

Keyport Public Schools

ADMINISTRATION

CERTIFIED

TITLE: ASSISTANT PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership capability in the areas of curriculum and staff development
4. Strong interpersonal and communication skills
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Principal/Superintendent of Schools

SUPERVISES: All certified and noncertified school staff as assigned by, or in the absence of the principal.

JOB GOAL: To assist the principal in providing school wide leadership.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Assists the principal in duties related instruction, supervision, evaluation and the overall administration of the school.
2. Serves as building administrator in the absence of the principal.
3. Requisitions supplies, textbooks and equipment, conducts inventories, maintains records, and reviews receipts and purchase orders for such material.
4. Assists in the conducting of safety inspections and safety drill practice activities.
5. Assists the principal in coordinating transportation, custodial, cafeteria and other support services.
6. Greets and interacts with parents and visitors in the absence of the school principal.

Student discipline, supervision of students

1. Assists in maintaining high standards of student conduct and enforcing discipline policies.
2. Assists in supervision of the cafeteria during lunch hours. Assists with playground supervision when assigned.
3. Provides guidance to individual students, resolves individual behavioral problems.

Record-keeping, reporting and scheduling

1. Supervises the reporting and monitoring of student attendance, and works with the attendance supervisor for investigative follow-up actions.
2. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
3. Assists in scheduling and coordinating all health examinations.

ASSISTANT PRINCIPAL (continued)

4. Performs such record-keeping and reporting functions as the principal may direct.

Interaction with school staff

1. Supervises teachers and departments as assigned by the principal.
2. Supervises extracurricular programs, assembly programs and assignment of faculty members to assist at school functions.
3. Assists in the coordination and supervision of special programs funded by the state or federal government.
4. Makes recommendations to the principal for changes in policies, personnel practices and other such matters that may result in a more effective school administration.

Other

1. Assists in the planning and supervision of activities to promote pupil and employee health and safety.
2. Performs such other duties as may be assigned by the principal or superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved: 10.22.14

Keyport Public Schools

CENTRAL OFFICE ADMINISTRATION

NON-CERTIFIED

TITLE: CONFIDENTIAL SECRETARY TO THE SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Experience with the Microsoft Office Suite.
4. Strong analytical, communication and human relations skills
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Business Administrator /Board Secretary

JOB GOAL:

Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Screens calls and inquiries that involve sensitive topics.
3. Personally handles calls involving confidential or sensitive topics.
4. Accommodates the caller's concerns without referring callers unnecessarily to the administrator.
5. Performs usual office routines, plus assembles confidential material according to instructions, prepares summaries of confidential documents, and maintains confidential files.
6. Types correspondence, notices and reports, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence.
7. Maintains a well-organized up-to-date filing system.
8. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
9. Arranges meetings, prepares agendas, takes clear notes and handles follow-up activities as necessary. Makes sure the administrator has any necessary back-up materials needed.
10. Prepares and posts agendas and minutes for Board of Education meetings.
11. Maintains confidentiality as required and appropriate. Maintains highly confidential records and files, ensuring that the material is properly marked, secured and accessible for immediate use by administrators.
12. Coordinates travel arrangements as assigned.
13. Assists the Business Administrator in compiling data and preparing reports required by law,

administrative code and board policy.

14. Performs specialized and confidential assignments as required, including other tasks related to the efficient operation of the office as assigned.
15. Is responsible for scheduling facility requests.
16. Processes and maintains accurate records for student activity accounts
17. Is responsible for district transportation requests and records for staff and students.
18. Coordinates monthly Union Beach tuition reports for the Business Administrator.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the board.

**ANNUAL
EVALUATION:**

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: 10.22.14

Keyport Public Schools

CENTRAL OFFICE ADMINISTRATION

NON-CERTIFIED

TITLE: CONFIDENTIAL SECRETARY TO THE SUPERINTENDENT

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Experience with the Microsoft Office Suite.
4. Strong analytical, communication and human relations skills
5. Good telephone skills and ability to communicate effectively
6. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Superintendent of Schools

JOB GOAL:

Perform difficult secretarial and clerical duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work necessary for the smooth and efficient operation of the office.

