

**WINSLOW TOWNSHIP SCHOOL DISTRICT
JOB DESCRIPTION**

EXHIBIT NO. X11A:1

SCHOOL SECURITY GUARD

QUALIFICATIONS:

- High School diploma/equivalent
- Demonstrated aptitude or competence for assigned responsibilities
- Shall meet physical and mental requirements for the position
- Have three (3) years of experience in law Enforcement, Emergency Response, Military or security related position
- Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary
- Must be able to interact positively with students, staff and members of the community
- Must be able to take direction and work as part of a team
- Must be able to direct traffic
- Must be willing to work overtime for extra-curricular events
- 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: N/A

PERFORMANCE RESPONSIBILITIES:

1. Manage and maintain entry to school buildings.
2. Ensure grounds are free from unauthorized visitors, vehicles and suspicious packages.
3. Reports all incidents and occurrences that compromise security.
4. Maintains a log of areas visited and observations.
5. When assigned a patrol, adheres to the patrol in a timely fashion completing all checks as required.
6. Contribute to maintaining an atmosphere conducive to learning.
7. Ensure the safety and well-being of students, staff and visitors to the school.
8. Maintain interior posts, check rooms or patrol the perimeter as directed, to ensure compliance with school/district security policy.
9. Patrol and monitor hallways, stairwells, toilet facilities, outside facilities, and other public and unsupervised places of the school to ensure the safety and well-being of students and staff and the security of the facility.
10. Assist the School Resource Officer (SRO), police or other emergency services personnel as directed by the Principal or designee.
11. Identify and escort any unauthorized persons to the main office of the respective school.
12. Escort disruptive students and others to their assigned location, and report all who refuse.
13. Report immediately, in accordance with procedure, any vandalism or damage to school property.
14. Attempt to prevent any destruction of school/district property and private property and report same to the appropriate school official.
15. Monitor hallways and the parking lots through the day.
16. Insure that all authorized persons have appropriate district identification badge.
17. Conduct ongoing door checks.
18. Assist with directing traffic at the opening and closing of the school day to maintain safe, efficient traffic flow and monitor the arrival, departure, loading and unloading of buses.

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19. Intervene in the event of a fight or other disturbance including use of verbal de-escalation techniques, separation of disruptive parties and crowd control.
20. Participate in emergency drills or crisis situations as in line with the school's emergency plan.
21. Perform all other duties as directed by the Principal or their designee, which shall fall within the scope of his/her employment.

TERMS OF EMPLOYMENT:

This is a ten month position. Salary, holidays and benefits are to be negotiated annually with the Board of Education.

EVALUATION:

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

PHYSICAL REQUIREMENTS:

1. Ability to walk interior and exterior areas of school campus.
2. Ability to stand or sit at fixed posts.
3. Ability to use required force when necessary, as dictated by policy and training.
4. Ability to run or walk quickly to incident requiring immediate attention.
5. Ability to use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.

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: 8/13/2014
Revised: 2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SCHOOL SOCIAL WORKER

QUALIFICATIONS:

- Valid New Jersey Social Worker Certification, MSW preferred
- Knowledge of and experience in school social work and counseling
- 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 Director of Student Support Services

SUPERVISES: N/A

JOB GOAL: The basic goal of the School Social Worker in the Winslow Township Public Schools is to improve the educational process by providing information about the student's home environment and family history that may significantly affect the student's educational, social and emotional development. The school social worker will function both as a social worker and educator and will, therefore, be able to contribute to the understanding and development of the child in school through his contribution to the prevention, early identification and correction of the problems of children.

PERFORMANCE RESPONSIBILITIES:

1. Participation as a basic child study team member in interpreting family background information and planning educational programs for exceptional children.
2. Maintenance of ongoing relationships with families for the purpose of:
 - a. Providing information regarding educational planning and programming for their child.
 - b. Assisting families in utilizing available community resources
 - c. Providing counseling and support to the child and family, in group and individual settings
3. Assessment of student's home environment and family history through home visitation with parents and/or teacher conferences.
4. Consultation with teachers and administrators regarding:
 - a. Home environment as a factor in school adjustment
 - b. Behavior management strategies to address unique needs of children
5. Participation in the development of in-service programs for parents, teachers and administrators.
6. Proofreading and checking documents for accuracy.

