



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **ASSISTANT PRINCIPAL - ELEMENTARY**

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Minimum experience as determined by the Board
3. Demonstrated leadership capability in curriculum development, program evaluation, staff development, and school improvement.
4. Strong interpersonal and communication skills
5. Required: Criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Principal/Superintendent

SUPERVISES: All certified and non-certified 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:

1. Assists the principal in duties related to 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. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigative follow-up actions.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
8. Makes recommendations to the principal for policy changes, personnel practices, and other similar matters that may result in a more effective school administration.
9. Performs record-keeping functions as directed by the principal.
10. Supervises teachers and departments as assigned by the principal.
11. Assists in the supervision of the cafeteria during lunch hours.
12. Assists in scheduling and coordination of all health examinations.
13. Supervises extracurricular programs, assembly programs, and assignment of faculty members to assist at school functions.

14. Assists in coordinating and supervising special programs funded by the state or federal government.
15. Assists in the scheduling process.
16. Assists in the planning and supervising activities to promote pupil and employee health and safety.
17. 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 of Education.

EVALUATION: The performance of this job will be evaluated in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education

DATE: September 24, 2008

REVISED: August 14, 2024



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **ASSISTANT PRINCIPAL**

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate or eligibility
2. Five Years of Experience in Education
3. Master's Degree in Education Administration
3. Demonstrated leadership capability in curriculum development, program evaluation, staff development, and school improvement.
4. Strong interpersonal and communication skills
5. Required: Criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Principal/Superintendent

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:

1. Assists the principal in duties related to 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. Supervises the reporting and monitoring of student attendance and works with the attendance supervisor for investigative follow-up actions.
7. Assists in maintaining high standards of student conduct and enforcing discipline policies. Assists in the preparation of required reports of violence, vandalism, substance abuse, and possession of firearms.
8. Makes recommendations to the principal for policy changes, personnel practices, and other similar matters that may result in a more effective school administration.
9. Performs such record-keeping functions as directed by the principal.
10. Supervises teachers and departments as assigned by the principal.
11. Assists in the supervision of the cafeteria during lunch hours.
12. Assists in scheduling and coordination of all health examinations.
13. Supervises extracurricular programs, assembly programs, and assignment of faculty members to assist at school functions.

14. Assists in coordinating and supervising special programs funded by the state or federal government.
15. Assists in the scheduling process.
16. Assists in the planning and supervising activities to promote pupil and employee health and safety.
17. 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 of Education.

EVALUATION: The performance of this job will be evaluated in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education

DATE: September 24, 2008

REVISED: August 14, 2024, August 27, 2025



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **DIRECTOR OF EARLY CHILDHOOD EDUCATION**

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate
2. Master's Degree
3. Five years of teaching experience
4. Demonstrated ability to work collaboratively with colleagues and the community
5. Strong interpersonal and communication skills
6. Required: Criminal history background check and proof of US citizenship or legal resident alien status.

REPORTS TO: Superintendent or designee

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:

1. Participate in the development and implementation of in-service programs.
2. Responsible for the management of the school per the law, administrative code, and board policies and regulations.
3. Establishes and maintains an effective learning climate in the school.
4. Assists in the acquisition of appropriate instructional materials; and monitors the delivery of the instructional program.
5. Conducts interviews, recommends candidates for appointment, assigns, supervises, and evaluates the performance of all school employees, and assists them with their job goals.
6. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
7. Prepares and submits the school's budget requests and monitors the expenditure of funds.
8. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records per the laws and regulations of the State of New Jersey.
9. Participates in planning and delivery of intervention and referral services for pupils who struggle academically and have yet to be classified in need of special education or other services.