PERFORMANCE RESPONSIBILITIES:

1. Screens calls and inquiries that involve sensitive topics.
2. Personally handles calls involving confidential or sensitive topics.
3. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the superintendent.
4. Performs all secretarial and confidential work as assigned by the superintendent.
5. Supervises and assists in the preparation of all correspondence and reports emanating from the superintendent's office.
6. Maintains confidentiality of information and personnel records of all staff.
7. Oversees the adherence of the Provisional Teacher Program.
8. Maintains a regular filing system, as well as a set of locked confidential files.
9. Processes incoming correspondence.
10. Places and receives telephone calls and records messages for the superintendent.
11. Maintains a schedule of appointments for the superintendent and makes arrangements for conferences, meetings and interviews.
12. Oversees the hiring of substitute teachers; receives applications; verifies their credentials and prepares substitute teacher lists for board approval.
13. Acts as a liaison between the superintendent and administrative staff in screening and routing inquiries and requests.
14. Assists the superintendent in compiling data and preparing reports required by law, administrative code and board policy.
15. Prepares personnel, curriculum, and policy components of the agenda.

16. Maintains/Updates polices as required.
17. Creates job postings and supervises application materials.
18. Maintains a record of staff absences.
19. Performs other related duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: 10.22.14

KEYPORT PUBLIC SCHOOLS

ADMINISTRATION

CERTIFIED

TITLE: DIRECTOR OF CURRICULUM AND INSTRUCTION

QUALIFICATIONS:

1. Valid New Jersey Supervisor, School Administrator or Principal Certificate
2. Minimum experience as determined by the board
3. Demonstrated leadership in school improvement, program development and curriculum integration and application of technology across the curriculum
4. Ability to plan, organize and administer a district-level professional development program
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Superintendent of Schools

SUPERVISES: Instructional staff as assigned

JOB GOAL: To assist the superintendent by providing leadership to the professional staff to plan, implement, articulate and evaluate all instructional programs

PERFORMANCE RESPONSIBILITIES:

Curriculum and Instruction

1. Works with Superintendent, principals, supervisors, and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs, including tutoring and remedial instruction.
3. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
4. Coordinates and implements district wide professional development inclusive of the district mentoring plan.
5. Participates in the work of state and national curriculum study organizations and groups.
6. Recommends to the superintendent the addition of new courses, grade placement and credit allowance, and graduation requirements.
7. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.

Meetings and committees

1. Support the organization of grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the schools.
2. Plans and presents a series of meetings each year for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the schools.

Constructive Interaction with staff

1. Cooperates with the school counseling services director, principals and staff in planning the instructional program and support services for special education pupils and other students with special needs.
2. Meets on a regular basis with all department chairpersons and subject area, special area and guidance directors for the purpose of maintaining ongoing supervision of the coordination and implementation of the district curriculum.

3. Coordinates and conducts classroom observation and the evaluation process. Provides supervision/evaluation of teachers and non-certified staff as requested by building principals or central office administrative staff.

Information and resources

1. Maintains a curriculum reference library for the use of the staff and collaborates with principals and teachers to develop a common file of community resources to enhance the instructional program.
2. Secures and makes available to the staff samples of various instructional materials, textbooks and curriculum guides.
3. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
4. Keeps abreast of and interprets to the staff the current research in the area of curriculum development, teaching and learning.

