

JOB DESCRIPTION: SCHOOL PSYCHOLOGIST

POSITION DESCRIPTION:

The School Psychologist is directly responsible for the psychological assessment of academic, social, emotional, and behavioral domains utilizing problem-solving and standardized evaluations. The School Psychologists monitor the completion of case study evaluations and participate in Individual Education Plan (IEP) conferences and problem-solving meetings designing systems, programs and services that maximize students' social, emotional, and educational success. In collaboration with staff, families, students, and communities the school psychologist promotes effective educational environments.

QUALIFICATIONS:

1. Valid Certificate in School Psychology
2. Knowledge of methods of assessment; systematic processes to collect data, translate assessment results into empirically based decisions about service delivery and evaluate outcomes of services.
3. Knowledge of learning processes, appropriate instructional interventions to meet students' needs, and the ability to implement and assess their effectiveness.
4. Knowledge of behavioral mental health, collaborative and/or consultation models and methods and their application.
5. Bilingual skills as necessary for the position
6. Participate in twelve (12) hours of Crisis Prevention Intervention (CPI) training and techniques

REPORT TO: Principal or School Administrator

ESSENTIAL JOB FUNCTIONS

1. Conduct psychological assessments and interpret results for students and participate in IEP conferences, team meetings, and problem-solving meetings.
2. Provide individual, group, and family therapy per IEP requirements.
3. Monitor completion of case study evaluations and participate in IEP conferences and problem solving meetings.
4. Lead crisis intervention efforts and provide insight into the development of functional assessments and behavior intervention plans.
5. Integrate psychological services into the classroom environment as appropriate.
6. Provide assistance to staff in the design and implementation of appropriate interventions and accommodations for students.
7. Evaluate and/or translate research into practice and understand research design and statistics in sufficient depth to plan and conduct investigations and program evaluations for improvement of services.
8. Contribute to program development that furthers the integration of social, coping, and problem solving in the classroom.
9. Provide support services to parents/guardians as needed.
10. Coordinate and/or collaborate with a range of individuals/agencies to promote and provide

comprehensive services to students and families.

11. Provide and/or assist in professional development for staff, parents, and/or community.
12. Participate in professional growth activities on a yearly basis, workshops, in-services and professional reading materials.
13. Proficiently use technology to communicate, compile reports, and collect data.
14. Participate in building or program activities and meetings as appropriate.

GENERAL RESPONSIBILITIES:

1. Assume appropriate roles as adult model, behavior manager and educator.
2. Continue professional growth.
3. Assume other duties and special projects as assigned

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification

from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

N.J.S.A. 18A:26-1.1 Residence requirements prohibited

N.J.S.A. 18A:26-2 Certificates required; exception

N.J.S.A. 18A:27 Employment and contracts

N.J.S.A. 18A:28-3 No tenure for noncitizens

N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required

N.J.S.A. 18A:40A Substance abuse

N.J.S.A. 18A:46 Classes and facilities for handicapped children

See particularly:

N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated

programs

N.J.S.A. 18A:46-11 Psychological and other examinations

N.J.A.C.. 6A:7 Managing equality and equity in education

N.J.A.C.. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C.. 6A:9-3.3 Professional standards for teachers

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C.. 6A:9B-5 General certification policies

N.J.A.C.. 6A:9B-9 Requirements for educational services certificate
N.J.A.C.. 6A:9B-12.9 School psychologist
N.J.A.C.. 6A:9C-3 Required professional development for teachers and school leaders
N.J.A.C. 6A:10 Educator effectiveness
See particularly:
N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members
N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation
N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice principals and assistant principals
N.J.A.C.. 6A:14 Special education
N.J.A.C.. 6A:16 Programs to support student development
N.J.A.C.. 6A:32-4 Employment of teaching staff
N.J.A.C.. 6A:32-5.1 Standards for determining seniority
N.J.A.C.. 6A:32-6 School employee physical examinations
N.J.A.C.. 6A:32-7 Student records
N.J.A.C.. 6A:32-8 Attendance and pupil accounting
Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.
Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq
No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.
Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)
Honig v. Doe, 484 U.S. 305 (1988)
Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

LEARNING DISABILITIES TEACHER - CONSULTANT

Qualifications:

1. Valid New Jersey Educational Services Certificate and Learning Disabilities Teacher Consultant Endorsement
2. Minimum experience, as determined by Board of Education
3. Knowledge of laws and regulations governing special education; and demonstrated ability to design appropriate instructional strategies and plan educational programs
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports to: School/District Administrators

Job Goal:

To effectively assess pupils' learning characteristics and design an appropriate instructional plan 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 plan 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 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 the Board Policy.
11. Performs other related duties as assigned by the Superintendent of Schools, or the Supervisor of Special Services.

