

CLIFTON PUBLIC SCHOOLS

www.clifton.k12.nj.us

Danny A. Robertozzi, Ed.D.

Superintendent of Schools

Michael Ucci

Business Administrator/Board Secretary



Jim Smith

President

Clifton Board of Education

Ahmed Shehata

Asst. Business Administrator/Board Secretary

February 10, 2022

Via email – opra+request-25204-7f84291b@requests.opramachine.com

Mr. Jones

Dear Mr. Jones:

Please accept this correspondence in response to your request for an internal review of Clifton Board of Education's handling of your OPRA request "Director of Operations and Student Services Job Description" received on August 6 2021.

Attached please find the response that was sent on August 6, 2021 to opra+request-25204-7184291b@requests.opramachine.com. It was noticed today that there was a typographical error in the address (7184291b should have read 7f84291b). If the response was not received, that is probably the reason. The email never bounced back on August 6, 2021 when it was sent which would have indicated a problem with the address.

Please accept my apologies for the error.

Sincerely,

Michael Ucci

School Business Administrator/Board Secretary

MU/ld

Attachment



Depoto, Leslie <ldepoto@cliftonschoools.net>

Fwd: OPRA request - Director of Operations and student services Job description

1 message

Ucci, Michael <MUcci@cliftonschoools.net>
To: Leslie Depoto <LDepoto@cliftonschoools.net>

Fri, Aug 6, 2021 at 9:48 AM

Easy one.

----- Forwarded message -----

From: **Mr Jones** <opra+request-25204-7f84291b@requests.opramachine.com>
Date: Thu, Aug 5, 2021 at 10:45 PM
Subject: OPRA request - Director of Operations and student services Job description
To: OPRA requests at Clifton Board of Education <mucci@cliftonschoools.net>

Dear Clifton Board of Education,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested: Job description for position Director of operations and student services

Yours faithfully,

Mr Jones

Please use deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-25204-7f84291b@requests.opramachine.com

Is mucci@cliftonschoools.net the wrong address for OPRA requests to Clifton Board of Education? If so, please contact us using this form:

https://opramachine.com/change_request/new?body=clifton_board_of_education

Disclaimer: This message and any reply that you make will be published on the internet. Our privacy and copyright policies:

<https://opramachine.com/help/officers>

View this OPRA request & responses online:

https://opramachine.com/request/director_of_operations_and_stude

Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

--

Mike Ucci
School Business Administrator
Clifton Board of Education
973-470-2288
973-773-8357 (Fax)
mucci@cliftonschoools.net



This transmission is intended only for the party to whom it is addressed and may contain privileged and confidential information. If you are not the intended recipient, you are hereby notified that any use, dissemination or copying of this transmission is prohibited. If you have received this transmission in error, please notify us immediately by telephone and return this transmission and copies to us. Thank you.



Depoto, Leslie <ldepoto@cliftonschoools.net>

OPRA Request

1 message

Depoto, Leslie <LDepoto@cliftonschoools.net>
To: opra+request-25204-7184291b@requests.opramachine.com

Fri, Aug 6, 2021 at 2:45 PM

Mr. Jones,

Attached please find the response to your OPRA request received in the Business Office today.

Thank you.

Leslie DePoto
Secretary to the Business Administrator
Clifton Public Schools
973-470-2288
FAX - 973-773-8357

2 attachments



OPRA - Jones - opra machine - Response Ltr. 8.6.21.pdf
26K



Job Description - Director of Operations and Student Services 08_05_2021pdf.pdf
249K

CLIFTON PUBLIC SCHOOLS

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Danny A. Robertozzi, Ed.D.
Superintendent of Schools

Michael Ucci
Business Administrator/Board Secretary



Jim Smith
President
Clifton Board of Education

Eric Thomasevich
Asst. Business Administrator/Board Secretary

August 6, 2021

Via email – opra+request-25204-7184291b@requests.opramachine.com
Mr. Jones

Dear Mr. Jones:

Please accept this correspondence in response to your request for government records, pursuant to the Open Public Records Act (OPRA). The time in which a public entity has to respond to an OPRA request begins to run the day after the custodian of records receives such request. The request was received on August 6 2021.