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

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JOB DESCRIPTION**

Essential Functions Statement

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Signature

Date

Approved: 5/9/1994

Revised: 12/10/2008

2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT

JOB DESCRIPTION

SPECIAL EDUCATION TEACHER

QUALIFICATIONS:

- Valid New Jersey Instructional Certificate (Grade level and/or content area endorsement, if applicable)
- 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

JOB GOAL: To provide an approved special education program and establish a class environment that fosters learning personal growth; to help pupils develop skills, attitudes and knowledge needed to provide a good foundation for continued education; and to maintain good relationships with parents and other staff members.

PERFORMANCE RESPONSIBILITIES:

1. Provides instruction in accordance with each student's individualized educational program.
2. Develops lesson plans and instructional materials to provide for individualized and small group instruction to meet the needs of each student.
3. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
4. Works cooperatively with regular education teaching staff to coordinate instructional activities and to monitor the progress of each student, and provides support instruction in the regular classroom or resource center as assigned.
5. Maintains records of student's educational progress in class record books and/or board approved forms and summarizes these marks for reporting purposes.
6. Establishes and maintains standards of student behavior needed to achieve a classroom climate conducive to learning.
7. Consults with members of the child study team regarding each student's educational program and personal growth. Meets with the case manager, parents and other professional staff to review and revise the individualized education program and placement of each assigned student, as needed.
8. Communicates with parents through conferences and other means to inform them about the school program and to discuss student progress.
9. Maintains professional competence and continuous improvement.
10. Participates in school-level planning, faculty meetings/committees and other school system groups.
11. Makes effective use of community resources to enhance the instructional program.
12. Performs other duties within the scope of employment and certification as may be assigned.

TERMS OF EMPLOYMENT:

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

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

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

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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: 3/26/2007

Revised: 10/29/2007

2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SPEECH LANGUAGE SPECIALIST

QUALIFICATIONS:

- Valid New Jersey Speech Language Specialist Certification
- 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 Director of Student Support Services

JOB GOAL: The major goal of the Speech Language Specialist in the Winslow Township Public Schools is to bring about positive change in the communication behavior or students with handicapping disorders by providing direct, intensive and individual remediation.

PERFORMANCE RESPONSIBILITIES:

1. Identification of communication disorders through screening of all kindergarten students and through teacher referrals.
2. Diagnostic evaluation of students with more severe communication disorders and students referred to the Child Study Team.
3. Counseling and instruction of students, teachers and parents concerning problems related to the communication disorder through conferences and in-service programs.
4. Direct remediation service for children with the following characteristics:
 - a. Chronic voice disorders
 - b. Dysfluency (stuttering)
 - c. Hearing impairment
 - d. Moderate to severe articulation defects
 - e. Language, speech and hearing disorders associated with cleft palate, cerebral palsy, intellectual impairment, emotional disturbance, visual impairment, autistic behavior, aphasia, etc.
5. Evaluation on a regular basis of program results and individual progress.
6. Participation in Child Study Team meetings in cases where serious communication disorders may be present.

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

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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: 2/25/2008
Revised: 1/29/2014
2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUBSTANCE ABUSE COORDINATOR

QUALIFICATIONS:

- Valid New Jersey Educational Services Certificate in School Counseling and Substance Awareness Coordinator Endorsement
- Demonstrated knowledge of substance abuse curriculum development, counseling and staff development
- Ability to work effectively with students, staff, parents, outside agencies and community groups
- Required criminal history check and proof of U.S. 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 provide leadership in the development of substance abuse prevention and intervention activities in the school-community.

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership in the development, implementation and coordination of a comprehensive chemical health education curriculum to achieve New Jersey Student Learning Standards and District educational goals and objectives.
2. Assists in the coordination of supplemental programs and guest speakers.
3. Assists in the research and review of instructional materials for possible purchase and use.
4. Develops and coordinates a referral system and intervention services for early identification of students who are at-risk for substance abuse or demonstrating symptoms of substance use and abuse. Coordinates a referral system with local, state and other services, providers or agencies.
5. Works in cooperation with resources available within the school district (i.e. child study team, guidance counselors, nurses, etc.)
6. Assesses students' drug/alcohol involvement and makes appropriate referral for treatment when necessary.
7. Works in cooperation with treatment facility, counselors, parents, school personnel and students in developing and following through with the student' aftercare program.
8. Provides short-term counseling or group counseling for students with substance abuse problems or concerns.
9. Facilitates conferences with parents or student's guardian to discuss and/or implement appropriate steps and stages of intervention and options.
10. Assists in the design, implementation and coordination of staff development related to substance awareness.
11. Provides in-service education for all teachers and staff responsible for the delivery of chemical health education.
12. Serves as a resource to District personnel on substance awareness/abuse issues as well as on the availability of training programs. Provides training for all school staff in intervention and referral procedures.
13. Maintains professional competence and continuous improvement through in-service education activities and other professional growth activities.
14. Assists with the development and annual review of policies and procedures regarding substance abuse, use and chemical health education, and recommends changes to administration.
15. Implements and coordinates parent education programs related to substance awareness.