Other

1. Develops and implements all facets of No Child Left behind Grant, inclusive of all titles.
2. Monitors and supervisors the provision of ESL/Bilingual programs and requirements.
3. Assumes responsibility for planning and implementing district-wide testing program.
4. Analyzes assessment data to make informed instructional recommendations.
5. Assists in the development and coordination of the sections of the budget that pertain to curriculum and instruction.
6. Performs other duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board of education

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

Approved: 10.22.14

Keyport Public Schools

ADMINISTRATION

CERTIFIED

TITLE: DIRECTOR OF GUIDANCE

QUALIFICATIONS:

1. Has obtained a Master's Degree in the area of Student Personnel Services
2. Educational Services Certificate with the Director of School Counseling Services endorsement, or an Administrative Certificate with the Principal or School Administrator endorsement.
3. Minimum experience as determined by the Board
4. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
5. Strong interpersonal and communication skills
6. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Superintendent of Schools

SUPERVISES: School counselors, substance awareness coordinator, nurses, and guidance secretary.

JOB GOAL:

To support the District's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the Board of Education and within the resources provided by it.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership:

1. Designs, implements and evaluates the district-wide guidance and counseling program.
2. Compiles, regularly updates and disseminates, in accordance with district procedures, a comprehensive description of the K-12 Guidance Program including policies, procedures and other components.
3. Maintains communications with offices and agencies that provide specialized help to students and parents.
4. Coordinates the district guidance program with others in the school and community to promote maximum cognitive and effective benefits for students.
5. Works closely with the elementary school principal in the design and implementation of the schedule.
6. Plans and conducts the scheduling process for students entering sixth through twelfth grade.
7. Oversees the K-12 student (cumulative) record system to ensure that relevant, up-to-date information is maintained in accordance with state and federal law, board policy, and district procedures.
8. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.
9. Maintains own knowledge of the instructional and extracurricular programs of the district and

utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience.

10. Makes available to students information about post-high school opportunities through mini-college fairs, individual appointments, print documents, and audio-visual materials.
11. Identifies and addresses needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected students, students making the transition from eighth to ninth grade).
12. Oversees the utilization of Naviance for all guidance functions
13. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents.
14. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
15. Oversees the registration of new students and the transfer of students.
16. Supervises the processing of student working papers.
17. Provides for articulation of the guidance program by conducting regular meetings with counselors.

Staff Supervision & Coordination

1. Administers the transfer of students in and out of district.
2. Facilitates the participation of the guidance and nursing staff in professional development.
3. Oversees the college and scholarship application process.
4. Establishes and oversees I & RS, 504, & HIB processes and requirements.
5. Conducts in-service training for district programs as required.

Data & Testing

1. Oversees and coordinates the district testing program with other administrators. Prepares information/data and interprets the results as requested.
2. Coordinates the alternative testing process as defined by NJDOE.
3. Conducts on going follow up studies of dropouts and graduates, as well as, any requested special population.

Implements policies that are adopted by the school board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board, via the superintendent, on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding any such incident;
 - b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
 - c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or

bullying.

School & Community Relations

1. Promotes on-going two-way communications with students, school personnel, parents, and others to enhance the guidance services program and the school district.
2. Prepares and disseminates guidance related literature and publications inclusive of the school profile, newsletter, website, etc.

Other

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Prepares and submits the department budget requests and monitors expenditure of funds.
3. Performs other duties which may be assigned or required by law, code, regulation or board policy.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the Board

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved:

Keyport Public Schools

ADMINISTRATION

CERTIFIED

TITLE: DIRECTOR OF SPECIAL SERVICES

QUALIFICATIONS:

1. Masters Degree in special education or educational administration/leadership; demonstrated familiarity with special education law and regulations; Certificate of Eligibility (CE) for supervisor or school principal.
2. Minimum experience as determined by the board in the areas of (a) special education services and (b) supervision of staff preferred
3. Broad knowledge of state and federal special education laws, regulations, procedures and reporting requirements
4. Demonstrated ability to effectively administer special education programs and to work with parents, community groups and agencies
5. Strong leadership and communication skills
6. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Superintendent of Schools

SUPERVISES: Child study team members and certified and noncertified special education and health services personnel

JOB GOAL:

To provide leadership and direction to enable special education pupils to benefit from their educational opportunities to the fullest by eliminating or ameliorating problems that interfere with student learning.

