

PERSONNEL
TEACHING

Motion was made by Mr. Cevasco, seconded by Mr. Readel and approved by the following roll call vote, Mrs. Russell, yes; Mr. Leahy, yes; Mr. Readel, yes; Mr. Cevasco abstained on Item A and yes on remaining items; Mr. D'Ambola, yes.

Item A Motion that the Board of Education approve the employment of substitute teachers for the 1989-90 school year, as listed below:

SUBSTITUTE
TEACHERS
1989-90
SCHOOL YEAR

Abeal, Anthony M.
26 Breton Road
Brick, New Jersey 08723

Aufiero, Rose Ann
47 Arbutus Avenue
Brick, New Jersey 08723

Brady, Jane S.
64 Pershing Boulevard
Lavallette, New Jersey 08735

Day, Denise
115 Northrop Drive
Brick, New Jersey 08724

Fannelli, Vicki, L.
1959 Vermont Avenue
Toms River, New Jersey 08755

Flaig, Sharon
14 Santiago Drive
Brick, New Jersey 08723

Fuschetto, Patricia Ann
74 E. Bella Vista Road
Brick, New Jersey 08724

Henderson, Carol
608 Marshall Drive
Point Pleasant, New Jersey 08742

Kelly Christine
347 Saw Mill Road
Brick, New Jersey 08724

Lloyd, Charles
601 Mistletoe Avenue
Point Pleasant, New Jersey 08742

Cevasco, Katherine A.
14 Divison St., Brick, NJ 08724

Kurek, Carol Ann
747 Point View Road
Brick, New Jersey 08724

Shenego, Debra Ann
516 Oregon Avenue
Brick, New Jersey 08724

Spector, Morris
211 Wedgewood Drive
Toms River, NJ 08753

Williams, Sandra A.
1411 Brentwood Avenue
Brick, New Jersey 08723

Wolfe, June M.
70 St. Lawrence Blvd.
Brick, New Jersey 08723

Zarrilli, Christine M.
425 S. Community Dr.
Brick, New Jersey 08723

Struyk, Dana
3311 Windsor Avenue
Toms River, NJ 08753

Pearsall, Jane
77 Pineland Road
Brick, New Jersey 08724

McKnight, Irene
135 Valencia Drive
Brick, New Jersey 08724

Warner, Wendy Louise
1459 Highway 88 West
Building No. 3, Apt. 2B
Brick, New Jersey 08723

Item B Motion that the Board of Education approve the request for leaves of absence, for the 1989-90 school year as follow:

LEAVES OF
ABSENCE

Mrs. Maria Martone
Eff: 9/18/89 thru 11/5/89
Brick exp. - 2.6 years

OSB/HERB
Music

Medical leave/
without pay

Ms. Denise Castellano
Eff: 1/10/90 thru 2/12/90
Eff: 2/13/90 thru 2/21/90

BTHS
Bus. Ed.

Maternity leave/
with pay
without pay

Mrs. Cindy Lou Stier
Eff: 10/23/89 thru 1/1/90
Brick exp. - 3 years

VMES
Grade 4

Maternity leave/
with pay

LEAVES OF
ABSENCE
continued
SUBSTITUTES

Mrs. Sharon Noonan
Eff: 10/23/89 thru 1/1/90
Brick exp. - 3 years

VMES
Grade 4

Maternity leave/
with pay

Mrs. Carol Donovan
Eff: 2/5/90 thru 3/3/90
Eff: 3/5/90 thru 3/21/90
Eff: 3/22/90 thru 6/30/90
Brick exp. - 18 years

VMES
Speech

Maternity leave/
with pay
without pay
Child-care without
pay

RESIGNATIONS
SCHEDULE E

Item C Motion that the Board of Education accept the resignations of teachers from their Schedule E Positions as follows:

KUHN

Kevin Kuhn, Math Advisor, BTMHS

COOK

Chris Cook, ½ Chess Club Advisor, BTMHS

APPOINTMENTS
SCHEDULE D
AND E

Item D Motion that the Board of Education approve the appointments to Schedule D and E, as follows:

Barbara Godbold, Asst. Yearbook Advisor, BTMHS	\$1,400.00
James Clemente, Chess Club Advisor, BTMHS	1,100.00
Thomas Webster, Asst. Band Director, BTMHS	2,450.00
Jeff Krywinski, Asst. Band Front Coord., BTMHS	2,300.00

TUITION
REIMBURSEMENT

Item E Motion that the Board of Education approve payment of Tuition Reimbursement for the 1988-89 school year, as per the attached list.