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16. Participates in the community-based Municipal Alliance to facilitate the liaison between school and community.
17. Provides coordination of school-based prevention programs with community-based prevention programs.
18. Develops community awareness through active participation as a school liaison to appropriate community groups and organizations.
19. Facilitates appointment for medical clearance of students entering school from treatment facilities prior to their return.
20. Performs other duties which may be within the scope of his/her employment and certification as may be assigned.

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

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Essential Functions Statement

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Signature

Date

Approved: 10/10/2006
Revised: 2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERINTENDENT OF SCHOOLS

QUALIFICATIONS:

- Valid New Jersey School Administrator Certificate or eligibility
- Eight years successful experience as a principal and/or central office administrator
- Knowledge of New Jersey Law, Administrative Code, rules, regulations and procedures
- Demonstrated knowledge of curriculum content, strategies and current trends
- Ability to coordinate and plan staff development for a PreK-12 school district
- Demonstrated effectiveness in administration and supervision
- Strong leadership 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: Board of Education

SUPERVISES: All employees of the District

PERFORMANCE RESPONSIBILITIES:

1. Attends and participates in all meetings of the Board, except when own appointment, efficiency, contract or salary is being considered, and serves as an ex-officio member of all Board committees.
2. Advises the Board of need for new or revised policy and prepares policy drafts for Board approval.
3. Implements and executes all Board policies, constitutional or statutory laws, and state regulations.
4. Administers as Chief School Administrator, the development and maintenance of a positive educational program designed to meet the needs of the community and is alert to advances and improvements in educational programs.
5. Formulates and directs the development and implementation of a Board authorized management plan.
6. Delegates authority or duties with the knowledge that it does not relieve the Chief School Administrator of final responsibility for the action taken under such delegation.
7. Maintains adequate records for the schools, including a system of financial accounts; business and property records; and personnel, school population, and scholastic records. Acts as custodian of such records and of all contracts, securities, documents, title papers, books of records, and other papers belonging to the Board.
8. Recommends for promotion, appointment, or employment all employees of the Board, and assigns, transfers, and recommends for dismissal any and all employees of the Board.
9. Directs the preparation of the annual budget for adoption by the Board, and administers the budget as enacted by the Board, acting at all times in accordance with legal requirements and adopted Board policies.
10. Communicates directly or through delegation all actions of the Board relating to personnel matters to all employees; and receives from employees all communications to be made to the Board.
11. Represents the District in its dealings with other school systems.
12. Assumes ultimate administrative responsibility for the health, safety, welfare, discipline, assignment, promotion and retention of all students.
13. Makes recommendations to the Board concerning transportation of students in accordance with the law and the requirements of safety.
14. Makes recommendations with reference to the location and size of new school sites and of additions to existing sites, the location and size of new buildings on school sites; the plans for

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new school buildings; all appropriations for sites and buildings; and improvements, alterations, and changes in the buildings and equipment of the District.

15. Keeps the Board fully and accurately informed about the school programs.
16. Keeps the Board fully and accurately informed about the needs of the school system.
17. Presents analysis and professional recommendations on all problems and issues considered by the Board.
18. Develops and maintains an adequate program of school community relations.
19. Coordinates State monitoring activities.
20. Plans, coordinates and evaluates the District Educational Improvement Plan (EIP) and oversees the principal/building EIP's.
21. Oversees the development and implementation of a comprehensive long-term community relations program.
22. Actively participates in the negotiations process with all bargaining units.
23. Performs such other tasks as may from time to time be assigned by the Board.