10. Plans and supervises fire and other emergency drills as required by law and board policy.
11. Prepares or supervises the preparation of all reports, records, and other paperwork required by the school's administration.
12. Conducts staff meetings as necessary for the proper functioning of the school.
13. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
14. 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.
15. Provide technical assistance to district and school administrators in the area of federal and state accountability measures.
16. Administers, coordinates, and implements 504 Law/Intervention and Referral Services ensuring compliance and accommodation for all student cases.
17. Assumes responsibility for his/her continuing professional growth and development by attending professional meetings, memberships in professional organizations, enrolling in advanced courses, and reading professional journals and other publications.
18. Oversees the free and reduced lunch programs critical to all entitlement grants.
19. Plan, create, and implement the district Extended Day Program.
20. Coordinates and oversees the Extended Day Program.
21. Collaborates with members of the administrative team to support student achievement through embedding technology in teaching and learning in the Extended Day Program.
22. Plans and supervises day-to-day schedules/activities/staff in each of the Extended Day sites.
23. Collaborates with the internal and external personnel for the purpose of implementing and/or maintaining the Extended Day Program.
24. Responds to inquiries of staff, parents, district personnel, and public program participants to provide information and/or direction as may be required for the Extended Day Program.
25. Oversees the CHOICE Program.
26. Attends Board of Education meetings and prepares such reports and agenda items for the board as requested by the Superintendent.
27. Performs other tasks and responsibilities as directed by the Superintendent.

TERMS OF

EMPLOYMENT: Work year and salary as per the PTAA agreement.

EVALUATION: The performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education

DATE: 2024.03.13

REVISED: August 14, 2024



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **DIRECTOR OF PLANNING/RESEARCH & EVALUATION**

REPORTS TO: Superintendent of Schools or designee

QUALIFICATIONS:

1. Master's Degree
2. Valid New Jersey School Administrator Certificate.
3. Five years of teaching experience.
4. Demonstrated ability to work collaboratively with colleagues and the community.
5. Required: Criminal and employment history background check and proof of U.S. citizenship or legal resident alien status.

SUPERVISES: Principals, Supervisor of Special Services, Supervisor of Early Childhood Education, Supervisors of Curriculum & Instruction, Athletics, Director of Pupil Services

JOB GOAL: To assist the Superintendent in providing leadership in developing, achieving, and maintaining the most effective programs and services for the district. Translates the goals and objectives of the district into educational terms that directly benefit each student.

PERFORMANCE RESPONSIBILITIES:

1. Supervises the functions of the Guidance Department, including I&RS, 504 and Anti-Bullying programs.
2. Supervise and oversee administrators responsible for the direct supervision of the Technology Department.
3. Works with administrators and staff to advise them on curriculum mandates and offerings.
4. Supervise and oversee administrators responsible for the District Affirmative Action Officer, 504 Coordinator, Anti-Bullying Coordinator, School Safety Specialist, Homeless Liaison, SSDS Coordinator, and the Attendance Officer.
5. Supervise and oversee administrators responsible for the NJSLA and serve as the district test coordinator, including establishing a security plan.
6. Plan and provide staff development for teachers, administrators, and staff on the requirements of the state assessment program and the state and federal programs.
7. Supervise and oversee administrators responsible for the current requirements of the state assessment program, including test administration, security, and confidentiality.
8. Assist in communicating information to parents and community members about local and state assessments and state and federal accountability.
9. Supervise and oversee administrators responsible for reviewing, interpreting, and coordinating test results to teachers, administrators, and the community at Board of Education and staff meetings.
10. Publish an annual district assessment calendar.
11. Provide professional development in data analysis, student performance, and progress monitoring.
12. Supervise and oversee administrators responsible for writing and carrying out ESSA, IDEA grants, and other state and federal programs/grants.
13. Responsible for assisting the Superintendent in the completion of the NJ Quality Single Accountability Continuum (NJ QSAC) process.

