

**WINSLOW TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION**

EXHIBIT NO. XII A: 1

DIRECTOR OF CURRICULUM

QUALIFICATIONS:

- School Administrator Certificate or Certificate of Eligibility
- Minimum of five years of successful teaching experience
- Minimum of five years of Administrative experience
- Demonstrated ability to work effectively with staff, parents, and students
- Strong leadership and excellent oral and written communication skills
- Experience with budget preparation and development
- Demonstrated technology proficiency with Microsoft Office
- Experience in staff development and instructional pedagogy
- Dedicated to school reform
- Knowledge of the preparation of State compliance, regulations and reports
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Assistant Superintendent

SUPERVISES: Curriculum Supervisors

JOB GOAL: The Director of Curriculum is responsible for the identification, assessment and placement of students; supervision and evaluation of staff; curriculum; program planning, and staff development. The Director will assist with directing and supervising programs and initiatives related to Federal, State and local grants.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements curricular and instructional programs.
2. Assists principals and content area staff in developing the general philosophy and goals of the total school curriculum.
3. Maintains current knowledge and ability to model best instructional practices in the classroom.
4. Evaluates the performances of supervisors and teaching staff when appropriate.
5. Maintains on-going evaluation of the effectiveness of the curriculum and instructional programs and develop strategies for improving students' achievement.
6. Establishes objectives for all academic course offerings in the district.
7. Organizes and coordinates contacts with community, county and state services.
8. Coordinates and plans with Supervisors and Principals to insure that there is equity and access to District programs and resources for all students (PreKindergarten – 12th grade).
9. Develops a district-wide program for screening, standardized testing, testing preparation activities, assessment and evaluation; coordinates all building-based testing programs, including a calendar of testing activities.
10. Provides data analysis and feedback regarding student performance.
11. Identifies, plans, and coordinates Professional Development activities, which address the instructional needs of students and staff.
12. Assists with supervision and evaluation of staff as needed.
13. Assists in achieving efficient and effective operations by functioning as a team member with the Superintendent/Assistant Superintendent, Central Office Directors, Principals, and other members of the Administrative Team.
14. Performs other duties as requested by the Assistant Superintendent/Superintendent.

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TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 6/26/2013

Revised: 9/9/2020

2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

DIRECTOR OF RESEARCH, PLANNING AND EVALUATION

QUALIFICATIONS:

- Principal Certificate (Standard) required or School Administrator Certificate required
- Minimum of six years of successful teaching experience required
- Minimum of six years of relevant work experience with progressive data required
- Experience with Budget preparation and development preferred
- Successful professional experience and/or advanced research required involving the collection and analysis of statistical information related to student performance and/or other topics related to academic success
- Successful experience with professional development leadership and instructional pedagogy
- Successful experience with the use of data to inform instruction and professional development
- Demonstrated skill(s) in test administration, survey development and implementation, current methods of statistical data collection and analysis (including commercial software used in such processes), and the development to conclusions and recommendations based on data
- Demonstrated proficiency and successful experience using Microsoft Word, Excel, Access, Power Point and district student management system
- Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills
- Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies
- Abilities to analyze a situation accurately, and adopt and implement an effective course of action
- Experience with the preparation of Federal Grants, State compliance, and reporting required
- Ability to analyze information, summarize findings and present them in ways easily understandable to decision-makers
- Demonstrated ability in designing and manipulating data using a computer database.
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO:

Assistant Superintendent

JOB GOALS:

The Director of Research, Planning and Evaluation is responsible for the leadership and administration of District-wide functions involving education research, analysis, and reporting. The Director has the responsibility for data mining, analysis of complex research data, maintenance of databases, and the design and implementation of quantitative and qualitative research, along with Federal grant development.

PERFORMANCE RESPONSIBILITIES:

1. Develops and implements curricular and instructional programs.
2. Works with principals and subject matter specialist in developing the general philosophy and goals of the total school curriculum.
3. Maintains on-going evaluation of the effectiveness of the curriculum and instructional programs and develops strategies for improving students' achievement.