JOB
DESCRIPTIONS

Item F

Motion that the Board of Education approve the job descriptions for Occupational Therapist; Physical Therapist and ESL/Bilingual as attached.

RESIGNATION
SPAGNOLA

Item G Motion that the Board of Education accept the resignation of Miss Lisa Spagnola, English Teacher at Brick Township Memorial High School, effective December 22, 1989. Miss Spagnola has 1.4 years of Brick experience.

PERSONNEL
(Non-
TEACHING)

Motion was made by Mr. Readell, seconded by Mr. Cevasco and carried unanimously by roll call vote to approve items A through Q under Personnel Non-Teaching.

RA APPOINT.
T. WOOLEY

Item A Motion that the Board of Education approve the regular appointment of Thomas Wooley, to the position of Coordinator of School Transportation (in accordance with the provisions of N.J.A.C. 4A:4-2-7, subject to all Civil Service rules and regulations, including the three month working test period, effective September 29, 1989, with no change in salary (\$47,290.)

APPOINT.
TEACHER
AIDES

Motion that the Board of Education approve the appointment of Teacher Aides for the 1989-90 school year as listed below:

NAME		EFFECTIVE DATE
ITEM B Elaine Thompson	\$8,828.00	9/6/89
Carmela Rauseo	8,828.00	9/6/89
Penelope R. Attanasio	8,828.00	9/6/89
Patricia A. Farnkopf	8,828.00	9/6/89
Anne Marie Sandle	8.828.00	9/6/89
Mary Ellen Meyer	8.282.00	9/6/89
Patricia Santaniello	8.828.00	9/6/89

PERSONNEL
NON-TEACHING
continued

Item C Motion that the Board of Education approve the regular appointment of Terrence J. Root, to the position of Groundsman, at an annual salary of \$13,674., sept 2, effective September 19, 1989, subject to all Civil Service rules and regulations, including the three month working test period. RA APPOINT.
ROOT

Item D Motion that the Board of Education approve the regular appointment of the following people to the position of Custodial Worker; at an annual salary of \$13,142., step 2, effective as follows:

<u>Name</u>	<u>Effective Date</u>	
Jerry Boyd	9/5/89	<u>BOYD</u>
Andrew T. Spearer	9/5/89	<u>SPEARER</u>
Joseph DeSantis	9/19/89	<u>DE SANTIS</u>
Harold R. Decker	9/27/89	<u>DECKER</u>

Item E Motion that the Board of Education approve the regular appointment of Karen Niglio, 436 Myrtle Avenue, to the position of Custodial Worker, an annual salary of \$6,571., step 2, (4 hours per day, 5 days a week), effective September 25, 1989, subject to all Civil rules and regulations, including the three month working test period. NIGLIO

Item F Motion that the Board of Education approve the following people to the position of Food Service Worker/ 4 hours, at an annual salary of \$4,579., step 2, effective September 11, 1989, subject to all Civil Service rules and regulations, including the three month working test period. FOOD SERVICE WORKERS

Christine M. Wray	<u>WRAY</u>
Linda S. Betz	<u>BETZ</u>

Item G Motion that the Board of Education approve the regular appointment of Leone Krause, to the position of Supervising School Bus Driver, at an annual salary of \$25,507.; step 13, plus \$368. extra vacation pay, for a total salary of \$25,875., in accordance with Civil Service Certification of Eligibles dated September 25, 1989, effective September 25, 1989 subject to all Civil Service rules and regulations, including the three month working test period. KRAUSE

Item H Motion that the Board of Education approve the temporary appointment of Cheryl L. Bayrooty, 282 Essex Drive, to the position of substitute Teacher Aide for the 1989-90 school year, at a daily rate of \$30.00 per diem (when needed), effective from the first day of employment, subject to all Civil Service rules and regulations. TEMP.APPOINT.
BAYROOTY

Item I Motion that the Board of Education approve the following people to the position of substitute Food Service Workers, at an hourly rate of \$5.37, effective from the first day of employment, subject to all Civil Service rules and regulations: SUB FOOD SERVICE WORKERS