Terms of Employment: Work year and salary to be determined by the Board.

Evaluation:

Performance of this job will be evaluated annually in accordance with State law and provisions of the Board's Policy on evaluation of certified staff.

N.J.S.A.: 10:5, 18A:6-7.1, -10, 16-1, -2, 26-1, -2, 18A:27, 28-3, -5, -8, 18A:46, -5.1

N.J.A.C.: 6:3-3.1, -4.1, -4A.4, -5.1 -6, -9, 6:8, 6A:7, 8, 9, 6A:9-3.3, -5, -9, -9-13.10, -15, 6A:14, 16

TITLE: SCHOOL SOCIAL WORKER

QUALIFICATIONS:

1. Hold a New Jersey Educational Services Certificate with a School Social Worker Endorsement in accordance with the requirements of N.J.S.A. 18A:27.1 et seq., and N.J.A.C. Title 6 Chapter 11.
2. Knowledge of laws and regulations governing special education and demonstrated ability to effectively provide testing, evaluations and counseling services.
3. Minimum experience working with families and community health and social services agencies as determined by the board.
4. Exhibit positive interpersonal skills to relate well with students, staff, administration, parents, and the community.
5. Strong interpersonal and communication skills.
6. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
7. Demonstrate the ability to communicate effectively and concisely in English, both orally and in writing, using proper grammar and vocabulary.
8. Have excellent integrity and demonstrate good moral character and initiative. Demonstrate the ability to use electronic equipment for work processing, data management, information retrieval, visual presentations, and telecommunications.
9. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
10. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6- 7.1.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4
12. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
13. Meet such alternatives to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

REPORTS TO: Principal/CSA/School Administrators

JOB GOAL:

Provide a full range of social work services to link the home and the school. Responsibilities include serving as a member of the Child Study Team, assessing the needs of students, providing appropriate social work services, monitoring student performance, consulting with the instructional staff to assist them in providing strategies for student social and personal growth, and coordinating services for and communications with a student's family and other social service resources.

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 school social worker. 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 the 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

8. 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.
9. 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.
10. Initiates, facilitates and maintains liaison with community agencies and other resources to meet special needs. Refers parents and child to agencies when appropriate.
11. Consults with administration and staff regarding social adjustment factors of students in schools, at home and in the community.
12. Counsels groups of students and/or parents regarding social adjustment problems.
13. Serves as a case manager, as assigned, and maintains appropriate case records. Maintains the confidentiality of sensitive information in student files.

14. Assists in upholding and enforcing department rules, administrative regulations and board policy.

15. Maintains professional competence through inservice education and participation in professional development activities.

16. Assists in coordinating, developing, monitoring and evaluating the effectiveness of individualized education plans.

17. Attends and participates in meetings as deemed necessary and consistent with the needs of the district.

Other

18. Performs all duties required as a member of the child study team by administrative code, state and federal laws, and board policy.

19. Assumes other related duties/assignments assigned by the superintendent or special services director.

20. Assists in the development and delivery of in service programs and parent seminars.

21. Keeps the staff and community informed of the schools' counseling services.

22. Maintains professional competence through continuing education and other professional growth activities.

23. Observes pupils in classrooms and other school settings.

24. Serves as a consultant to parents, school personnel and community groups on child development and mental health topics.

25. Cooperates with personnel of community health and social welfare agencies.

26. Performs all duties required as a member of the child study team by administrative code, state and federal laws and board policy.

27. Performs other related duties as may be assigned by the superintendent or special services director.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the

essential responsibilities and functions of the job and are not meant to be all inclusive.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.

2. Sit, stand and walk for required periods of time.

3. Speak and hear.

4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

5. Communicate effectively in English, using proper grammar and vocabulary.

6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Function in a workplace that is usually moderately quiet

TERMS OF EMPLOYMENT: 10-month employee, salary and work year as set by the MEA Contract.

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

LEGAL REFERENCES:

N.J.S.A. 10:5-1 et seq. Law Against Discrimination

N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification

from employment; exception

N.J.S.A. 18A:6-10 Dismissal and reduction in compensation of persons under tenure in public school system

N.J.S.A. 18A:16-1 Officers and employees

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:26-1 Citizenship of teachers, etc.