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4. Develops a district-wide program for screening, standardized testing, testing preparation activities, assessment and evaluation and coordinates all building-based testing programs, including a calendar of testing activities.
5. Manages district grant programs; prepares and submits district, state and federal reports pertaining to grants.
6. Assists in achieving efficient and effective operations by functioning as a team member with the Superintendent/Assistant Superintendent, Central Office Directors, Principals, and other members of the Administrative Team.
7. Provides professional development for the staff and for District and school leadership staff planning, evaluation processes, the interpretation of data, and data-based decision making.
8. Uses relational database functions and features to extract program evaluation-related data from source documents, including public datasets, and sorts/reduces/translates that data into acceptable formats for evaluation and instructional purposes.
9. Applies appropriate quantitative and qualitative research design and statistical techniques to collect, prepare, and maintain data in the preparation of periodic reports related to enrollment, assessment, evaluation, curriculum, and student outcomes.
10. Assist with budget planning, in order to promote the most cost-effective use of district resources.
11. Performs other duties as requested by the Assistant Superintendent/ Superintendent.

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be established by the Board of Education.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

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Signature

Date

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

HEALTH & PHYSICAL EDUCATION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate in Health and Physical Education
- Demonstrated knowledge of subject specialty and effective teaching methods
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: Students as assigned

JOB GOAL: To promote safety, wellness, health maintenance and physical fitness; provide students with an understanding of the relationship of a healthy body to healthy behaviors; and to cultivate knowledge and skills that are conducive to good physical and mental health.

PERFORMANCE RESPONSIBILITIES:

1. Work to achieve New Jersey Student Learning Standards and District and building educational goals and objectives by teaching skills in comprehensive health and physical education using curriculum and instructional materials adopted by the Board of Education.
2. Work cooperatively with other health and physical education teachers and the teaching staff in planning an effective comprehensive school health program.
3. Provide health, safety, family life education and/or physical education instruction as assigned.
4. Set specific objectives in lesson preparation and weekly lesson plans and carry through presentation to effectively achieve these objectives.
5. Provide appropriate safety instruction and make safety checks on equipment and field areas to ensure the overall safety of pupils.
6. Establish and maintain standards of student behavior needed to provide an orderly, productive learning environment.
7. Evaluate each student's growth in health/physical education related knowledge and skills and maintain records of student's progress.
8. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
9. Communicate with parents through conferences and other means to inform them about the school program and to discuss student progress.
10. Identify student needs, and cooperate with other professional staff members in helping to appropriately address student needs.
11. Participate in curriculum development activities, faculty meetings and school-level planning.
12. Uphold and enforce rules, administrative regulations, and board policy.
13. Perform other duties within the scope of his/her employment and certification, as may be assigned.

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JOB DESCRIPTION**

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 3/26/2007
Revised: 10/29/2007
2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

IN-SCHOOL SUSPENSION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate or eligibility
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: Students as assigned

JOB GOAL: To provide a temporary self-contained alternative educational environment for students who are unable to function in the regular classroom setting.

PERFORMANCE RESPONSIBILITIES:

1. Record and report student attendance and report same to the appropriate Administrator.
2. Disseminate instructional assignments for students, prepared by classroom teachers.
3. Ensure that students work quietly and diligently.
4. Ensure that students have time allocated for lunch within the ISS classroom.
5. Assist students, as much as possible, with their academic assignments. Collect and return student assignments to the appropriate teachers.
6. At the conclusion of the day, the ISS teacher will submit to the appropriate administrator a brief evaluation report for each student.
7. Ensure that students who disrupt the ISS program are reported to the appropriate Administrator.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 5/6/2002

Revised: 2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

LEARNING DISABILITY TEACHER - CONSULTANT

QUALIFICATIONS:

- Valid New Jersey Learning Disability Teacher – Consultant Certificate
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Director of Student Support Services

SUPERVISES: N/A

JOB GOAL: The basic goal of the Learning Disabilities – Teacher Consultant in the Winslow Township Public Schools is to improve the quality of the educational process through the application of educational diagnostic knowledge. The Learning Disabilities – Teacher Consultant will function as an educational diagnostician, instructional programmer, and educational consultant and will therefore be able to contribute to the prevention, early identification and planning to address the student's area of disabilities.