14. Supervise and oversee administrators responsible for the district's compliance with state and federal reports (e.g. NJ Smart, ESL, Immigrant Student Count, state and local district submissions, etc.) as assigned by the Superintendent.
15. Assists in the recruiting, screening, hiring, training, evaluation, and removal when needed of staff assigned within the district.
16. Assist the Superintendent and work with appropriate district personnel in the development of district policies and regulations for the smooth implementation of the instructional program.
17. Assist the Superintendent to determine whether or not district policies and regulations, as well as the various terms and conditions of teachers' and administrators' employment, are effectively ensuring optimal education to this district's students.
18. Works with the Superintendent and the district's negotiations committee to ensure the foregoing policies, regulations, and practices are inserted into and/or appropriately amended within the collectively bargained agreement of the teachers and administrators.
19. Develop and coordinate procedures for the mentoring of all newly employed professional staff.
20. Participate in state assessment training as well as entitlement grant technical assistance meetings to remain aware of specific requirements and expectations.
21. Oversee the Director of Curriculum to collect and collate all testing results and utilize them to inform new instructional deliveries.
22. Conduct in-services for district administrators to enhance their appreciation of assessment practices.
23. Research professional development opportunities that will promote the effective utilization of data mining and technology integration.
24. Supervise assigned personnel, conduct annual performance appraisals, and make recommendations for appropriate employment action.
25. Observe and evaluate the district's administrators, and when necessary, issue appropriate discipline and/or recommend the same to the Superintendent.
26. Supervise and oversee administrators responsible for Special Services.
27. Supervise and oversee administrators responsible for Athletics.
28. Complete any other tasks or duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education in accordance with the PTAA Contract.

EVALUATION: The performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education **DATE:** June 11, 2025



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **DIRECTOR OF PUPIL SERVICES & EARLY CHILDHOOD EDUCATION**

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. Valid New Jersey Principal Certificate.
2. Minimum experience as determined by the Board of Education.
3. Broad knowledge of child growth and development, the psychology of exceptional children, and the principles of individual and group counseling.
4. Demonstrated ability to administer student services effectively and to work with parents, community groups, and agencies.
5. Strong leadership and communication skills.
6. Required: Criminal and employment history background check and proof of U.S. citizenship or legal resident alien status.

SUPERVISES: All certified and non-certified staff assigned to the school and district Guidance Counselors and Student Assistance Coordinator(s)

JOB GOAL: To provide leadership and managerial oversight of the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil, as well as provide leadership for the guidance program and supervise the pupil personnel services staff and programs.

PERFORMANCE RESPONSIBILITIES:

1. Comply with all applicable school rules and regulations, Board Policy, and NJ State Department regulations relative to guidance services.
2. Responsible for the management of the school per the law, administrative code, and board policies and regulations.
3. Establishes and maintains an effective learning climate in the school.
4. Responsible for ensuring the district's compliance with state and federal reports (e.g., NJSMART, state and local submissions, etc.) as assigned by the Superintendent.
5. Stay informed of all legal requirements governing student services and ensure that all requirements under the administrative code, state and federal laws, and board policies are met.
6. Provides leadership in the selection of assignments and evaluations of staff, including monitoring of the curriculum, and mandated care of records.
7. Recommend policies and programs essential to the needs of all district students.
8. Oversees and coordinates the administration of all state-mandated and district-required testing programs, including but not limited to NJSLA.
9. Oversees and coordinates the administration of testing programs, including but not limited to Advanced Placement, achievement tests, and interest inventories.
10. Coordinates a homebound tutoring program for the district.
11. Oversees District Intervention and Referral Services Teams.
12. Oversees District Section 504 Teams.
13. Responsible for assisting in the development of the Master Schedule for the high school and middle school including supervision of individual scheduling.