Dolores Angarano
564 New Jersey Avenue
Brick, NJ 08724

Kathleen Apuzzo
293 Leswing Drive
Brick, NJ 08723

SUB FOOD
WORKERS

Maria C. Bray
298 Cherry Quay Road
Brick, NJ 08723

Nancy E. Finelli
373 Cherry Quay Road
Brick, NJ 08723

Mary Lou Makris
101 A. Street
Brick, NJ 08723

Dorothy L. Patterson
122 E. Granada Street
Brick, NJ 08723

Marie Polloway
53 Marina Lane
Brick, NJ 08723

Gail L. Sheehan
738 Burnt Tavern Road
Brick, NJ 08724

Deborah L. Wasilak
623 Bancroft Road
Brick, NJ 08724

Re-employment:
June M. Fromm
Patricia Pesco

SUB BUS
DRIVERSITEM J

Motion that the Board of Education approve the following people to the position of substitute School Bus Drivers, at an hourly rate of \$8.10, effective from the first day of employment. Subject to all Civil Service rules and regulations, including the three month working test period:

John Ferrallo
9 Crane Way
Brick, NJ 08723

Robert Manino
1016 Anuill Way
Toms River, NJ 08753

George T. & Cheryl Royael
129 Swamill Road
Brick, NJ 08724

Victoria A. Torres
466 Laurel Avenue
Brick, NJ 08723

Dawn Zeevalk
567 Susan Drive
Brick, NJ 08723

Donna Marie Langone
340 Drum Point Road
Brick, NJ 08723

RETIREMENT

Motion that the Board of Education record with regret, the retirement of the following non-teaching personnel:

ITEM K

Muriel Zehntner
Administrative Secretary

Ruth Kennedy
Food Service Worker/4

January 01, 1990
22.3 years of service

November 01, 1989
10.1 years of service

KORCH
ITEM L

Motion that the Board of Education record the resignation of Walter J. Korch/Custodial Worker, effective September 21, 1989

SUBSTITUTE
TERMINATE

Motion that the Board of Education record the termination of the following substitute non-teaching personnel:

ITEM M

Carolyn L. Norris
Food Service Worker
Effective: 9/1/89

Beatrice J. Haines
Food Service Worker
Effective: 9/1/89

Daniel J. Dimmick
Custodial Worker
Effective: 9/1/89

PERSONNEL
NON-TEACHING

Motion that the Board of Education approve the leave of absence of the following non-teaching personnel, effective as follows:

LEAVE OF ABSENCE

Patrick Rossi
Custodial Worker
Medical Leave of Absence
9/5/89 - 12/1/89 w/o pay

Edward Pierce, Sr.
Custodial Worker
Medical Leave of Absence
9/23/89 - 9/1/90 w/o pay

ITEM N

Gail Stutts
Clerk Typist/10
Personal Leave of Absence
10/12, 13, 16, 20 - 10/23/89 w/o pay

Motion that the Board of Education approve the salaries for the 1989-1990 school year, for the following non-teaching personnel:

SALARY APPROVAL

J. Caravella	\$16,604.	L. Ferrulli	\$15,406.
T. Krakosky	\$13,760.	B. LaPatta	\$15,406.
K. Meyers	\$15,708.	C. Marino	\$12,783.
P. Mesgleski	\$25,479.	A. Roblenski	\$13,251.
G. McDermott	\$15,406.	P. McNamara	\$16,630.
T. Hague	\$12,783.	M. Moran	\$15,406.
J. O'Pray	\$25,479.		

ITEM O

Motion that the Board of Education approve payment of additional monies owed to the following non-teaching personnel for 1988-1989 school year.

SALARY ADJUSTMENTS

L. Krause	\$ 930.00	D. Rogers	\$ 930.00
R. Heitner	\$ 930.00	D. Anderson	\$3011.00
A. Cirigliano	\$1867.00	D. Malone	\$1867.00

ITEM P

Motion that the Board of Education approve the provisional appointment of Marie Horak to the position of Administrative Clerk/Typing, at an annual salary of \$20,237., step 7, effective October 4, 1989, subject to all Civil Service rules and regulations, including the three month working test period and Civil Service examination.