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N.J.S.A. 18A:28-5 Tenure of teaching staff members

N.J.S.A. 18A:28-8 Notice of intention to resign required

N.J.S.A. 18A:40A Substance abuse

SCHOOL SOCIAL WORKER (continued)

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N.J.S.A. 18A:46 Classes and facilities for handicapped children

See particularly:

N.J.S.A. 18A:46-5.1 Basic child study team services; provision by boards of education and state operated

programs

N.J.S.A. 18A:46-11 Psychological and other examinations

N.J.A.C.. 6A:7 Managing equality and equity in education

N.J.A.C.. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C.. 6A:9-3.3 Professional standards for teachers

N.J.A.C. 6A:9B State board of examiners and certification

See particularly:

N.J.A.C.. 6A:9B-5 General certification policies

N.J.A.C.. 6A:9B-9 Requirements for educational services certificate

N.J.A.C.. 6A:9B-12.9 School psychologist

N.J.A.C.. 6A:9C-3 Required professional development for teachers and school leaders

N.J.A.C. 6A:10 Educator effectiveness

See particularly:

N.J.A.C. 6A:10-2.1 et seq. Evaluation of teaching staff members

N.J.A.C. 6A:10-4.1 et seq. Components of teacher evaluation

N.J.A.C. 6A:10-6.1 et seq. Evaluation of teaching staff members other than teachers, principals, vice

principals and assistant principals

N.J.A.C.. 6A:14 Special education

N.J.A.C.. 6A:16 Programs to support student development

N.J.A.C.. 6A:32-4 Employment of teaching staff

N.J.A.C.. 6A:32-5.1 Standards for determining seniority

N.J.A.C.. 6A:32-6 School employee physical examinations

N.J.A.C.. 6A:32-7 Student records

N.J.A.C.. 6A:32-8 Attendance and pupil accounting

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

Individuals With Disabilities Education Act (IDEA), 20 U.S.C. 1400 et seq.

No Child Left Behind Act of 2001, P. L. 107-110, 20 U.S.C.A. 6301 et seq.

Agostini v. Felton, 65 U.S.L.W. 4524 (1997), overruling Aguilar v. Felton, 473 U.S. 402 (1985)

Honig v. Doe, 484 U.S. 305 (1988)

Oberti v. Board of Education of Clementon School District, 995 F.2d 1204, 1216-17 (3d Cir. 1993)

JOB DESCRIPTION

TITLE: BUS DRIVER

QUALIFICATIONS:

1. Hold and maintain a Valid Commercial Driver's License.
2. Be a reliable person of good character who shall possess the qualifications and communication skills necessary to perform the duties of the position, and comply with the rules set forth for drivers in all federal, state and local regulations.
3. Have a minimum of three years' previous safe driving experience.
4. Have sufficient mechanical aptitude to diagnose minor problems and make appropriate repairs.
5. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
6. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
7. Ability to maintain passenger discipline to ensure their safety and well-being and protect against vandalism
8. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment. Strong communication and interpersonal skills.
9. Have excellent integrity and demonstrate good moral character and initiative.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
12. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six month period, provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
13. Provide evidence that health is adequate to fulfill the job functions and responsibilities, with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
15. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

REPORTS TO: Coordinator of Transportation/Administrative staff

JOB GOAL: The Bus Driver transports students in a safe and efficient manner and performs all activities related to the operation of the school bus.

PERFORMANCE RESPONSIBILITIES:

1. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off. Drive school buses and transport students between pickup points and school or to various events, activities, and destinations.
2. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
3. Check, clean, and perform minor servicing of buses.
4. Conducts a pre-trip safety inspection of the bus prior to every trip and completes the school bus condition report.
5. Performs light maintenance (check and replace water, antifreeze, oil and battery water; add air to tires; replace burned out bulbs) as necessary.
6. Participates in emergency evacuation drills in accordance with administrative code and board policy, and instructs passengers regarding safety regulations and other bus rules.
7. Assist disabled children and others out of and into vehicles when there is no bus attendant assigned.
8. Demonstrate knowledge of assigned routes and stops by actually driving the route and noting stops before the first day of service without students on board.
9. Be in full charge of the school bus at all times and report unmanageable students to the district transportation supervisor and principal of the receiving school on the district prescribed incident/discipline form.
10. Adhere to safety rules when loading and unloading pupils.
11. Prepare simple reports and keep logs of trips.
12. Conduct a pre-trip and post trip safety inspection of the bus prior to every trip and complete the School Bus Condition Report.
13. Notify the Transportation Supervisor of any mechanical malfunctions and/or safety hazards.
14. Adhere to established routes, designated bus stops and keep to the assigned time schedule.
15. Transport only authorized students and ensure that all students have left the bus at the end of the route
16. Obey all traffic laws and observe mandatory school bus safety regulations.
17. If ticketed as a result of an accident or traffic stop by police, the bus driver will pay any fines and court costs, and will attend driving safety classes if so ordered by the municipal court judge.
18. Will not use a cell phone while the bus is turned on or in gear, either to receive calls or to make calls. Cell phone operation on a moving vehicle is a distraction and a safety hazard. Cell phone operation by a bus driver is only permitted if the bus is parked or at the roadside curb with the engine turned off and the bus out-of-gear.
19. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
20. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

