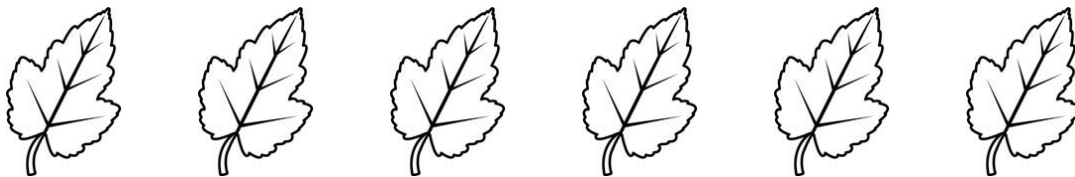


Schedules and Attachments

October 2015

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



Changes subsequent to Agenda Session of 10.13.15:
Added Attachment B-2 & B-3

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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
 Philadelphia 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
 Giants Stadium
 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
 Sovereign Bank Arena
 Special Olympics Complex, Lawrenceville, NJ

EDUCATIONAL INSTITUTIONS

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

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
 All New Jersey State Parks & Farms
 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
 Senior Dinner Cruise
 Training Workshops
 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
 Deutscher Klub, Clark, NJ
 Disney, Florida (senior class trip)
 Eastern State Penitentiary, Phila
 Escondido's Restaurant
 Etsch Farms
 Festival of Music Competition
 FMRTL, LLC Accounting Firm
 Freehold Mall
 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
 Shop Rite of Spotswood
 Via 45 Restaurant
 Wegman's

**2015-16 BUDGET TRANSFER #3 THROUGH 9/30/2015
OCTOBER 20, 2015 BOARD MEETING**

DESCRIPTION FROM	ACCOUNT	AMOUNT	DESCRIPTION TO	ACCOUNT	AMOUNT
Tuition Other LEA's Reg.	11-000-100-561-00-400	52,000.00	Tuition County Voch School	11-000-100-563-00-000	52,000.00
Regular Prog Instruction Supplies	11-190-100-610-00-006	4,000.00	Library Supplies & Materials	11-000-222-612-01-000	4,000.00
Admin. Info. Tech. Supplies	11-000-252-600-00-000	3,000.00	Admin. Info. Tech. Purch. Prof. Svcs.	11-000-252-330-00-000	3,000.00
Contr. Svcs. Spec-Ed Transportation	11-000-270-514-00-509	250,000.00	Contr. Svcs. Reg.-Transportation	11-000-270-511-00-590	250,000.00
Undist. Exp Plant Svcs.	12-000-260-730-00-169	47,000.00	Maintenance Vehicles	12-000-300-730-00-000	27,000.00
			Instr. Equip Spec Services	12-000-219-730-00-086	20,000.00
TOTAL FROM		356,000.00	TOTAL TO		356,000.00

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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: October 13, 2015

APPROVED: October 20, 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: October 13, 2015

APPROVED: October 20, 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: October 13, 201

APPROVED: October 20, 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 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: October 13, 2015

APPROVED: October 20, 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: ASSISTANT TO THE BUSINESS ADMINISTRATOR: 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 in a school district setting.
2. A high school diploma is required.
3. Strong written and oral communications skills including the ability to present to and instruct others.
4. Working knowledge of school district budget preparation process, collective negotiations and data aspects of personnel and health insurance issues.
5. The ability to work well with people.
6. Demonstrated ability in handling confidential personnel, negotiations and budget preparation matters in an ethical manner.
7. Ability to learn new systems and technology.
8. Willingness to collaborate, research and adopt more efficient ways to perform duties and/or responsibilities while maintaining current technological skills.
9. 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.
10. Strong knowledge and experience in the use of productivity software and peripheral devices.
11. Knowledge of state reporting procedures and data components; interpret and apply rules and requirements for electronic submission of data.
12. Excellent problem solving and analytical skills to translate requests to applications and troubleshoot root causes of application errors.
13. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Business Administrator

JOB GOAL: Manage all Business Office data management functions, working collaboratively with the School Business Administrator, Assistant Business Administrator, and independently with external agencies to manage school district budget, personnel and health insurance information, student information systems, database management, and software applications as they relate to data management. Develop and manage interfaces to external systems; and generate queries and reports as required. Independently accountable for management and 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 all data-entry and data-management components of Business Office functionality, including budget preparation, assembly and management, personnel, health insurance and