PERFORMANCE RESPONSIBILITIES:

Instructional Leadership

1. Provides leadership in the development of the district's special education program; coordinates and supervises related activities. Evaluates existing programs and makes recommendations for improvements.
2. Keeps informed of all legal requirements governing special education, keeps staff informed of legal requirements and ensures that all requirements under administrative code, state/federal law and board policy are met.
3. Serves as a member of the child study team. Assumes responsibility for the preparation and timely submission of all required documents and reports, in order to assure district compliance with legal requirements of this process. Monitors the implementation of IEPs.
4. Recommends policies and programs essential to the needs of special education children.
5. Establishes procedures for evaluation, placement and reappraisal of students in need of special education and/or related services.
6. Supervises and coordinates home instruction for homebound or hospitalized pupils.
7. Assumes responsibility for district compliance with regulations regarding school special education programs. Plans, develops and coordinates the district's system of special education services.
8. Oversees the development and effective delivery of the district's special education program, including the

DIRECTOR OF SPECIAL EDUCATION (continued)

development and maintenance of the cumulative records of students receiving special services.

Staff Supervision and Coordination

1. Assumes responsibility for the recruitment, assignment, supervision and evaluation of all certified and noncertified special education staff.
2. Supervises and coordinates the activities of child study team members and ensures the placement of individual students with special needs in those educational situations best suited to their requirements.

Contact with Parents and Community

1. Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' special needs. Refers parents and child to agencies when appropriate.
2. Interprets the objectives of the district's special education program to parents, students, staff and the community.
3. Meets with parents to discuss implementation of the IEP and to resolve grievances.

Program Planning, Administration, Evaluation and Reporting

1. Cooperates with building principal to plan, coordinate and evaluate the special services program and to evaluate the performance of special education staff assigned to each school.
2. Participates in the development and implementation of in-service and training programs.
3. Prepares and administers the departmental budget.
4. Prepares and submits required state and federal reports, such as IDEA and IDEA grants, Annual Data Report, ASSA Report, End of the Year Report, Extraordinary Aid Application.

Other

1. Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
2. Performs other related duties as may be assigned by the superintendent.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: 10.22.14

KEYPORT PUBLIC SCHOOLS

CENTRAL OFFICE ADMINISTRATION

NON-CERTIFIED

TITLE: District Data Coordinator

QUALIFICATIONS:

1. High school diploma; secretarial training.
2. Have 3-5 years' experience in data in an organizational, corporate, or school environment.
3. Possess strong analytical and organizational skills and have excellent integrity and demonstrate good moral character and initiative.
4. Hold a valid driver's license with no serious violations.
5. The ability to work with a high degree of accuracy with spreadsheets, NJ SMART, and student management systems.
6. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate will with students, staff, administration, parents, and the community.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Maintenance of confidentiality including, records and information, etc.
9. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Business Administrator/Superintendent

JOB GOAL: To supervise, manage and coordinate the data affairs of the district efficiently and effectively to ensure that support services help to achieve the educational goals of the district with the available data resources.

JOB FUNCTIONS AND PERFORMANCE RESPONSIBILITIES:

1. Manage, utilize and maintain the district's student information system. Create procedures that will lead to the accurate input of data and work cooperatively with other district staff to ensure their ability to follow the procedures established
2. Maintain the student database as necessary for efficiently and accurately fulfilling the District's reporting requirements for federal, state and county reports, including but not limited to the following: Limited English Proficient, Home Language Survey, Application for School State Aid and NJ Register/Average Daily Attendance
3. Update and maintain district wide staff programs including, but not limited to the following: Genesis, NJSMART, Meals Plus, Systems 3000, and IEP Direct. Train district staff to use these programs.
4. Gather and maintain necessary data to ensure the efficient and accurate uploads required for NJSMART.
5. Oversee and manage a district standardized reporting system for district records such as enrollment, attendance and assessment.
6. Extract and export database system into different file formats for importing into other programs