14. Supervises, observes, and evaluates teaching staff members, district counselors, secretaries, and other staff.
15. Participates in recruiting, screening, interviewing, and hiring school employees.
16. Acts as a resource person and consultant to counselors, teaching staff, department supervisors, and building administrators on counseling and guidance matters and professional development and coordinates emergency crisis intervention.
17. Develops the guidance department budget reflecting needs appropriate to each school in the district.
18. Provides in-service training for counselors and other staff members regarding guidance functions, activities, and programs.
19. Integrates and coordinates guidance services with other pupil personnel services and instructional programs.
20. Supervises the maintenance of accurate and complete permanent records for all student personnel.
21. Responsible for monitoring students' compliance with graduation expectations and course requirements.
22. Supervises the certification and completion of all senior transcripts.
23. Coordinates all phases of placement of students in post-secondary training or schooling and referral to job placement.
24. Coordinates all phases of follow-up services to include class statistics for the school report card and post-high school studies.
25. Liaison with referral agencies and help coordinate efforts with other specialists, such as the school nurse, caseworkers, mental health clinic, and speech therapists, when it is in the student's best interest.
26. Responsible for coordinating special events emanating from the counseling department, including, but not limited to, Career Fairs, College Fairs, Scholarship Programs, and Parent/Community seminars.
27. Assists the Director of Special Education with the *School-to-Work* transition program for Special Education students.
28. Coordinate the District's attendance program and monitor compliance with attendance laws and policies.
29. Assist in the development of administrative guidelines and policies for Student Services.
30. Serve as the District Anti-Bullying Coordinator, monitoring paperwork, attending training, and submitting to the Board and state.
31. Serves as the district Affirmative Action Officer.
32. Oversees all aspects of student registration for the district.
33. Oversee the district website and technology.
34. Performs other duties that may be within the scope of his/her employment and certification as may be assigned.
35. Complete any other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education in accordance with the PTAA Contract.

EVALUATION: The performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education **DATE:** July 9, 2025



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **PRINCIPAL**

REPORTS TO: Superintendent/Assistant Superintendent

QUALIFICATIONS:

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

SUPERVISES: All certified and non-certified staff assigned to the school.

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

PERFORMANCE RESPONSIBILITIES:

1. Per the law, administrative code, and board policies and regulations, the principal assumes full responsibility for the school's management.
2. Exercises leadership in school-level planning to improve instruction.
3. Establishes and maintains an effective learning climate in the school.
4. Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
5. Collaborates in the development, evaluation, and revision of curriculum and ensures the implementation of approved programs.
6. Plans, organizes, and supervises all curricular and extracurricular activities.
7. Conducts interviews, recommends candidates for appointment, assigns, supervises, and evaluates the performance of all school employees, and assists them with their job goals.
8. Conducts periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
9. Prepares and submits the school's budget requests and monitors the expenditure of funds.
10. Establishes and maintains an efficient office system to support the proper administrative functioning of the school.
11. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records per the laws and regulations of the State of New Jersey.
12. Approves the master teaching schedule and classroom assignments.
13. Maintains high standards of student conduct and enforces discipline as necessary per board policy and the student's rights to due process.
14. Requires immediate medical examination, by a physician, of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.

15. Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment by reporting incidents of violence, vandalism, and substance abuse. Ensures the removal of any students who are in possession of firearms from the general education program and provides notification as required by law and administrative code.
16. Participates in planning and delivery of intervention and referral services for pupils who struggle academically and have yet to be classified in need of special education or other services.
17. Plans and supervises fire and other emergency drills as required by law and board policy.
18. Prepares or supervises the preparation of all reports, records, and other paperwork required or appropriate to the school's administration.
19. Conducts staff meetings as necessary for the proper functioning of the school.
20. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
21. 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 schools. Communicates information to parents and the community as required by law or administrative code.
22. Keeps the superintendent informed of the school's needs and activities.
23. Works cooperatively with central office staff on matters relating to the school and the district.
24. Assumes responsibility for his/her continuing professional growth and development by attending professional meetings, memberships in professional organizations, enrolling in advanced courses, and reading professional journals and other publications.
25. Develops and maintains a master schedule for the academic, and extracurricular programs.
26. Works cooperatively with the business administrator to schedule community use of the school building and grounds.
27. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
28. Ensures the proper collection, safekeeping, and accounting of school activity funds.
29. Complete any other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