PERFORMANCE RESPONSIBILITIES:

1. Perform diagnostic assessment and analysis of student's learning characteristics through classroom observation, teacher input and formal testing procedures in perceptual, memory, motor, language and academic functions.
2. Serve as a child study team member in interpreting the assessed learning characteristics related to the problems that are being experienced in the classroom and making appropriate educational plans.
3. Develop instructional guidelines with regular classroom teachers and special educational teachers in accordance with the Child Study Team recommended educational plan.
4. Consult with teachers on an ongoing basis as a resource person helping to provide the flexibility necessary to maintain a meaningful educational program for all children.
5. Participate in the development of in-service programs for parents, teachers and administrators, including but not limited to the following areas:
 - a. Early detection of learning problems
 - b. Understanding of perceptual and academic diagnostic test instruments
 - c. Developing methods for meeting individual needs of students.
 - d. Providing awareness of new educational trends and classroom management techniques.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 2/25/2008

Revised: 2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

LIBRARIAN/MEDIA SPECIALIST

QUALIFICATIONS:

- Valid New Jersey School Library/Media Specialist Certificate
- Successful experience in library media center organization, administration and management
- Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents
- Effective problem-solving, human relations, and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: To develop and coordinate educational media services and assist teachers and students in the effective use of the media center as a learning resource to support the school's curriculum.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for the operation and supervision of the school media center.
2. Maintain a comprehensive and efficient system for cataloging all media center materials and instruct teacher and student on use of the system.
3. Coordinate library and technology media skills with classroom instruction.
4. Assist teachers in the selection of books and other instructional materials and make media center materials available to supplement the instructional program.
5. Evaluate, select, and requisition new media center materials and inform teachers and other staff of new acquisitions.
6. Provide a sequential program of library skills instruction.
7. Instruct students in the use of various types of materials and equipment.
8. Help students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
9. Conduct in-service education for teachers in the effective evaluation, selection and use of media.
10. Present and discuss materials with a class studying a particular topic at the request of the teacher.
11. Assist students and staff with the acquisition of technology applications and use.
12. Prepare and administer the Media Center budget.
13. Maintain professional library materials for teacher use.
14. Perform such other related duties as may be assigned by the Building Principal.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

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STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 2/25/2008
Revised: 6/17/2009
1/29/2014
2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

MEDICAL ASSISTANT

QUALIFICATIONS:

- Minimum Certification: Licensed Practical Nurse (LPN), Registered Nurse (RN) preferred
- Pediatric experience preferred
- Experience/knowledge of ventilators preferred
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal

SUPERVISES: N/A

JOB GOAL: The medical assistant is a healthcare services specialist who provides specialized medical assistance to children within the public school environment.

PERFORMANCE RESPONSIBILITIES:

1. Provide direct healthcare services to children under the direction of the school nurse. These services may include, but are not limited to:
 - CPR
 - O2 – (on/off liter bleed-bag mask)
 - Seizure precaution
 - Tube feeding
 - Postural Drainage
 - Percussion
 - Nebulizer Treatments
 - Tracheotomy Care
 - Ventilator Supervision
 - Medication (oral, tube, rectal)
2. Provide consultation to teaching staff in reference to medical issues of individual children.
3. Consult with staff regarding modification or change in the educational environment necessitated by the student's developmental or health status.
4. Assist School Nurse in vision and hearing screenings.
5. Work with School Nurse and families to coordinate medical information from hospitals, physicians, etc.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable

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accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 8/5/2002

Revised: 2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

MIDDLE/HIGH SCHOOL TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate with the appropriate teaching endorsement
- Demonstrated knowledge of effective teaching methods and developmentally appropriate classroom activities
- Ability to maintain a positive learning environment
- Strong interpersonal and communication skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Building Principal and/or other appropriately certified superior as designated by the Superintendent.