PROVISIONAL APPOINTMENTHORAK

ITEM Q

Dr. Aragona asked to have Policy items (a thru e) tabled until next meeting.

POLICY

Motion was made by Mrs. Russell, seconded by Mr. Leahy and carried unanimously by roll call vote to approve items a thru r, except q as follows:

AUXILIARY ITEMS

Motion that the Board of Education accept reports submitted as follows:

ITEM A

REPORTS

Secretary's Report (August) in balance
Investment Schedule (August and September)
Field Trip Requests
Suspensions

AUXILIARY Move that the Board of Education be advised of the following
continued information with regard to enrollment:

	<u>September 29, 1989</u>	<u>September 6, 1989</u>
ITEM B		
Kindergarten to 6	4220	4244
<u>ENROLLMENT</u> Grades 6 - 8	1936	1929
BTHS	1416	1423
BTMHS	1302	1319
Specials	437	448
Bedside	15	2
	<u>9326</u>	<u>9365</u>

ITEM C Motion that the Board of Education rescind the appointment of
KRYWINSKI Jeff Krywinski to maintain band uniforms at Brick Township
 Memorial High School, this appointment was approved at the
 meeting of June 29, 1989.

ITEM D Motion that the Board of Education appoint Mr. Robert Walker to
WALKER maintain band uniforms at Brick Township Memorial High School at
 a stipend of \$1,000.00 for the 1989-90 school year.

ITEM E Motion that the Board of Education cancel route #3 going to
BUS ROUTE Oakwood School, Tinton Falls, N.J. Never started.

ITEM F Motion that the Board of Education cancel one (1) Brick student
JOINTURE going to Neptune Middle School, Neptune, NJ route 9A NMS via
 American Multi Transport on a jointure with Central Regional.
 The student went for 18 days at a cost of Brick of \$43.00 per
 diem totaling \$774.00

ITEM G Motion that the Board of Education approve the cancellation of
JOINTURE a jointure with Freehold transporting 2 Freehold students to
 St. Peters School, Pt. Pleasant on route #SPA4.

ITEM H See beginning of minutes.

ITEM I Move that the Board of Education employ Metroplan Associates,
MASTER PLAN at a cost of \$7,000. to prepare the Brick Township School
 District's master plan update, effective immediately. (Our
 Five-Year Master Plan must be updated by June 30, 1990, and
 Metroplan Associates conducted our past five-year plan. From
 all indications, they were on target regarding enrollments
 and provided us with an excellent report. The continuity would
 be an asset for this project.)

ITEM J Motion that the Board of Education approve the out-of-district
OUT-OF- placement of one student at the Pt. Pleasant School district
DISTRICT at a cost of \$12,555.

ITEM K Motion that the Board of Education approve the out-of-district
OUT-OF- placement of one student at the Ocean County Occupational
DISTRICT Center at a cost of \$360.00 per month.

ITEM L Motion that the Board of Education approve the out-of-district
OUT-OF- placement of one student at the Ocean Day Training - State
DISTRICT Aid-Eligible Day Training.

Item (m) Discuss report on pupil attendance. This report goes to the State annually. On this report are the name of each school, number of days school was open during SY 88-89, shows the hours of opening and closing and number of hours school was in session, possible days of attendance, days of absence and number of days present. B.T.H.S pupil attendance was 91.9, BTMHS 92.8, L.R.M.S. 94.9, V.M.M.S. 93.5, D.P.S. 94.8, E.H.Y.S. 94.1, Herbs. 94.8, L.M.S. 94.9, Mids. 94.1, Osb. 95.2, V.M.E.S. 94.1. The requirement is for pupil attendance of 85% or better which we surpassed.

ITEM M
PUPIL
ATTENDANCE

Motion that the Board of Education rescind route #10, South Toms River Elementary School. Student never started.

ITEM N
ROUTE #10

Motion that the Board of Education rescind contract jointure with Freehold going to St. Rose, Belmar, NJ on Route SR1.

ITEM O

Motion that the Board of Education rescind contract jointure with Freehold going to St. Peter's, Pt. Pleasant, N.J. on Route #SP4.

ITEM P
RESCIND
JOINTURE

After a review of Auxiliary items, motion was made by Mrs. Russell, seconded by Mr. Leahy and carried unanimously by roll call vote to approve Item Q under Auxiliary pending the correct amount. Correction was to replace per diem with per student.