Duties Specified by Law:

1. Report to the Board of Education re: educational program and facilities of district. N.J.S.A. 18A:17-20
2. Serve as non-voting member of Board of Education. N.J.S.A. 18A:17-20
3. Provide general supervision of district schools. N.J.S.A. 18A:17-20
4. Assume supervision for district instruction. N.J.A.C. 6:3-1.12(b)
5. Select and recommend all textbooks, equipment supplies, and other educational materials for board approval. N.J.A.C. 6:3-1.12(a)
6. Visit district schools to keep informed of their condition and progress. N.J.A.C. 6:3-1.12(a).
7. Report to the Commissioner and County Superintendent on or before August 1 of each year on matters relating to District schools in a form directed by the Commissioner. N.J.S.A. 18a:17-21.
8. Be responsible for discipline and conduct of schools. N.J.A.C. 6:3-1.12(b).
9. Authority to suspend staff. N.J.S.A. 18A:25-6.
10. Authority to appoint office personnel. N.J.A.C. 6:3-1.12(d).
11. Authority to nominate Assistant Superintendent. N.J.A.C. 6:3-1.12 (c)
12. Ascertain teacher certification. N.J.A.C. 6:3-1.12(g)
13. May serve as high school principal. N.J.A.C. 6:27-1.6(b)
14. Direct the development of policies and procedures to accomplish the evaluation of all tenured teaching staff members. N.J.A.C. 6:3-1.21

TERMS OF EMPLOYMENT:

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated with 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.

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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: 10/5/1999
Revised: 3/17/2008
2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERVISOR OF MATHEMATICS

QUALIFICATIONS:

- Valid New Jersey Supervisor's Certificate
- A minimum of five years of successful teaching experience in a public school setting
- Active involvement in the development of mathematics curriculum
- Knowledge of current research and practices in the teaching of mathematics, including program development and assessment
- Strong communication, organizational, interpersonal and group leadership skills, as well as classroom demonstration skills
- Possess strong technology skills and knowledge of various platforms
- Ability to evaluate instructional materials
- 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 of Schools

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Works with newly hired staff to orient them to the mathematics curricula.
2. Presents demonstration lessons to staff.
3. Oversees and assists in the implementation of the mathematics curriculum and its assessment components.
4. Assists with the planning, organization and implementation of professional development activities.
5. Plans, organizes and implements State of New Jersey and Board of Education approved testing programs. Provides analysis and interpretation of testing and assessment data.
6. Plans, organizes and participates in after school and evening meetings.
7. Assists with the preparation of grants and proposals.
8. Assists with observations and evaluations of staff.
9. Performs other tasks as assigned by the Assistant Superintendent.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated per the WTAA 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

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WINSLOW TOWNSHIP SCHOOL DISTRICT

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Essential Functions Statement

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Signature

Date

Approved: 6/3/2009

Revised: 2/22/2023

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERVISOR OF TECHNOLOGY

QUALIFICATIONS:

- Microsoft Certified System Engineer, required
- Minimum of five (5) years working knowledge of deploying/maintaining security in an educational environment
- Demonstrated ability and knowledge of computer technology, software, operating systems and network configurations (knowledge of LAN/WAN; wireless network, firewalls, HP network and virtualized platform)
- Experience in planning and implementing staff development activities
- Evidence of strong interpersonal, organizational and leadership 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: Assistant Superintendent

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Maintains the operation, integration and use of all computers and technology related devices used to support instruction.
2. Works closely with the Supervisor of Educational Technology.
3. Maintains a comprehensive and efficient system for acquiring and cataloging all district technology resources.
4. Oversees the management of contracted technology services.
5. Assists the Supervisor of Educational Technology with the coordination of computer instruction, including demonstration of lessons that incorporate the use of technology.
6. Assists the Supervisor of Educational Technology in developing and implementing a district wide technology plan.
7. Assists staff in the selection of software, hardware and other instructional materials and devices to support specific content objectives.
8. Assists with developing a comprehensive technology program of instruction.
9. Assists with managing User Accounts for NJDOE and State reporting.
10. Maintains a high level of professional growth, including familiarity with developments in the field of computer related technology.
11. Performs such other duties as may be assigned.

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 this job will be evaluated annually in accordance with Board-approved policy for evaluation of support staff.

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STATEMENTS OF AGREEMENT:

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Essential Functions Statement

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Signature

Date

Approved: 5/13/2015

Revised: 2/22/2023