1. Job description for position Director of Operations and Student Services.

The job description for the position of Director of Operations and Student Services is attached.

Sincerely,

Michael Ucci
School Business Administrator/Board Secretary

MU/ld

Attachment

**CLIFTON BOARD OF EDUCATION
Job Description**

TITLE: Director of Operations and Student Services	DATE: 08/05/2021
	PAGE 1 of 4
No. 012 ☐ 10-Month Employee ☒ 12-Month Employee	

I. QUALIFICATIONS

- Minimum of master's degree in educational administration/leadership; Certificate of Eligibility (CE) or Standard Certificate for School Administrator or Director of School Counseling.
- A minimum of five years of successful experience in teaching and administrative experience.
- Broad knowledge of state and federal education laws, regulations, procedures and reporting requirements.
- Demonstrated ability to effectively administer education programs and to work with parents, community groups and agencies.
- Strong leadership and communication skills.
- Required criminal history check and proof of U.S. citizenship or resident alien status.
- Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one (1) year of employment.

II. SCOPE

Under the direction of the Superintendent, the Director of Operations and Student Services directs the planning, development, organization, management, and implementation of all aspects of Student Services programs of the district which include counseling services, registration, alternative education, career and technical education (CTE) programs, registration, child welfare and attendance, discipline procedures, and HIB matters. The Director of Operations and Student Services assures compliance with laws, codes, and regulations related to Student Services; evaluates assigned personnel; and performs related work as required.

III. ORGANIZATIONAL RELATIONSHIP

The Director of Operations and Student Services reports directly to the Superintendent of Schools.

IV. SUPERVISES

The Director of Operations and Student Services oversees Administrative and Instructional Staff as assigned; Counseling Supervisors, Guidance Counseling Department, Attendance Services, and the Registration and Residency Departments.

**CLIFTON BOARD OF EDUCATION
Job Description**

TITLE: Director of Operations and Student Services	DATE: 08/05/2021
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V. RESPONSIBILITIES

- Directs the planning, development, organization, management, direction, and implementation of all aspects of Student Services programs of the district.
- Supervises the Registrar's office, including registration, residency and coordination of student services.
- Serves as Head of Office of Registration/Residency.
- Organizes and performs admissions, registration, and student records functions. Reviews and compiles student admission applications and related documents. Maintains academic records, verifies enrollment, coordinates graduation, and implements applicable student policies, in accordance with accreditation standards and privacy laws.
- Coordinates registration of students, compiling, evaluation, and retaining student records; compiles statistical information and prepares reports as appropriate.
- Processes documentation to establish student's residence with someone other than the parent.
- Oversees Domicile Investigations.
- Directs the planning, organization, and coordination of the district's pupil attendance programs, including trancies; provides direction to the assist in the dropout prevention efforts.
- Interprets, prepares, and disseminates information regarding education codes and legal mandated changes in regards to attendance, student discipline, and due process.
- Serves as a leader and general resource person in matters relating to student discipline, alternative education and school safety; Responsible for ensuring consistent implementation of district processes and procedure (Code of Conduct).
- Chairs, conducts, and supervises various discipline and attendance hearings; coordinates all hearing panels, ensures due process in all cases.
- Initiates, facilitates and maintains liaison with community agencies and other resources to meet pupils' needs; refers parents and child to agencies when appropriate.
- Maintains relationships with community services that assist in the well-being of district pupils.
- Works in close rapport with all principals, directors, supervisors, teachers, and counselors regarding course offerings, teacher schedules, special student placement and proposed new policies.
- Recommends to the Superintendent, in consultation with building Principals, the addition of new courses, grade placement and credit allowance, and graduation requirements.

CLIFTON BOARD OF EDUCATION
Job Description

TITLE: Director of Operations and Student Services	DATE: 08/05/2021
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No. 012 ☐ 10-Month Employee ☒ 12-Month Employee	

- Provides leadership, direction, coordination, and guidance for the district's counseling services, guidance services, attendance officers, student assistance counselors and outside contracted services, as needed.
- Provides direct oversight of the development and implementation of alternative education programs, and Career and Technical Education (CTE) programs.
- Works to redesign the Career Pathway and CTE model.
- Directly oversees all CTE programs in terms of curriculum, instruction, and assessment and makes final decisions in this regard.
- Works to create an invested culture of community and mentorship for CTE students.
- Works collaboratively with guidance on programs for career counseling and providing the CTE competitive advantage opportunity to students.
- Facilitates enrollment of students into alternative programs and their return to regular programs.
- Assists with the development, implementation, and evaluation of effective alternative programs for students at-risk.
- Conducts feasibility studies for CTE programs in every subject area, make recommendations to the Superintendent and Assistant Superintendent, and then work with department supervisors to develop appropriate CTE programs.
- Assists in the implementation of the district's in-service education program for staff and recommends to staff attendance at conferences participation in other professional growth activities.
- Prepares and administers the departmental budget.
- Provides timely and effective communications regarding incidents and/or situations which might impact the district or its schools.
- Makes active and consistent efforts to maintain or improve the external and internal image of the district, and its schools.
- Establishes annual goals and objectives as deemed appropriate by the Director. Gathers appropriate data in support of the status of annual objectives and job description elements.
- Maintains personal professional competence and continuous improvement through in-service education and other professional growth activities.
- Prepares Board of Education agenda items relating to the Director's areas of responsibilities, submitting items in a timely and appropriate manner for final review.
- Serves as the District Anti-Bullying Coordinator
- Responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, and bullying of students.
- Collaborates with schools anti-bullying specialists in the district, the board of education, and the superintendent of schools to prevent, identify, and respond to harassment, intimidation and bullying of student in the district.

**CLIFTON BOARD OF EDUCATION
Job Description**

TITLE: Director of Operations and Student Services	DATE: 08/05/2021
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No. 012 ☐ 10-Month Employee ☒ 12-Month Employee	

- Provides data, in collaboration with the superintendent of schools, to the Department of Education regarding harassment, intimidation, and bullying of students.
- Executes such other duties related to school harassment, intimidation, and bullying as requested by the superintendent of schools.
- Meets at least twice a school year, once in the first semester and once in the second semester, with each schools anti-bullying specialist to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, and bullying in the district.
- Assists the school board and the anti-bullying specialist to meet timelines and deadlines.
- Submits violence and vandalism report numbers to SSDS two (2) times a year and HIB report card yearly.
- Collects, manages, oversees and reports all incidents of electronic violence and vandalism Pre-K -12 preschool through grade 12.
- Provides monthly HIB reports to the Assistant Superintendent of Schools for presentation to the Board of Education.
- Facilitates HIB training to staff.
- Supports building administrators in the collection, management and implementation of the district wide discipline policy and related matrices and interventions.
- Other duties as may be assigned by the Superintendent of Schools
- [NOTE: All statements contained in the RESPONSIBILITIES section of this document represent a broad base and do not preclude specific, individual charges which may be assigned on an ongoing basis.]

VI. EVALUATIONS:

- Consistent with requirements of the Superintendent of Schools or designee, the Director of Operations and Student Services shall prepare the annual goals and objectives and submit them to the Superintendent of Schools and/or the Assistant Superintendent of Schools. Written evaluation will be made at least annually by the Superintendent of Schools or the Assistant Superintendent of Schools based upon the performance of duties outlined in this job description and the attainment of goals and objectives as outline in the current Professional Development Plan (PDP). Signatures will be affixed to such documents indicating that they have been received.
- (NOTE: All statements contained in this document reflect the understanding that local, state, and federal policies, codes, and regulations form the parameters in which all activity shall occur.)