Motion that the Board of Education approve a jointure with Freehold, 2 Freehold students going to St. Rose, Belmar, NJ on Route SR1 via Coast Cities at a cost of \$601.00 per student for 180 days at a total cost of \$1202.00.

ITEM Q
JOINTURE

Motion that the Board of Education approve addendum #1 on route #11, Toms River Intermediate School, adding 1 Brick student (16 miles X \$2.50 off miles = \$40.00 per diem increase). Total route contract per diem \$97.00

ITEM R
ADDENDEUM #1

Tuition reimbursement (item e under Personnel-Teaching) and Job Descriptions for Occupational Therapist; Physical Therapist and ESL/Bilingual (item f under Personnel-Teaching) will be listed on the following pages.

TUITION REIMBURSEMENT - SUMMER 1988; FALL 1988; SPRING 1989

PAID OCTOBER - 1989

<u>NAME</u>	<u>AMOUNT SPENT</u>	<u>AMOUNT PAID</u>
Adams, Mary	\$ 510.00	\$ 450.00
Barr, Patricia A.	535.00	450.00
Blair, Donald	836.50	450.00
Boyle, Susan	321.00	321.00
Breault, Maureen	530.00	450.00
Caldes, Richard	1,020.00	450.00
Campomenosi, William	642.00	450.00
Conlan, Rita	856.00	450.00
Corino, Lynn	642.00	450.00
Damiano, Gail	1,020.00	450.00
Dooley, Joan	1,605.00	450.00
Duffy, Dorothy	2,663.28	450.00
Erickson, Lois	963.00	450.00
Fitzpatrick, Susan	456.00	450.00
Fletcher, Faith	1,819.00	450.00
Foster, Maria	321.00	321.00
Fudali, Martin	897.25	450.00
Gall, Michael	1,000.00	450.00
Gaul, Holly	876.00	450.00
Gregitis, Kathleen	1,865.50	450.00
Hampson, Eileen	963.00	450.00
Hayes, Martha	522.00	450.00
Heckendorn, Rosemary	642.00	450.00
Inderwies, Marcella	760.00	450.00
Keller, Charlene	510.00	450.00
Kinney, Gail	321.00	321.00
Kohlrenken, Jane	963.00	450.00
Kuch, Donna	912.00	450.00
Lane, Joan	535.00	450.00
Manzi, Thomas	642.00	450.00
Nickerson, Einesmary	1,957.00	450.00
Olsen, H. Paul	510.00	450.00
O'Meara, Mary Ellen	510.00	450.00
O'Neill, Marie	535.00	450.00

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TUITION REIMBURSEMENT - SUMMER 1988; FALL 1988; SPRING 1989

PAID OCTOBER - 1989

<u>NAME</u>	<u>AMOUNT SPENT</u>	<u>AMOUNT PAID</u>
O'Neill, Terence	\$ 321.00	\$ 321.00
Paasch, Denise	674.00	450.00
Palisi, Marianne	321.00	321.00
Paris, Pamela	680.00	450.00
Patterson, Claire	1,006.60	450.00
Phillips, Claire	710.00	450.00
Piantadosi, Sherilyn	2,388.00	450.00
Pohle, Doris	321.00	321.00
Riello, Debra	642.00	450.00
Savage, Kathleen	740.00	450.00
Scaturro, Lenora	301.50	301.50
Schneller, Donna	917.00	450.00
Smith, Carole	1,020.00	450.00
Soper, Constance	642.00	450.00
Stavitsky, Marion	510.00	450.00
Stump, Donna	1,530.00	450.00
Thompson, Anita	1,020.00	450.00
Thompson, Denise	1,020.00	450.00
Tompkins, Renee	443.25	443.25
Vicari, Annette	1,154.50	450.00
Woolley, Mary Lou	1,045.00	450.00
Zalinsky, Sandi	642.00	450.00
Zdanowski, Anthony	642.00	450.00
Laird, Anne	1,200.00	450.00
VanSchoick, Susan	520.00	450.00
Ciesla, Darlene	2,825.00	450.00

TOTAL 60

\$ 26,070.75

BRICK TOWNSHIP PUBLIC SCHOOLS
Brick, New Jersey

JOB DESCRIPTION

TITLE: Occupational Therapist

QUALIFICATIONS: As set by State certification authorities

REPORTS TO: Assistant Superintendent (Special Services)
Building Principal

SUPERVISES: Not Applicable

JOB GOAL: To assist the classified student in achieving
independence and adaptability through the use
of purposeful activity

PERFORMANCE RESPONSIBILITIES:

1. Assesses factors which impact on the handicapped child's ability to participate in and benefit from the educational program.
2. Helps enhance the student's perceptual processing of visual, auditory, and somatosensory information.
3. Helps the student develop strength, control, and coordination in gross motor activity to enhance functioning in physical education activity.
4. Provides activities to improve strength, control, and dexterity in fine motor activities necessary for classroom manipulatives (e.g., pencils, crayons, scissors, etc.).
5. Helps develop appropriate visual-motor skills to improve the student's handwriting.
6. Helps the student achieve an acceptable level of independence in the school environment by improving the student's self-care skills.
7. Works with the school staff in the proper use of adopted equipment, positioning devices, and wheelchairs for improved functioning in the school environment.
8. Keeps records and submits reports as required.

TERMS OF EMPLOYMENT: This job description shall be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

JOB DESCRIPTION

TITLE: Physical Therapist

QUALIFICATIONS: As set by State certification authorities

REPORTS TO: Assistant Superintendent (Special Services)
Building Principal

SUPERVISES: Not Applicable

JOB GOAL: To help the classified student prevent or minimize disability, relieve pain, develop and improve sensory and motor function, control postural deviation(s), and establish and maintain physical performance within the individual student's capabilities

PERFORMANCE RESPONSIBILITIES:

1. Functions as a member of the Child Study Team as needed.
2. Screens and evaluates students to determine need for physical therapy.
3. Teaches range of motion to prevent deformities which might interfere with functional use of the extremities required for school tasks.
4. Teaches the transfer of skills to allow the child to manage transfer activities in the classroom.
5. Provides ambulation training that will enable the child, where possible, to attain mobility within the educational setting.
6. Provides training to increase speed, accuracy, and strength in manipulative skills that permit the child to participate effectively in academic situations which require those skills.
7. Provides training in daily living skills so that the child may attain independence.
8. Keeps records and submits reports as required.

TERMS OF EMPLOYMENT: This job description shall be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of Professional Personnel.

BRICK TOWNSHIP PUBLIC SCHOOLS
BRICK NJ

JOB DESCRIPTION

TITLE: Teacher of ESL/Bilingual

QUALIFICATIONS: As set by state certification authorities

REPORTS TO: Principal

SUPERVISES: Not applicable

JOB GOAL: To help students learn subject matter and skills that will contribute to their development as mature, able, and responsible men and women.

PERFORMANCE RESPONSIBILITIES:

1. Plans or follows a program of study that, as much as possible, meets the individual learning levels, interests, and abilities of students. Identifies LEP/bilingual students by administering proper testing program.
2. Establishes learning objectives consistent with appraisal of student needs, requirements of district curriculum framework, and knowledge of human growth and development.
3. Plans for and provides for involvement of students in the learning process.
4. Plans for and uses those instructional methods which motivate and enable each student to achieve learning objectives.
5. Plans for and utilizes those resources which motivate and enable each student to achieve learning objectives.
6. Plans for and utilizes evaluation techniques which motivate and enable each student to achieve learning objectives.
7. Appraises the effectiveness of his/her teaching practices and instructional program, not only in terms of achieving his/her own objectives, but also in terms of the total instructional program.
8. Assists the administration in implementing all policies and/or rules governing student life and conduct, and for the classroom, develops reasonable rules of individual and group behavior and procedure, and maintains order in the classroom.

9. Establishes relationships with colleagues, students, parents, and community which reflect recognition of and respect for every individual.
10. Assists in curriculum development and in the selection of books, equipment, and other instructional materials.
11. Makes provision for being available to students and parents for education-related purposes outside the instructional day when required or requested to do so under reasonable terms.
12. Performs duties which may be within the scope of his/her employment and certification as may be assigned by his/her superior under authority of the Board of Education in a punctual and efficient manner.

TERMS OF EMPLOYMENT: This job description shall be consistent with the terms and conditions of employment as set forth in the agreement between the Brick Township Board of Education and the Brick Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.