7. Ensure adherence to policies established by federal and state law regarding the coding and reporting of student information.
8. Creates and maintains employment contracts for all employees.
9. Assist administrators and guidance counselors with school scheduling from initial tallies to finalization of student schedules
10. Ensure compliance with the state-mandated assessment program by assuming responsibility for accurate and efficient completion of the Online Materials Survey and the Pre-ID label upload. Support the district testing program by providing pre-ID labels and/or class rosters as requested by the Director of Curriculum and Instruction.
11. Train administrators, teachers and support staff in how to maximize the use of the student management system for developing student and teacher schedules, tracking student discipline, and inputting and printing reports.
12. Support administrators in their use of data based decision making by providing training and technical expertise in how to generate, input, format, and interpret student achievement data
13. Provide support to central office administration by assisting with the preparation of reports to the Board of Education related to student achievement
14. Stay abreast of current technological development and trends in the field of data management by attending meetings, conferences, and classes, as necessary
15. Participate in the development of the District Technology Plan
16. Participate in department meetings and Technology Integration Coordinator meetings
17. Any other duties as assigned by the Superintendent or his/her designee

TERMS OF

EMPLOYMENT: Twelve month work year. Salary, benefits, leave time and condition are negotiated through individually negotiated contract.

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with NJ and the provisions of the board's policy on evaluations

Approved: 10.22.14

KEYPORT PUBLIC SCHOOLS

CHILD STUDY TEAM

CERTIFIED

TITLE: LEARNING DISABILITIES TEACHER CONSULTANT

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher-Consultant Endorsement
2. Minimum experience as determined by the board
3. Knowledge of laws and regulations governing special education; and demonstrated ability to effectively assess children's learning characteristics, design appropriate instructional strategies and plan educational programs
4. Strong interpersonal and communication skills
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Director of Special Services

JOB GOAL:

To effectively assess pupils' learning characteristics and design appropriate instructional plans in order to enable each pupil to maximize his/her learning potential.

PERFORMANCE RESPONSIBILITIES:

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses academic proficiency and learning characteristics of each pupil referred to the child study team for evaluation and interprets the findings in written reports and informal conferences.
3. Assists in the development and coordination of an appropriate individualized education program for each pupil requiring special education and/or related services. Participates in the ongoing assessment of academic achievement and educational placement of classified pupils.
4. Consults with classroom teachers, administrators and parents regarding special instructional methods and/or materials necessary to meet the specific needs of individual pupils.
5. Keeps up-to-date in the field of learning disabilities and with current regulations governing the education of pupils with disabilities.
6. Participates in the development and delivery of in-service programs and parent seminars related to learning disabilities and effective teaching methods.
7. Works to keep the community informed of the special education program and the role of the learning disability teacher-consultant.
8. Serves as a case manager as assigned and maintains appropriate case records.
9. Maintains professional competence through in-service education and other professional growth activities.
10. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.
11. Performs other related duties as assigned by the superintendent of schools or the student personnel services director.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

LEARNING DISABILITIES TEACHER (continued)

Approved: 10.22.14

Keyport Public Schools

ADMINISTRATION

CERTIFIED

TITLE: PRINCIPAL

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the board
3. Demonstrated leadership skills in the areas of curriculum development, program evaluation, staff development and school improvement
4. Strong interpersonal and communication skills
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Superintendent of Schools

SUPERVISES: All certified and noncertified staff assigned to the school

JOB GOAL:

To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil.

PERFORMANCE RESPONSIBILITIES:

School Leadership

1. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Exercises leadership in school-level planning for improvement of instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Keeps the superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.

Curriculum and Instruction

1. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
2. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
3. Plans, organizes and supervises all curricular and extracurricular activities.

Supervision and evaluation of school staff

1. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
2. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
3. Conducts staff meetings as necessary for the proper functioning of the school.

Office management and administrative efficiency

1. Prepares and submits the school's budget requests and monitors the expenditure of funds.
2. Establishes and maintains an efficient office system to support the administrative functions of the school.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents;

and the destruction of public records in accordance with law and regulations.

