability to learn new systems and technology.
7. Demonstrated knowledge of information system hardware and systems/productivity software troubleshooting skills and problem resolution.
8. Basic knowledge of principles and practices of network maintenance.
9. Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.
10. Willingness to collaborate, research and adopt more efficient ways to perform duties and/or responsibilities while maintaining current technological skills.
11. Must hold valid New Jersey Driver's License.
12. The ability to lift technology equipment (up to 35 pounds) as needed.
13. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status of current non-employees.

**REPORTS TO:** District Technician Manager

**JOB GOAL:** Oversees the maintenance, repairs, and supports all district devices and software. Provides end user support and addresses technical problems at all locations.

**PERFORMANCE RESPONSIBILITIES AND DUTIES:**

1. Oversees the activities of District Technicians as assigned by the District Technician Manager.
2. Provide support to end users through their requests for services via a service request management system.
3. Setup, install, troubleshoot and maintain district computer systems, printers, computer peripherals, and their related software.
4. Assist in coordination of hardware and software deployment.
5. Follows all district protocols and device operating procedures to ensure optimal performance.
6. Follows security standards for systems access as per district protocols.
7. Keeps up to date with current trends in hardware/software.

8. Assist in maintaining service related records and an accurate inventory.
9. Provide introductory/basic overview on the care and operation of district equipment as needed.
10. Provide support as needed for school technology planning and operations.
11. Ability to lead and guide District Technicians, as well as to maintain effective working relationships with others.
12. Responsible for knowledge of the proper use of manuals, technical resources and current Operating Systems, common productivity software, test equipment and operating procedures.
13. Responsible for adherence to district policies, procedures, and standards.
14. Responsible for complete, accurate and timely record keeping functions.
15. Maintains the ability to work without close supervision.
16. Takes initiative and provides constructive suggestions and ideas to improve job, conditions, operations or services.
17. Completes work assignments in a timely fashion in coordination with other's work efforts.
18. Maintains accuracy, neatness, and thoroughness with a consistency of results. Maintains alertness to details and follow-up.
19. Maintains consistency in volume and quality of work within work time frames while maintaining overall productivity.
20. Demonstrates teamwork and contributes to the attainment of department or individual goals and objectives.
21. Maintains effectiveness under stress, such as meeting externally imposed deadlines or reacting to urgent demands.
22. Maintains flexibility, adapts to changing conditions and/or priorities.
23. Maintains ability to master job and equipment related skills.
24. Maintains positive attendance records to insure completion of job and its interdependence to projects.
25. Ensures communication with all stakeholders.
26. Maintain a positive image of the district through professional appearance, communication and attitude.
27. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent or designee under the authority of the Board of Education.

**TERMS OF EMPLOYMENT:**

Salary and work year pursuant to the Collective Bargaining Agreement between the Board of Education and the Old Bridge Education Association.

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 noncertified personnel.

**PROPOSED: September 16, 2015**

**APPROVED: September 16, 2015**

**REVISED:**

**Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirements
<u>N.J.A.C.</u> 6:3-4A	Requirements of physical examinations

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

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**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS****Job Description****JOB TITLE:** DISTRICT TECHNICIAN MANAGER**QUALIFICATIONS:**

1. Advanced degree in a related technical field or equivalent training preferred.
2. Three years demonstrated management experience of technical support preferred.
3. A high school diploma is required.
4. Strong written and oral communications skills.
5. The ability to work well with people.
6. Demonstrated ability in handling confidential matters in an ethical manner.
7. Ability to learn new systems and technology.
8. Demonstrated knowledge of information system hardware and systems/productivity software troubleshooting skills and problem resolution.
9. Basic knowledge of principles and practices of network maintenance.
10. Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.
11. Ability to bring projects to conclusion to the satisfaction of stakeholders.
12. Willingness to collaborate, research and adopt more efficient ways to perform duties and/or responsibilities while maintaining current technological skills.
13. Must hold valid New Jersey Driver's License.
14. The ability to lift technology equipment (up to 35 pounds) as needed.
15. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status of current non-employees.