EVALUATION: The performance of this job will be evaluated in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education **DATE:** September 24, 2008

REVISED: August 14, 2024



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

DEPARTMENT: Administration

REPORTS TO: Superintendent of Schools

QUALIFICATIONS:

1. School Business Administrator Certificate or certificate of eligibility
2. Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting.
3. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements.
4. Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations, and facility planning.
5. Demonstrated organizational, communication, and interpersonal skills.
6. Successful experience in human resources management and understanding of statutory requirements related to public employment and collective bargaining.
7. Required: Criminal and employment history background check and proof of U.S. citizenship or legal resident alien status.

SUPERVISES: Business Manager, the Buildings & Grounds Manager, Food Service Manager, Transportation Liaison, Payroll/Receptionist, Administrative Assistant to the School Business Administrator, Purchasing/Accounts Payable, Registration/Attendance/Transportation Assistant

PERFORMANCE RESPONSIBILITIES:

1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as the official purchasing agent of the Board of Education and is responsible for establishing procedures for the acquisition of supplies and equipment for the district per the law and board policies.
3. Approves invoices for payment and prepares a list for ratification.
4. Disburse funds to vendors.
5. Oversees the Buildings and Grounds Manager's operations and maintenance of all school facilities, ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are kept on file.
6. Responsible for the district's contracted food services program; ensures the procedures are in accordance with law and regulations including the school lunch program.
7. Administers the district's insurance/risk management program and secures all necessary insurance certificates.
8. Responsible for the billing and collection of miscellaneous receipts.

9. Is responsible for the safe, efficient operation of the student transportation program by overseeing the Transportation liaison. Handles the business aspect of obtaining contracted transportation services.
10. Assists the Superintendent in the projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings, and equipment; prepares cost data; and cooperates with architects and construction supervisors during construction programs.
11. Acts as an agent of the board in site acquisition and sale and/or lease of property.
12. Responsible for the inventory of all district property.
13. Supervises bonding procedures, including resolutions from attorneys, referendum, and sale of temporary notes and bonds.
14. Maintains a bond register, prepares annual debt service budget, and disburses proceeds to holders of notes and bonds when due.
15. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits.
16. Responsible for implementing hospitalization, major medical, and other types of board-approved employee benefit plans.
17. Supervises the development of monthly and annual financial reports as required, and prepares reports for local, State, and Federal agencies as required or directed.
18. Supervises the annual audit.
19. Directs programs of in-service training to improve the skills of school business management personnel.
20. Is responsible for the investment of board funds per board policy.
21. Assist the Superintendent and the board in developing and updating policies for all aspects of the school business operation.
22. Performs other duties as prescribed by law and as may be directed by the Superintendent.
23. Collect tuition fees and other money dues to the board and transmit them to the custodian of school monies.
24. Examine and audit all accounts and demands against the board, present them to the Board of Education at its meetings, indicate the board's approval, and send them to the custodian for payment.
25. Keep accounts of the school district's financial transactions including a correct detailed account of all expenditures.
26. Report to the board at each regular meeting the amount of the total appropriations and cash receipts for each account, the number of warrants drawn against each account, and the number of orders or contractual obligations incurred and chargeable against each account.
27. File and maintain all contracts, records, and documents belonging to the Board of Education.
28. Set objectives for the district's public information program and plan an annual budget in consultation with the school administrators.
29. Give the board a detailed report of its financial transactions at the close of each fiscal year. Then file a copy with the county superintendent and make an annual report by August 1st to the commissioner.
30. Report to the commissioner annually by August 1st, the amount of unpaid school debt, the interest rate payable, the dates of issues, and due dates of bonds or other indebtedness.
31. Prepare a summary of the annual audit and recommendations before the meeting of the Board of Education to act thereon and make copies of the summary available to interested persons

32. The Board Secretary has important responsibilities in preparing for school elections, including but not limited to:

- a. Receives all petitions nominating candidates for board membership.
- b. Notifies the candidate when a defective nominating petition is filed and permits its amendment, except as to the number of signatures, before ballots are printed.
- c. Withdraws the name of any nominee who so requests.
- d. Conducts a drawing for the position of candidates on the ballot.
- e. Receive nominations of challengers and issue certificates of appointment to challengers.
- f. Give notices of all elections by posting public notices 10 days before the election and by newspaper notice.
- g. Performs any duties, not in conflict with those imposed upon any other office by law, necessary for the proper conduct of a school election.