4. Reports incidents of violence, vandalism and substance abuse. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
5. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
6. Ensures the proper collection, safekeeping, and accounting of school activity funds.

Scheduling

1. Develops and maintains a master schedule for the academic, extracurricular programs, and works cooperatively with the business administrator to schedule community use of the school building and grounds.
2. Approves the master teaching schedule and classroom assignments.
3. Plans, schedules and supervises fire and other emergency drills as required by law and board policy.

Contact with students

1. Greets students in a friendly and dependable manner during their morning arrival whenever possible.
2. Supervises dismissal.
3. Interacts appropriately with students during the school day.
4. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
5. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.

Contact with Parents, Guardians, and the local community

1. Attends special events held to recognize student achievement and other school-sponsored activities and functions. Speaks with clarity, authority and appropriate earnestness at such events.
2. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
3. Acts as a liaison between the school, home and community; interprets policies, programs and activities; and encourages broad community participation in the affairs of the school. Communicates information to parents and the community that is required by law or administrative code.
4. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

Implements policies that are adopted by the school board

1. Stays familiar with the policy manual as adopted and updated by the school board, implements the policies, and reports to the board via the superintendent on policies that may need to be modified in order to improve student achievement.
2. Specifically for implementing the policy on harassment, bullying and intimidation (HIB), the role of the principal is that "the investigation shall be initiated by the principal or the principal's designee within one school day of the report." The investigation is actually "conducted" by the HIB specialist. When receiving and responding to reports of HIB, the role of the school principal will include:
 - a. Receive verbal reports of all acts of harassment, intimidation, or bullying on the same day when the school employee or contracted service provider witnessed or received reliable information regarding

any such incident;

- b. The principal shall inform the parents or guardians of all students involved in the alleged incident, and may discuss, as appropriate, the availability of counseling and other intervention services; and
- c. All acts of harassment, intimidation, or bullying shall be reported in writing to the school principal within two school days of when the school employee or contracted service provider witnessed or received reliable information that a student had been subject to harassment, intimidation, or bullying.

Other

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

TERMS OF EMPLOYMENT: Work year and salary to be determined by the board

ANNUAL EVALUATION: Performance of this job will be evaluated annually in accordance with New Jersey State law and the provisions of the board's policy on evaluation of certified staff.

Approved: 10.22.14

KEYPORT PUBLIC SCHOOLS

CHILD STUDY TEAM

CERTIFIED

TITLE: SCHOOL SOCIAL WORKER

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and School Social Worker Endorsement
2. Minimum experience working with families and community health and social services agencies as determined by the board
3. Demonstrated knowledge of laws and regulations governing special education
4. Effective problem-solving, human relations and communication skills
5. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Director of Special Services

JOB GOAL:

To help students resolve such personal, emotional, and social problems as interfere with their adjustment to school and their capacity to enjoy the fullest benefits of the education offered them.

PERFORMANCE RESPONSIBILITIES:

Observation, Evaluation and Assessment of Students

1. Participates in the evaluation, classification and placement of all pupils with special needs.
2. Assesses a student in terms of personal and family history, socio-economic and cultural differences.
3. Evaluates the configuration of factors within the home, community and school as related to a student's current social and academic adjustment.
4. Interprets the implications of significant social findings as a member of the child study team, and participates in educational planning for exceptional students.
5. Observes pupils in classroom and/or playground.
6. Interviews pupils as indicated.
7. Observes children in special education classes on an ongoing basis.

Interaction with Students, Parents, School and Community

1. Plans home visits or office interviews with family members to assess past and present history and development as well as family dynamics and interactions that are relevant to the child's adjustment.
2. Maintains an ongoing relationship with families for the purpose of: sharing information regarding educational planning and programming for the student; assisting the family in utilizing appropriate community resources; and providing counseling to family members and/or students to facilitate social adjustment.
3. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
4. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
5. Counsels groups of students and/or parents regarding social adjustment problems.
6. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.