**REPORTS TO:** Assistant Superintendent of Schools

**JOB GOAL:** Manage and coordinate the daily operational functions of the district technicians. Maintain the district hardware/software inventory databases; monitor, track, and prioritize hardware/software repairs utilizing online service on site system. Dispatch technicians as needed to perform hardware/software repairs. Be able to perform in the absence of district technicians. Provide feedback and reports for district administration.

**PERFORMANCE RESPONSIBILITIES AND DUTIES:**

1. Manages the activities and daily functions of District Technicians.
2. Provide support to end users through their requests for services via a service request management system.
3. Follows all district protocols and device operating procedures to ensure optimal performance.
4. Follows security standards for systems access as per district protocols.
5. Keeps up to date with current trends in hardware/software.

6. Maintains and reports on service-related records and an accurate inventory.
7. Provide introductory/basic overview on the care and operation of district equipment as needed.
8. Provide support as needed for school technology planning and operations.
9. Ability to lead and guide District Technicians, as well as to maintain effective working relationships with others.
10. Investigate and report on training opportunities for district technicians.
11. Ensure that district technicians' skillsets are current and meet industry standards.
12. Provide hardware/software support and/or assistance to district staff.
13. Responsible to provide feedback to district administration.
14. Responsible for knowledge of the proper use of manuals, technical resources and current Operating Systems, common productivity software, test equipment and operating procedures.
15. Responsible for adherence to district policies, procedures, and standards.
16. Responsible for complete, accurate and timely record keeping functions including database of all district hardware/software.
17. Maintain communication with on-site building support staff.
18. Coordinate projects and installations with outside vendors.
19. Establish performance goals, review performance, and complete annual, written performance evaluations for technology support staff.
20. Demonstrates initiative and provides constructive suggestions and ideas to improve job, conditions, operations or services.
21. Maintains alertness to details and follow-up.
22. Promotes the attainment of department or district goals and objectives.
23. Maintains effectiveness under stress, such as meeting externally imposed deadlines or reacting to urgent demands.
24. Maintains flexibility, adapts to changing conditions and/or priorities.
25. Maintains ability to master job and equipment related skills.
26. Maintains attendance records for district technicians; ensuring completion of jobs and projects.
27. Ensures communication with all stakeholders.
28. Maintain a positive image of the district through professional appearance, communication and attitude.
29. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent or designee under the authority of the Board of Education.

### **TERMS OF EMPLOYMENT:**

Salary and work year 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 noncertified personnel.

**PROPOSED:**

**APPROVED: September 16, 2015**

**REVISED: September 16, 2015**

**Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1-7.5	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirements
<u>N.J.A.C.</u> 6:3-4A	Requirements of physical examinations

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

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**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS****Job Description****JOB TITLE:** DISTRICT NETWORK SPECIALIST**QUALIFICATIONS:**

1. A Bachelor's Degree or equivalent Certification in Network Systems is required.
2. Three years demonstrated experience network support preferred.
3. A high school diploma is required.
4. Strong written and oral communications skills.
5. Strong knowledge of hardware and common office productivity and software.
6. Demonstrated knowledge and experience in network operating systems as they relate to computer hardware/software.
7. The ability to work well with people.
8. Demonstrated ability in handling confidential matters in an ethical manner.
9. Ability to learn new systems and technology.
10. Advanced knowledge of principles and practices of network maintenance.
11. Sound organizational skills and an ability to recognize and change work priorities in a timely fashion.
12. Ability to bring projects to conclusion to the satisfaction of stakeholders.
13. Willingness to collaborate, research and adopt more efficient ways to perform duties and/or responsibilities while maintaining current technological skills.
14. Must hold valid New Jersey Driver's License.
15. The ability to lift technology equipment (up to 35 pounds) as needed.
16. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status of current non-employees.