- negotiations data access, management and dependent and independent analysis. Establish and maintain all user accounts and roles as pertain to all aspects of data management.
2. Manage, coordinate and complete all state requirements for the NJSMART data collection program, through independent interface with outside agencies.
 3. Manage, coordinate, and complete all state requirements for Achieve NJ submissions (including maintenance of confidential evaluation data).
 4. Provide staff training as required to ensure efficient and accurate data collection for mandated reports.
 5. Provide technical support for Business Office user-related problems and troubleshoot application systems. Isolate problems from symptoms, determine alternatives, and contact vendor support to resolve issues and implement solutions.
 6. Assist in and take independent responsibility for 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; interact directly with NJDOE, County and other offices and agencies in assembly and reporting of
 7. Organize and prepare application software documentation and develop operational procedures and instructions.
 8. Conduct individual and group training of staff in the use of district applications as needed.
 9. 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.
 10. Organize and maintain staff rosters instructional assignments as required for data management and state reporting.
 11. Create and transmit pre-id labels for all standardized tests from the student information system.
 12. Coordinate student scheduling and the production of report cards/progress reports with the supervisor of guidance and school administration.
 13. Oversee the inventory and ordering of all required preprinted forms.
 14. Interact effectively with the public, staff members, students, teachers, parents and administrators using tact and good judgment.
 15. Assist with system backups and survivability of data requirements
 16. Maintain confidentiality and integrity of all data accessed while performing the duties of the position and in all matters assigned.
 17. Perform all related duties as required by the School Business Administrator and/or Assistant School Business Administrator.
 18. Support and manage student information modules such as parent notification system, grade book, lesson planner, parent portal, etc. (provide ongoing training for administrative, certificated and support staff as additional modules become available).
 19. Performs other duties that may be within the scope of his/her employment as may be assigned by the Superintendent, Business Administrator or designee under the authority of the Board of Education.

TERMS OF EMPLOYMENT:

Non-bargaining unit position. Salary and work year to be established 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 state law and the provisions of the Board's policy on evaluation of non-bargaining unit staff.

Proposed: **October 13, 2015**

Adopted:

Revised:

Legal References:

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

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

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

N.J.S.A. 18A:4-14, -14.1

N.J.S.A. 18A:34-2

N.J.A.C. 6:20

N.J.A.C. 6:29-7.4

Criminal history record

Officers and employees in general

Physical examinations; requirement

Uniform system of bookkeeping for school districts

Care and keeping of textbooks and accounting

Bookkeeping and Accounting in local school districts

Requirements of physical examinations

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

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MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION

NONPUBLIC SECURITY AID PROGRAM

Pursuant to the official action taken at the meeting of the Board of Education of _____, (hereinafter referred to as the "Board"), with offices located at _____, in the County of _____, held on _____, the Board agrees that the Middlesex Regional Educational Services Commission (hereinafter referred to as the "Commission"), with offices at 1660 Stelton Road, Piscataway, NJ 08854, provide Nonpublic Security Aid Program, pursuant to the requirements of the New Jersey Nonpublic Security Aid Program, on behalf of the Board. The services shall be limited to those permitted under the law and pertinent regulations.

The terms of this Agreement shall be in effect from _____, 2015 until June 30, 2020. The Board may withdraw from participation with the Commission by providing written notice to the Commission by December 31 of any year for withdraw effective June 30 of the ensuing year.

The Board agrees to pay the Commission the full amount of State Aid in support of the New Jersey Nonpublic Security Aid Program. The following payment schedule is hereby agreed to: 100% of State Aid plus a 6% administrative fee by September 30 of each fiscal year. No other funding is due the Commission in order to operate this program. In the event the Board fails to remit the funds according to the schedule indicated above, the Commission retains the right to suspend service under this contract.

The parties agree that in the event the Board shall no longer be eligible for funding pursuant to the New Jersey Nonpublic Security Aid Program, or such funding shall terminate, either party may terminate this agreement on five (5) days prior written notice.

It is understood that the Commission will provide services to all of the eligible nonpublic schools within the borders of the district.

The Commission will prepare a financial report for district records. The district will promptly forward copies of funding statements and other pertinent documents required under the New Jersey Nonpublic Security Aid Program to the Commission.

The Commission will provide an annual addendum to this Agreement outlining the services provided to each nonpublic school located within the district.

The Commission shall contact the nonpublic schools within the district and determine services to be provided within the parameters of the law and the limitation of funding.

IN WITNESS THEREOF, the Board of Education of _____ and the Board of Directors of the Middlesex Regional Educational Services Commission have by resolution directed their respective President and Secretary set their signatures and affix their seals.

ACCEPTED AND APPROVED:

(Please Print Board of Education Name)

MIDDLESEX REGIONAL EDUCATIONAL SERVICES COMMISSION

, Board Secretary Date

Patrick M. Moran, Board Secretary Date

, Board President Date

Dale G. Caldwell, Board President Date