SCHOOL SOCIAL WORKER (continued)

7. Assists in upholding and enforcing department rules, administrative regulations and board policy.
8. Maintains professional competence through inservice education and participation in professional development activities.
9. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.
10. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.
11. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.
12. Assumes other related duties/assignments assigned by the superintendent or student personnel services director.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved:

KEYPORT PUBLIC SCHOOLS

BUILDING/DEPARTMENT SECRETARY

NON-CERTIFIED

TITLE: SECRETARY

QUALIFICATIONS:

1. High school diploma or equivalent training
2. Minimum experience as determined by the board
3. Good word processing skills
4. Knowledge of automated office equipment and efficient office procedures
5. Good telephone skills and ability to communicate effectively
6. Required criminal history check and proof of U.S. citizenship or resident alien status

REPORTS TO: Designated Supervisor

JOB GOAL:

To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the designated office.

PERFORMANCE RESPONSIBILITIES:

1. Receives and routes incoming calls and correspondence.
2. Coordinates/creates schedules of the administrator and/or department.
3. Performs usual office routines.
4. Assists in website maintenance.
5. Maintains confidential staff/student records.
6. Prepares correspondence, notices and reports.
7. Utilizes district software in the maintenance and creation of required reports.
8. Maintains a well-organized up-to-date filing system.
9. Operates all office equipment machines necessary to complete reports and clerical work required in the operation of the office.
10. Arranges meetings, prepare agendas and handles follow-up activities as necessary.
11. Assists, logs in, and directs visitors to the schools.
12. Maintains confidentiality as required and appropriate.
13. Assists other administrators and/or secretaries.
14. Effectively utilize district budgeting software for purchasing and budgeting purposes.
15. Performs other tasks related to the efficient operation of the office as assigned.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

NJSBA MANUAL FOR DEVELOPMENT OF JOB DESCRIPTIONS

SECRETARY (continued)

Approved :

KEYPORT PUBLIC SCHOOLS

CHILD STUDY TEAM

CERTIFIED

TITLE: SPEECH LANGUAGE SPECIALIST

QUALIFICATIONS:

1. Valid New Jersey Educational Services Certificate and Speech-Language Specialist Endorsement
2. Demonstrated comprehensive knowledge in the field of speech-language pathology
3. Ability to effectively apply the principles of assessment, treatment and prevention of speech, language and hearing disorders
4. Strong interpersonal and communication skills
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, and N.J. residency within one school year.

REPORTS TO: Director of Special Services

JOB GOAL:

To help reduce or eliminate speech and hearing impediments that may interfere with the students' ability to derive full benefit from the district's educational program.

PERFORMANCE RESPONSIBILITIES:

1. Makes assessments, analyses and classifications of students' communication competencies and characteristics.
2. Plans, prepares and delivers treatment programs for children with speech and language deficiencies.
3. Provides diagnostic evaluations of pupils referred to the child study team for communication disorders and participates in team conferences related to those pupils.
4. Develops and implements an individualized educational program (IEP) in conjunction with parents and teachers for pupils who are eligible for speech correction and identifies pupils in need of related services.
5. Provides individual and small group intervention sessions with students who have been classified.
6. Conducts classes in language stimulation.
7. Maintains close liaison with the child study team and serves as a case manager as assigned.
8. Keeps those records necessary for each child and completes all required local, state and federal reports.
9. Participates in the development and improvement of opportunities for disabled/exceptional students by providing individual or group in-service experiences for staff and parents.
10. Conducts ongoing evaluation of all children in the program to determine appropriateness of their program.
11. Acts as educational consultant to classroom teachers, guidance counselors and administrators as required.
12. Assists in proper referrals of individuals to agencies and specialists in the community.
13. Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies.
14. Maintains professional competence through in-service education and other professional growth activities.
15. Assumes other related duties as assigned by the superintendent of schools or the student personnel director.

TERMS OF

EMPLOYMENT: Work year and salary to be determined by the board.

SPEECH-LANGUAGE SPECIALIST (continued)

ANNUAL

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved: 10.22.14