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

PERFORMANCE RESPONSIBILITIES:

1. Work to achieve New Jersey Student Learning Standards and District and building educational goals and objectives by promoting active learning in the classroom using board-adopted curriculum and other appropriate learning activities.
2. Develop lesson plans/instructional materials and provide individualized and small group instruction in order to adapt the curriculum to the needs of each student.
3. Set specific objectives in lesson preparation and weekly lesson plans and carry through presentation to effectively achieve these objectives.
4. Monitor student academic progress and personal growth toward stated objectives of instruction.
5. Maintain records of student's educational progress and summarize these marks for reporting purposes.
6. Identify student needs and cooperate with other professional staff members in assessing and resolving learning problems.
7. Establish and maintain standards of student behavior needed to achieve a classroom climate conducive to learning.
8. Establish effective classroom management strategies and use class time effectively to allow for student acquisition of skills taught.
9. Communicate with parents through conferences and other means to inform them about the school program and the student's progress.
10. Devise written and oral assignments and tests that require analytical and critical thinking as well as the reproduction of facts.
11. Plan class activities and lesson presentations that are age-appropriate for the class and meet the individual needs, interests and ability levels of all students.
12. Maintain professional competence and continuous improvement through in-service education and other professional growth activities.
13. Participate in school-level planning, faculty meetings/committees and other school activities.
14. Make effective use of community resources to enhance the instructional program.
15. Uphold and enforce school rules, administrative regulations, and board policy.
16. Remain abreast of current developments, new trends, and new interpretations in methodology of teaching in the subject area(s) to which assigned.
17. Implement a program of study that recognizes, takes into consideration, and meets the individual needs, interests, and abilities of students.
18. Create and maintain a classroom environment that is appropriate and conducive to learning.
19. Guide the learning process toward the achievement of curriculum goals and objectives.

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20. Assess the progress of students on a regular basis and provide progress reports, as required.
21. Develop rules of classroom behavior and procedure, and maintain order in the classroom in a fair and just manner.
22. Assist in upholding and enforcing school rules, administrative regulations, and Board policy.
23. Contribute to curriculum development and assist in the selection of instructional materials.
24. Supervise student behavior at all school locations and during school approved activities for the safety and well being of students, personnel, and visitors.
25. Attend staff meetings and serve on staff committees, as required.
26. Perform other duties which may be within the scope of his/her employment and certifications as may be assigned by his/her superior(s) under authority of the Board of Education.

TERMS OF EMPLOYMENT: This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 10/29/2007
Revised: 11/12/2008
2/9/2022

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL NURSE

QUALIFICATIONS:

- Valid New Jersey School Nurse Certification
- Valid RN license
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Principal

SUPERVISES: N/A

JOB GOAL: The School Nurse is a health services specialist who assists students and staff in attaining and/or maintaining optimum health, and promoting positive health habits and attitudes.

PERFORMANCE RESPONSIBILITIES:

1. Assess the physical well-being of the student in terms of developmental and present health status.
2. Coordinate the health referral process and communicate health findings to appropriate persons and/or agencies.
3. Assist in the identification of students whose medically related absences may require home bound instruction.
4. Provide health counseling for students, parents and staff.
5. Maintain a comprehensive health history and health appraisal record system.
6. Provide direct health care services to students and staff, including the transportation of students when immediate exclusion is necessitated during the school year.
7. Participate in the child study team process by interpreting significant findings of health history, physical assessment and reports of medical consultants, as appropriate.
8. Consult with staff regarding modification or change in the educational environment necessitated by the student's developmental or health status.
9. Participate in the health education program by providing health/family life instruction and in-service education.
10. Initiate, facilitate and maintain relationships between the school and community health agencies.
11. Disseminate information on health careers upon request.
12. Remain on the school site during the hours school is in session, except when transportation for an excluded student is required.
13. Maintain and order equipment and supplies for nurse's office and first aid station.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

EVALUATION:

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of certificated staff.

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

Signature

Date

Approved: 6/26/2005

Revised: 8/27/2008

2/9/2022