21. Participate in appropriate in-service and workshop programs and attend any required meetings.
22. Use computers and/or electronic equipment to fulfill job functions.
23. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
24. Adhere to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
25. Perform any duties and responsibilities that are within the scope of employment, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
26. Report all accidents in accordance with N.J.S.A. 39-4:130.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

Environmental Demands:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times

Other

1. May be required to wear a standard uniform selected by the district for security purposes.
2. Performs related duties as assigned.

TERMS OF EMPLOYMENT: 10-12 month employee,

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.

Legal References:

N.J.S.A. 2C:12-1 Assault

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

N.J.S.A. 18A:7-7.1c Employment of applicant on emergent basis, conditions

N.J.S.A. 18A:16-2 Physical examinations; requirement

N.J.S.A. 18A:25-2 Authority over pupils

N.J.S.A. 18A:39-17 Names, certain information relative to bus drivers to be filed by secretary of board of education

N.J.S.A. 18A:39-18 Information on bus drivers furnished by contactor

N.J.S.A. 18A:39-19.1 Bus driver required to submit certain information to commissioner; notice of pending charges

N.J.S.A. 18A:39-20 Approval

N.J.S.A. 18A:39-27 Bus driver required to be on bus when pupil present; exception

N.J.S.A. 39:3B-25 Use of cell phone prohibited while driving school bus, exception; fines

N.J.S.A. 39:5D-1 Commercial driver license

N.J.A.C. 6A:27 Student transportation

See particularly:

N.J.A.C. 6A:27-11 Safety

BUS DRIVER (continued)

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N.J.A.C. 6A:27-12.1 Drivers and aides

N.J.A.C. 6A:32-6 School employee physical examinations

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

Transportation Employee Testing Act of 1991 School bus drivers, 49 CFR 382.103

Employee Education/Supervisor training, 49 CFR 382.1202, 1203

R.S. 39:3-10.1, Commercial Motor Vehicle Act of 1986

CUSTODIAN

QUALIFICATIONS:

1. High School Diploma
2. Fireman's Black Seal license and post-secondary training related to professional responsibilities preferred.
3. Good communication, organizational and supervisory skills
4. Building maintenance skills necessary
5. Possess such personal qualities as integrity, sense of responsibility and cooperative skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Administrative Staff and Chief School Administrator

JOB GOAL: To Provide students and staff with a physical environment that is clean, safe and efficiently operated.

PERFORMANCE RESPONSIBILITIES:

Daily Supervisor Responsibilities

1. Maintain clean and safe school facility including but not limited to classrooms, bathrooms, floors, hallways, garbage collection, assisting school staff with spill
2. Supply receipt and delivery to appropriate school location
3. Landscaping, mowing, weed removal, snow removal, and playground upkeep as necessary
4. Assist with fire evacuation drills and lock-down drills
5. Assisting with arrival and dismissal of students as needed
6. Assisting with Nutrition Program as needed
7. Keep copy machines supplied with paper and ink, maintain laminator.
8. Assist teacher with the moving and lifting of heavy materials.
9. Assist in preparation of all-purpose room/gymnasium for assembly programs.
10. Assist in setting up for evening programs.

TERMS OF EMPLOYMENT: Work year and hourly rate to be determined by the Board.

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-certified staff.

LEGAL REFERENCES:

- N.J.S.A. 18A: 6-7.1 Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment
- N.J.S.A. 18A: 6-10 Dismissal and reduction in compensation of persons under tenure in public school systems
- N.J.S.A. 18A: 16-2 Physical examination; requirement
- N.J.S.A. 18A: 27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
- N.J.S.A. 34:5A – N.J. Worker and Community Right to Know Act
1 et seq.
- N.J.A.C. 6:8-4.9(a)7ii(6) School Visits
- N.J.A.C. 6:8-4.9(a)6 Health and safety
- N.J.A.C. 6:8-4.9(a)7 Comprehensive maintenance plan
- N.J.A.C. 6:8-4.9(a)8 Facilities master plan-substandard classrooms
- N.J.A.C. 6:22-7.1 Long-range facilities plans
- N.J.A.C. 6:29- 7.4 Requirements of physical examinations
- N.J.A.C. 12:90-3.4,3.5 License for high and low pressure boiler operators
- N.J.A.C. 12:100-4.2 Adoption by reference

Bloodborne Pathogen Standard, 29 CFR 1910.1030

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