TERMS OF EMPLOYMENT: Twelve months. Contract terms and salary are to be determined by the Board of Education.

PHYSICAL DEMANDS OF THE POSITION:

Standing	15% of time	Crawling	0% of time
Sitting	90% of time	Walking	10% of time
Talking	50% of time	Balancing	0% of time
Hearing	50% of time	Stooping	0% of time
Seeing	100% of time	Kneeling	0% of time
Crouching	0% of time	Typing	0% of time
Reading	60% of time	Keyboarding	20% of time
Writing	30% of time	Filing	5% of time

Not relevant to this position: Climbing, lifting, caring, pushing, pulling, shoveling and reaching.

EVALUATION: The performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Dr. Gerald Woehr, Superintendent **DATE:** March 23, 2004

REVISED: June, 1996; December, 1998; June, 1999; March 2004, August 14, 2024



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **SUPERINTENDENT**

REPORTS TO: Board of Education

QUALIFICATIONS:

1. Valid New Jersey School Administrator Certificate or eligibility.
2. Central office, school administration, and teaching experience as determined by the Board.
3. Demonstrated success with curriculum, personnel management, school finance, and strategic planning.
4. Strong leadership and communication skills.
5. Required: Criminal and employment history background check and proof of U.S. citizenship or legal resident alien status.

SUPERVISES: Every district employee.

JOB GOAL: To inspire, lead, guide, and direct every member of the administrative, instructional, and support services staff in setting and achieving the highest standard of excellence, so that each student enrolled in the district may be provided with an appropriate and effective education.

SCOPE OF RESPONSIBILITY: Leadership and management responsibilities of the superintendent shall extend to all activities of the district, to all phases of the educational program, to all aspects of the financial operation, to all parts of the physical plant, and the conduct of such other duties as may be assigned by the board. The superintendent may delegate these duties with appropriate authority, but cannot delegate nor relinquish ultimate responsibility for results or any portion of accountability.

PERFORMANCE RESPONSIBILITIES:

A. Instructional Leadership:

1. Ensures that a system of thorough and efficient education, as defined in state law and code is available to all students.
2. Ensures that the distinct and school-level goals are reflected in its educational program and operations.
3. Provides for the timely completion of annual district and school-level reporting and planning requirements including school report cards, pupil performance objectives, and a quality assurance report to the public.
4. Reviews all curriculum guides and courses of study annually, with staff, per a board-adopted evaluation schedule. Recommends, for board adoption, curricula, courses, textbooks, and time schedules.
5. Ensures implementation and evaluation of all board-approved written curricula for all subjects and inclusion of mandated program and state core curriculum content standards.
6. Provides for curriculum articulations among grades and schools in the district and between/among constituent districts in a regional school system or sending-receiving agreement.