**REPORTS TO:** Business Administrator**JOB GOAL:** Oversees the day-to-day operations of computer network. Provides support and remediates issues related to the district network.**PERFORMANCE RESPONSIBILITIES AND DUTIES:**

1. Monitors and manages the daily functions of the district network.
2. Provide support to end users through their requests for services.
3. Follows all district protocols and device operating procedures to ensure optimal performance.
4. Follows security standards for systems access as per district protocols.
5. Keeps up to date with current trends in hardware/software/network s.
6. Maintains and reports on service-related records and an accurate inventory.
7. Provide overview of the care and operation of district network as needed.
8. Provide support as needed for school technology planning and operations.

9. Investigates and acts on training opportunities to ensure skillsets are current and meet industry standards.
10. Provide network support and/or assistance to district staff.
11. Responsible to provide feedback to district administration as it relates to the district network, user profiles and the interaction of computer hardware/software as it relates to the network .
12. Responsible for adherence to district policies, procedures, and standards.
13. Responsible for complete, accurate and timely record keeping as it relates to the district network.
14. Maintain communication with on-site building support staff.
15. Coordinate network projects and installations with outside vendors.
16. Demonstrates initiative and provides constructive suggestions and ideas to improve network conditions and operations.
17. Maintains alertness to details and follow-up.
18. Promotes the attainment of department or district goals and objectives.
19. Maintains effectiveness under stress, such as meeting externally imposed deadlines or reacting to urgent demands.
20. Coordinates installation of and maintenance of wireless network.
21. Coordinates district print management system with vendor.
22. Maintains flexibility, adapts to changing conditions and/or priorities.
23. Maintains ability to master job and equipment related skills.
24. Ensures communication with all stakeholders.
25. Maintain a positive image of the district through professional appearance, communication and attitude.
26. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent or designee under the authority of the Board of Education.

**TERMS OF EMPLOYMENT:**

Salary and work year pursuant to the Collective Bargaining Agreement between the Board of Education and the Old Bridge Education Association.

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 noncertified personnel.

**PROPOSED: September 16, 2015**

**APPROVED: September 16, 2015**

**REVISED:**

**Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1–7.5	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirements
<u>N.J.A.C.</u> 6:3-4A	Requirements of physical examinations

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

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**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS****Job Description****TITLE:** DATA MANAGEMENT SPECIALIST**QUALIFICATIONS:**

1. Minimum of an associate's degree in a related technical field or equivalent training and/or two years demonstrated experience in data management.
2. A high school diploma is required.
3. Strong written and oral communications skills including the ability to present and instruct others.
4. The ability to work well with people.
5. Demonstrated ability in handling confidential matters in an ethical manner.
6. Ability to learn new systems and technology.
7. Willingness to collaborate, research and adopt more efficient ways to perform duties and/or responsibilities while maintaining current technological skills.
8. Ability to prioritize essential functions with limited supervision; meet deadlines and maintain schedules; perform with frequent interruptions; communicate technically complex information with diverse groups; and work as part of a team.
9. Strong knowledge and experience in the use of productivity software and peripheral devices.
10. Knowledge of state reporting procedures and data components; interpret and apply rules and requirements for electronic submission of data.
11. Excellent problem solving and analytical skills to translate requests to applications and troubleshoot root causes of application errors.
12. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**REPORTS TO:** Director of Technology/Business Administrator

**JOB GOAL:** Provide support for the day-to-day operations of the school district's student information systems, database management, and software applications as they relate to data management. Assist in providing technical support, troubleshooting, problem resolution and training for staff on applications; develop interfaces to external systems; and generate queries and reports as required. Accountable for accuracy of data contained within all information system software specifically, but not limited to, data required for state and federal reporting purposes

**PERFORMANCE RESPONSIBILITIES:**

1. Manage the support and assistance of the daily operation of all district data applications. Establish and maintain all user accounts and roles as pertain to data management.
2. Provide technical support for user-related problems and troubleshoot application systems. Isolate problems from symptoms, determine alternatives, and contact vendor support to resolve issues and implement solutions.
3. Organize and prepare application software documentation and develop operational procedures and instructions.