7. Encourages staff to develop programs, services, and projects that reflect instructional diversity, alternatives, and flexibility, while assuring an articulated, consistent education for all students.
8. Ensures the effectiveness of the instructional program by measuring student achievement against state and local standards. Initiates program changes as necessary.
9. Develops guidelines and direction for monitoring the effectiveness of existing and new programs.
10. Seeks out available sources for grant funding to support programs and projects.
11. Keeps professionally current and informed on research-based educational practices

B. Personnel Administration:

1. Mentors staff and demands high performance. Implements sound personnel practices.
2. Directs and supervises the administrative staff and through them all district staff.
3. Develops recruitment and retention procedures to ensure well-qualified applicants for professional and nonprofessional positions. Participates in final candidate interviews, as appropriate, and recommends appointment, transfer, renewal, and dismissal of all certified and non-certified staff to the board.
4. Ensures that all staff is observed and evaluated annually per the law and established procedures. Recommends certified and non-certified employees for contract renewal and/or tenure appointment.
5. Provides direction and serves as a resource for management representatives in negotiating with employee bargaining units. Supervises the administration of collective bargaining agreements.
6. Recommends and implements the district's professional development plan.
7. Ensures that all teaching staff members fulfill continuing professional development and receive in-service training required by state and federal laws.
8. Assumes responsibility for the maintenance of appropriate documentation in a central file and timely submission of all required reports.

C. Financial Management:

1. Ensures that the budget implements the district's goals.
2. Ensures implementation of board financial policies and district procedures. Provides direction to and supervision of school business functions. Encourages development and implementation of sound business practices.
3. Initiates and supervises the development of the annual budget, providing opportunities for staff input. Recommends budget and budget priorities for board approval and communicates the educational and monetary impact of the budget to the community.
4. Ensures that the district develops and implements a multi-year (3-5 years) comprehensive maintenance plan.
5. Oversees school facility management to provide safe, efficient, and attractive buildings, with a strong emphasis on preventative maintenance and custodial care. Ensures annual inspections of each school building adhere to the health and safety codes.
6. Continually assesses business management practices to achieve efficiency.

7. Ensures funds are spent appropriately by providing adequate control and accounting of the district's financial and physical resources.

D. Student Services:

1. Ensures that a system of free appropriate special education and/or related services is available to all pupils with educational disabilities.
2. Develops and oversees the delivery of the district's intervention and referral services for pupils who are experiencing difficulties in their classes and have not been classified as in need of special education or other services.
3. Develops, in consultation with the school physician, a plan for the provision of school nursing services to be adopted by the board.
4. Confers annually with the administrator of each non-public school located in the district to plan for nursing services that may be made available under law and submit an annual written report to the county superintendent.
5. Develops and implements policies and procedures related to missing children and the reporting of allegations of child abuse and neglect.
6. Implements a board-approved program of guidance and counseling services.
7. Ensures access to public education for homeless students per the state and federal law and administrative code.

E. School/Community Relations:

1. Promotes community support of the schools. Interprets district programs and services, reports plans, events, and activities of interest, and solicits community opinions regarding school and education issues.
2. Presents the district's quality assurance report annually to the community at a regular Board of Education meeting by October 30th and submits a copy to the county superintendent by November 15th.
3. Identifies available community resources and linkages to social service agencies that support education and healthy child development.
4. Develop strategies to promote parental involvement in their children's education and provide opportunities for parent-teacher interaction.
5. Maintains contact and good relations with local media.
6. Ensures that district interests will be represented in meetings and activities of municipal and other governmental agencies.
7. Represents the school system and its interests in community organizations, activities, and projects.

F. Superintendent-Board Responsibilities:

1. Provides leadership in the implementation of the district's vision, mission, and goals.
2. Prepares and recommends short-and long-range plans for board approval and implements those plans when approved.
3. Attends all regular and special meetings of the Board of Education, and participates in professional leadership roles. Designates an administrative staff member to serve in his/her absence, when appropriate.
4. Knows board policy and respects the policymaking authority and responsibility of the board.