4. Conduct individual and group training of staff in the use of district applications as needed.
5. Manage, coordinate and complete all state requirements for the NJSMART data collection program.
6. Assist in the preparation and completion of all district, state and federal reports including but not limited to Application for State School Aid (ASSA), Annual Report Card and Fall Survey.
7. Organize and maintain the recording of student attendance in district software to ensure accuracy in the reporting of enrollment for state reports. Integrate state student register requirements with the district's student information system
8. Create and transmit pre-id labels for all standardized tests from the student information system.
9. Coordinate student scheduling and the production of report cards/progress reports with the supervisor of guidance and school administration.
10. Oversee the inventory and ordering of all required preprinted forms.
11. Interact effectively with the public, staff members, students, teachers, parents and administrators using tact and good judgment.
12. Assist with system backups and survivability of data requirements
13. Maintain confidentiality and integrity of all data accessed while performing the duties of the position and in all matters assigned.
14. Perform all related duties as required by the School Business Administrator and/or Assistant School Business Administrator and/or Director of Technology.
15. Assist in supporting student information modules such as parent notification system, grade book, lesson planner, parent portal, etc.
16. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent or designee under the authority of the Board of Education.

**TERMS OF EMPLOYMENT:**

Salary Step 1 Technology Salary Guide, 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.

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 state law and the provisions of the board's policy on evaluation of clerical staff.

**Proposed:** September 16, 2015

**Adopted:** September 16, 2015

**Revised:**

**Legal References:**

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:4-14, -14.1	Uniform system of bookkeeping for school districts
<u>N.J.S.A.</u> 18A:34-2	Care and keeping of textbooks and accounting
<u>N.J.A.C.</u> 6:20	Bookkeeping and Accounting in local school districts
<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.

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**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS****Job Description**

**JOB TITLE:** ELEMENTARY SCHOOL COUNSELING/SOCIAL WORKER

**REPORTS TO:** Supervisor of Guidance/Building Principal/Supervisor of Intervention Services

**JOB GOAL:** To provide counseling services to students in grades K – 5 that will assist them in resolving personal, emotional, behavioral and social problems that might interfere with their adjustment to school and their capacity to enjoy the fullest benefit of the education offered them.

**QUALIFICATIONS:**

1. Certifications as Student Personnel/School Counselor or Social Worker
2. Experience as determined to be appropriate by the Board of Education
3. Broad knowledge of testing and evaluation, theories of individual and group guidance techniques and elementary school guidance program design.
4. Demonstrated ability to communicate and work effectively with students, parents, staff and community groups and organizations.
5. Maintains current and appropriate resources for education stakeholders.
6. Demonstrate the ability to listen well to children and to adults who work with children and adults who work with children.
7. Uses data to develop comprehensive programs that meet student needs.
8. Assists teachers, parents/guardians, and other stakeholders in interpreting and understanding student data.
9. Demonstrates knowledge and incorporates technology in daily tasks, as required.
10. Required criminal history check and proof of U.S. citizenship or legal resident alien status.

**MAJOR RESPONSIBILITIES AND KEY DUTIES:**

1. To provide emergency and on-going counseling services to students affected by crises such as death, divorce, illness, and societal concerns as needed and to assist in the resolution of school related problems.
2. Assists students, both groups and individual, in understanding the school and orients them to school procedures as needed.
3. Works with school staff, R T I/I & R S Committee, Section 504 Committee and Child Study Teams to implement a comprehensive development course of study designed to meet the individual needs, interests, and abilities of designated students.
4. Assists in the identification of students with special needs and works with staff to implement programs to cope with students' educational and behavioral disabilities.
5. Confers with parents, staff to help them better understand programs designed to assist the educational, vocational, personal, behavior and social adjustments of their child/student.
6. Initiates, assembles, maintains, and interprets all records for designated

- students and assists staff with understanding and maintaining the same.
7. Obtains and disseminates age appropriate occupational information to classes studying career choices.
  8. Organizes and conducts group guidance activities as needed in the areas of educational, social, and self-awareness.
  9. Provide for a smooth transition from elementary to middle school.
  10. Attends faculty meetings, serves on committees, performs the same student supervision duties as assigned to teachers to ensure a safe environment for students.
  11. Remains abreast of current developments, new trends and contemporary interpretations of student personnel services and serves as a resource to the parents/staff of assigned schools and the District.
  12. Conducts student/staff workshops to promote adjustments to student concerns such as home and family relationships, health and emotional situations as needed.
  13. Cooperates with Child Study Teams, DYFS, and police as requested to deal with problems/concerns of individual or groups of students.
  14. Performs all other duties assigned by the Superintendent or his designee consistent with law, contract, policies, and regulations.

#### **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.

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 by the Supervisor of Guidance in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

#### **PROPOSED:**

**ADOPTED: May 3, 2005**

**REVISED: September 16, 2015**

#### **Legal References:**

<b><u>N.J.S.A.</u> 7F</b>	<b>Comprehensive Education Improvement and Financing Act</b>
<b><u>N.J.S.A.</u> 18A:6-7.1</b>	<b>Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception</b>

<u>N.J.S.A. 18A:6-10</u>	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A. 18A:16-2</u>	Physical examinations; requirement
<u>N.J.S.A. 18A:25-2</u>	Authority over pupils
<u>N.J.S.A. 18A:25-4</u>	School register; keeping
<u>N.J.S.A. 18A:26-1</u>	Citizenship of teachers, etc.
<u>N.J.S.A. 18A:26-1.1</u>	Residence requirement prohibited
<u>N.J.S.A. 18A:26-2</u>	Certificates required; exception
<u>N.J.S.A. 18A:27</u>	Employment and contracts
<u>N.J.S.A. 18A:28-3</u>	No tenure for noncitizens
<u>N.J.S.A. 18A:28-5</u>	Tenure of teaching staff members
<u>N.J.S.A. 18A:28-8</u>	Notice of intention to resign required
<u>N.J.S.A. 18A:37</u>	Discipline of pupils
<u>N.J.A.C. 6:3.1 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. 6:11-3.9</u>	Oath of allegiance required
<u>N.J.A.C. 6:11-3.10</u>	Citizenship requirement
<u>N.J.A.C. 6:11-5</u>	Requirements for instructional certificate
<u>N.J.A.C. 6:11-6</u>	Endorsements on the instructional certificate
<u>N.J.A.C. 6:11-13.2</u>	Amount duration and content of required continuing professional development
<u>N.J.A.C. 6:20-1</u>	Attendance and pupil accounting
<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.

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**OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS****Job Description**

**TITLE:** SUBSTITUTE TEACHER

**QUALIFICATIONS:**

1. A valid New Jersey teaching certificate or a substitute teacher's certificate (minimum of 90 college credits) obtained from the Executive County Superintendent's office.
2. Demonstrates familiarity with district philosophy, programs and policies.
3. Ability to work with children and communicate effectively.
4. Such other qualifications of academic, professional and personal excellence as the Old Bridge Township Board of Education may specify.

**REPORTS TO:** Principal and/or designee or other appropriately certificated administrator as designated by the Board of Education.

**JOB GOAL:** To enable each student to pursue his/her education as smoothly and completely as possible in the absence of his/her regular teacher in accordance with the school's curriculum.

**PERFORMANCE RESPONSIBILITIES:**

1. Creates an atmosphere through personal example and positive relationships with students which motivate learning.
2. Maintains as fully as possible the established routines and procedures of the school and classroom to which assigned.
3. Maintains a professional appearance as an example for students.
4. Demonstrates knowledge and incorporates technology in daily tasks, as required.
5. Reports to the Principal and/or Main office at least fifteen (15) minutes before the official school opening.
6. Reviews all available materials left by the teacher including plan book, special plans and the substitute folder.
7. Follows teacher's schedule and lesson plans as assigned. Follows policies established by the regular teacher and/or school whenever possible.
8. Assumes responsibility for supervising pupil behavior in class and during other assigned periods.
9. Demonstrates skill in organizing classroom activities.
10. Cooperates in a professional manner with all building staff.
11. Writes a report at the end of the day about work completed and leaves it for the regular classroom teacher with a copy to the Principal.

12. Remains in the building until official school closing for teachers.
13. Reports to the building Principal and/or Main office at the completion of the teaching day and verifies whether or not his/her services will be required on the next teaching day.
14. Is prepared to develop and adjust plans as the need arises.
15. Provides individual and class instruction.
16. Monitors student's progress and evaluates the student's achievement as appropriate.
17. Encourages each student to seek knowledge, ask questions and grow in self-knowledge and self-discipline.
18. Takes adequate measures to insure the health, safety and welfare of students.
19. Reports individual pupil's progress to the regular teacher and, in cases of extended substitute assignment, to parents and school personnel.
20. Assists the administration in implementing district and school rules governing behavior and conduct.
21. Maintains reasonable rules of classroom behavior and procedure and maintains order in the classroom in a fair and just manner.
22. Strives to maintain and improve professional competence and provides for his/her own professional growth.
23. Complies with school policies and procedures as provided by the Board of Education and, when appropriate, assists in their development or revision.
24. Perform such other duties as may be assigned by the Superintendent or designee.

**ILLUSTRATION OF KEY DUTIES:**

1. Maintains, with assistance from pupils, a functional and attractive environment for learning.
2. Efficiently utilizes books, instructional aids and supplies to the extent possible.
3. Insures a comfortable room environment through control of heating, lighting and ventilation to the extent possible.
4. Administers group standardized tests in accordance with district and school testing programs when necessary.
5. Contributes to curricular and other developmental programs within the school or on district level as needed.
6. Is prepared to work with aides, teacher assistants and other para-professionals as assigned.
7. Utilizes a variety of materials, resources and techniques to stimulate the maximum growth of each student within his capabilities.
8. Is prepared to use subjective and objective criteria on an ongoing basis to evaluate student progress if necessary.
9. Provides supervision and control over the conduct of students in one's classroom and works together with fellow staff members and administrators in maintaining a high level of discipline throughout the school.

10. Is punctual and, in cases of extended assignment, is prepared to participate in school meetings and activities.
11. Is prepared to follow through on teacher assignments and, in cases of extended assignment, shows written evidence of preparation upon request of supervisor.
12. Takes necessary and reasonable precautions to protect students, equipment, materials and facilities.
13. Maintains accurate, complete and correct records as required by law, district policy and administrative regulations; e.g., attendance, student grades and, in case of extended assignments, report card grades.
14. Seeks the assistance of district specialists as needed to attempt to remediate learning social difficulties exhibited by assigned students whenever necessary.
15. Performs other duties which are within the scope of employment and certifications as may be assigned by supervisor (s) under authority of the Board of Education.

#### **TERMS OF EMPLOYMENT:**

Per diem employment on an as-needed basis. Compensation and other terms and conditions of employment pursuant to the Collective Bargaining Agreement between the Board of Education and the Old Bridge Education Association.

#### **EVALUATION:**

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

**PROPOSED: September 16, 2015**

**APPROVED: September 16, 2015**

#### **REVISED**

##### **Legal References:**

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

**Through – 7.5**

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

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

**Criminal history record**

**Officers and Employees in general**

**Physical Examinations; requirements**

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