5. Recommends drafts of new policies or changes to the board. Establishes guidelines and processes for monitoring the implementation of board policies.
6. Collects adequate and reliable information before making recommendations and decisions.
7. In conjunction with the board president, prepares agenda recommendations relative to all matters requiring board action, including all facts, information, options, and reports needed to ensure informed decisions. Provides advice and counsel to the board on the matters before it.
8. Provides a communication system to keep the board informed of district issues and critical information needed for decision-making.
9. Anticipates potential problems. Recommends policies or courses of action.
10. Keeps the board informed regarding development in other districts or at state and national levels that would be helpful to the district.
11. Ensures that all local, state, and federal standards for the health and safety of students and staff are maintained and that required reports are maintained.
12. Fulfills all statutory obligations and implements the education law of the State of New Jersey and the administrative code of the New Jersey Department of Education.
13. Advises the board of its responsibilities under the School Code of Ethics Act. Ensures the successful adoption of policies and procedures regarding required training for board members and the annual distribution, public discussion, and documentation of the Act and the Code of Ethics for School Board Members.

TERMS OF EMPLOYMENT: Twelve months with an appointment of 3-5 years. Serves in accordance with the terms of the contract between the Board of Education and the Superintendent. Salary is to be determined by the Board.

EVALUATION: The performance of this job will be evaluated annually by April 30th in accordance with state law, administrative code, and the board's policy on the evaluation of the superintendent.

APPROVED BY: Plumsted Township Board of Education **DATE:** October 22, 2008

REVISED: August 14, 2024



PLUMSTED TOWNSHIP SCHOOL DISTRICT STAFF POSITION DESCRIPTION

TITLE: **SUPERVISOR OF EARLY CHILDHOOD EDUCATION**

REPORTS TO: Director of Curriculum and Director of Special Services

QUALIFICATIONS:

1. New Jersey administrative or supervisory certification.
2. Demonstrated knowledge of early childhood curriculum and instruction.
3. Five years experience in early childhood education (Preschool through 1st Grade).
4. Experience in facilitating workshops and training sessions for early childhood teachers.
5. Experience in writing developmentally appropriate early childhood curriculum.
6. Experience with developmentally appropriate early childhood assessments.
7. Required: Criminal and employment history background check and proof of U.S. citizenship or legal resident alien status.

JOB GOAL: To design and implement developmentally appropriate curriculum and instruction that meets the needs of preschool through kindergarten children so that each child can attain his/her potential.

PERFORMANCE RESPONSIBILITIES:

1. Develop, align, and revise curriculum with principals and teachers to reflect developmentally appropriate practices and state and national standards while meeting the needs of preschool.
2. Participate in teacher orientation and help plan, promote and implement programs of in-service education for new and regular preschool staff.
3. Encourage the continuous implementation of curriculum with preschool teachers.
4. Promote all efforts for curriculum and program development and improvement consistent with NJDOE Early Childhood standards.
5. Attend appropriate conferences, meetings, and staff development workshops to keep abreast of current trends in Early Childhood curriculum development.
6. Develop procedures and assist staff members in the evaluation and selection of curriculum materials, including teaching aids and equipment.
7. Assist in the development and monitoring of the District Early Childhood Plan.
8. Assume the role of district liaison to support the Early Childhood curriculum to all in district and off-site early childhood programs/providers.
9. Develop a tool for the evaluation of curricula and programs. Supervise such evaluations as per the five-year plan.
10. Assist in maintaining good school-community relationships.
11. Be a member of committees related to curricula areas and the Early Childhood Program, which may require a schedule beyond the normal working hours as described above.

12. Submit to the Director of Curriculum & Instruction required reports, monthly reports, and an annual report. All monthly reports are due in the Superintendent's office five (5) days following the last day of the month. The Annual Report is due no later than June 30.
13. Conduct observations/evaluations of early childhood staff (in district & site centers) in coordination with the building Principal.
14. Be a member of the PK-3 transition initiatives.
15. Conduct professional observations of those teachers assigned by the Director of Curriculum & Instruction & Superintendent
16. Perform such other duties as assigned by the Superintendent.

TERMS OF EMPLOYMENT: 11-month position. Work year, salary and holidays will be determined by the Board of Education..

EVALUATION: The performance of this job will be evaluated in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

APPROVED BY: Plumsted Township Board of Education **DATE:** August 28, 2024

REVISED: