

EXHIBIT NO. XV:8

JOB DESCRIPTIONS

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Assistant Superintendent of Curriculum and Instruction

Terms of Employment:

Twelve (12) months. Compensation and terms to be determined by the board.

Qualifications:

- School Administrator Certificate or eligibility preferred
- Five 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.

Reports To:

Superintendent of Schools

Mission:

To assist the superintendent in the administration of the school district and provide leadership to the professional staff in planning, implementing and evaluating a modern curriculum and successful instructional program within the school district.

Staff Supervised:

Director of Early Childhood Education, District Technology Coordinator and all other professional and support staff assigned by the superintendent.

Performance Responsibilities:

1. Assist the superintendent in the day to day operation of the school district.

2. Provide leadership, articulation and expertise in the development, coordination and implementation of the K-12 curriculum.
3. Plan staff development for all professional and paraprofessional employees based upon the needs of the district.
4. Works with principals, department heads, subject matter specialists and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan.
5. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new instructional materials, methods and programs.
6. Provides leadership in the development of the K-12 instructional program and achievement of state core curriculum content standards and district goals and objectives.
7. Recommends to the superintendent the addition of new courses, grade placements and credit allowance, and graduation requirements.
8. Schedules and organizes grade level and departmental meetings in order to effect horizontal and vertical continuity and articulation of the instructional program of the schools.
9. Coordinates the selection of textbooks and instructional materials throughout the district through the use of faculty committees and recommends those selected to the superintendent for adoption by the board of education.
10. Monitors and communicates trend, benchmark and comparison data in the areas of curriculum, instruction, assessment and improvement activities.
11. Assists school personnel in analyzing data for continuous improvement of student achievement.
12. Evaluate the operation of the schools and make recommendations to the superintendent for needed improvements and/or policy changes.
13. Assume responsibility for the administering the district in the absence of the superintendent.
14. Provide direct supervision over all school programs.
15. Assist in the preparation/administration of the district's budget.
16. Provide leadership in the collaboration between and the coordination of regular education, remedial and special education services and programs.
17. Serve as representative of the superintendent on the Instructional Council.
18. Oversee the planning and coordination of the district's in-service programs.
19. Collaborate with principals and supervisors in regard to instructional programs, use of instructional materials and teacher evaluation.
20. Plan, coordinate and evaluate the district Educational Improvement Plan and oversee the principal/building EIP's.
21. Coordinate state monitoring activities.
22. Prepare the Quality Assurance Annual Report.

23. Coordinate the development of the Consolidated Grant.
24. Coordinate a comprehensive testing program and present results in a report to the superintendent.
25. Adjudicate parental appeals of the school site administrative decisions.
26. Chair the district Discipline Committee.
27. Recommend and prepare drafts of needed school board policies and administrative regulations and procedures for superintendent review and for possible board action.
28. Supervise school enrollments and assignments to elementary buildings.
29. Review, monitor and approve all field trips as to their instructional value.
30. Coordinate staff level activities/programs.
31. Assume responsibility for own professional growth etc.
32. Perform other related duties as required by the position or assigned by the superintendent.

The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification, and they are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.

Evaluation:

Performance of this job will be evaluated annually by the Superintendent of Schools.

ACKNOWLEDGEMENT:

I acknowledge receipt of a copy of this job description and I am aware that I may be required to fulfill any of the listed performance responsibilities.

I am aware of the fact I will be on a 90 day probationary period during which I may be summarily dismissed without notice.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State Statutes and the Board's policy on evaluation.

Reviewed and agreed to by employee:

Signature

Date

Approval Date:

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Athletic Trainer

Qualifications:

1. Valid NJ Athletic Trainer Endorsement on Educational Services Certificate
2. First Aid and CPR certification as determined by the board
3. Knowledge of human anatomy, physiology, and biomechanics
4. Ability to provide injury prevention education, physical conditioning, emergency care and reconditioning therapies for athletes
5. Required criminal history background check and proof of US citizenship or legal resident alien status

Reports To:

Athletic Director/Principal

Job Goal:

To help maintain the physical well being of interscholastic athletes through the development and implementation of a comprehensive athletic health care program that focuses on injury prevention and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

Performance Responsibilities:

1. Develops and maintains an effective training program for student athletes. Provides in-season and post-season conditioning programs and athletic trainer services at interscholastic athletic events and practice sessions as assigned.
2. Advises the athletic director and coaches of flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance.

3. Provides for the prevention of injuries through the application of protective taping, wraps, and braces, and assists in the design of practices to help to reduce the incidence of injury.
4. Provides immediate care of athletic injures and refers the athletes to a medical personnel or facility when necessary in accordance with district policies.
5. Designs and supervises rehabilitation programs for injured athletes under the direction of a licensed referring physician.
6. Maintains accurate medical records for injuries, treatment, rehabilitation, and physician referrals. Coordinates the report of athletic injures with the school nurse.
7. Assumes responsibility for the budgeting, purchasing, and inventorying of athletic training supplies.
8. Maintains open communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.
9. Develops and implements a system of ongoing review of the effectiveness of the athletic program in preventing injury or illness.
10. Performs other duties within the scope of his/her employment and certification as may be assigned.

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Approved:

WINSLOW TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION

Behaviorist

QUALIFICATIONS:

1. Board Certified Behavioral Analysis (BCBA) certification or evidence of coursework towards appropriate certificate.
2. Valid NJ Teacher of the Handicapped, Students with Disabilities, School Psychologist, or Social Worker Certification.
3. Knowledge and experience of the diverse needs of children with disabilities and appropriate special education classroom practices.
4. Ability to communicate effectively with students, parents, and school personnel.
5. Required criminal history background and other required paperwork

REPORTS TO: Director of Special Services

JOB GOAL: Develop and implement behavioral interventions with staff assistance to facilitate students' attainment of social and emotional growth consistent with the goals set forth by Individual Education Plans (IEP's).

ESSENTIAL FUNCTIONS: Responsible for generating and implementing programs to remediate behavioral and social problems for students, as well as be available for consultation to school staff and parents.

PERFORMANCE RESPONSIBILITIES:

1. Designs programs for students that are consistent with the total educational philosophy and goals of the School board.
2. Consults, collaborates, and completes reports as appropriate with/for the Child Study Teams on an ongoing basis.
3. Plans and confers, regularly scheduled consultations with classroom teachers, regarding behavioral, social, or personal problems affecting the student.
4. Works in coordination with teachers, related services personnel, and administration in identifying social/behavioral issues, as well as planning and developing program.
5. Assists in the design and implementation of professional development related to special education, providing professional development to targeted staff, on all aspects of school programming with special educational programs:
 - a. Delivery of instruction
 - b. Behavior Management of Students (including techniques for remediating behavioral, social, or personal problems of students.
 - c. Data Collection (Applied Behavioral Analysis)
6. Assists, upon request of the Director of Special Services, in the development of

- Functional Behavioral Assessments (FBA) and Behavior Intervention Plans (BIP).
7. Develops IEP goals and objectives and uses paraprofessionals to assist with implementing goals, as appropriate.
 8. Provides training for paraprofessionals with the programs in the areas of behavior management skills and affective education.
 9. Designs, implements, and follow up on behavioral management programs for students to remediate behavioral and social problems.
 10. Consults with parents regarding students; behavioral goals.
 11. Interprets behavioral assessments for school staff and parents.
 12. Develops home programs and related behavioral goals.
 13. Assists parents in acquiring services from the Division of Developmental Disabilities (DDD).
 14. Reports to, consults, and completes reports as requested, with/for the Director of Special Services on an ongoing basis.
 15. Continue professional growth through educational meetings, visits to related facilities, attendance at conferences, reading of professional literature, and dialogue/exchanging ideas among staff.
 16. Performs any other duties as may be assigned.

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Approval Date:

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Mentor Teacher 20 Day/30 Weeks

Qualifications:

1. Must hold a NJ Teaching Certificate.
2. Must be an experienced teacher. (at least 3 years)
3. Must be willing to participate in required mentor training program.

Reports To:

Director of Human Resources

Performance Responsibilities:

1. Maintain daily contact with the first- year teacher.
2. Model effective teaching techniques.
3. Assist the novice teacher with the development of lesson plans & preparation, lesson implementation, classroom management.
4. Informally observe teacher and offer constructive criticism.
5. Offer a variety of teaching strategies and activities to implement during instruction.
6. Assist the teacher is resolving problems related to the daily responsibilities of the profession.
7. Assist the first-year teacher with the submission of the required paperwork.
8. Maintain an open line of communication with the Mentor Coordinator.
9. Provide support and utilize all available resources to assist the teacher in successfully completing the program and attaining their standard certificate.

Annual Salary:

Mentor for alternate route teacher \$450 (20 days)
Mentor for 30 weeks \$550

Approved:

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Preschool Teacher

Title: Preschool Teacher

Qualifications:

- Valid New Jersey P-3 or Elementary Instructional Certificate
- Demonstrated language proficiency and knowledge of effective teaching methods
- Ability to maintain a positive learning environment
- Strong interpersonal, communication skills and technological skills
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status

Reports To:

Building Principal and Director of Research, Planning and Evaluation

Supervises:

Pupils, and when assigned, student teachers and classroom aides

Job Goal:

To provide an approved early childhood education program and establish a class environment that fosters learning and 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.

Major Duties and Responsibilities:

1. Works to enhance the educational experiences of young children through the creation of a supportive learning environment and the use of developmentally appropriate materials and practices.

2. Promotes active learning using structured and unstructured activities that foster the social, physical, cognitive, and emotional development of young pupils.
3. Implements the approved curriculum and uses appropriate learning activities designed to foster learning at each child's development level. Works to achieve district educational goals and objectives and state core curriculum content standards.
4. Develops lesson plans and instructional materials and provides individualized and small group instruction in order to adapt the curriculum to the needs of each pupil. Balances teacher-directed and child-initiated experiences.
5. Sets specific objectives wherever possible in lesson preparation and weekly lesson plans and carries through presentation to effectively achieve these objectives.
6. Observes children in a variety of settings and evaluates the cognitive, social, emotional and physical skills of pupils and maintains records of progress toward stated objectives of instruction.
7. Develops and uses age-appropriate assessment tools and maintains records of pupil's development and educational progress in class, maintains creative curriculum net.
8. Identifies pupil needs and cooperates with other professional staff members in assessing and resolving learning problems.
9. Establishes and maintains standards of pupil behavior needed to achieve a classroom climate conducive to learning.
10. Budgets class time effectively.
11. Communicates with parents through conferences and other means to inform them about the school program and to discuss pupil progress.
12. Assists in facilitating smooth transitions from preschool, kindergarten, and early primary grades programs and from the school day to after-school child care programs.
13. Maintains professional competence and continuous improvement through in-service education and other professional growth activities.
14. Participates in school-level planning, faculty meetings/committees and other school system groups.
15. Makes effective use of community resources to enhance the instructional program.
16. Upholds and enforces school rules, administrative regulations and board policy.
17. Performs other duties within the scope of his/her employment and certification as may be assigned.

Terms of Employment: Work year and salary to be determined by the board.

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EVALUATION:

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Signature

Date

Revised **10/29/07, 6/25/08, 1/22/14**

<u>Working Conditions and Physical Effect</u>	Seldom or Never	Monthly	Weekly	Daily	Hourly
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1. Lift objects weighing up to 20 pounds			X		
2. Lift objects weighing 21 to 50 pounds		X			
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds			X		
6. Carry objects weighing 21 to 50 pounds		X			
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time					X
10. Standing up to two hours at a time				X	
11. Standing for more than two hours at a time	X				
12. Stooping and bending					X
13. Ability to reach and grasp objects					X
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects			X		
19. Proofreading and checking documents for accuracy			X		
20. Using a keyboard to enter and transform words or data				X	
21. Using a video display terminal	X				
22. Working in a normal office environment with few physical discomforts	X				
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job					X

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

WinSoar Program Administrator

Reports to:

Superintendent/Assistant Superintendent

Supervises:

All certified and non-certified staff assigned to the program.

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. Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
2. Establishes and maintains an effective learning climate in the school.
3. Assists in the selection of appropriate instructional materials; and monitors delivery of the instructional program.
4. Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
5. Plans, organizes and supervises all curricular activities.
6. Supervises and evaluates the performance of all school employees and assists them in achievement of their job goals.
7. Conduct periodic observations of teaching staff members; prepares written comments; and offers constructive suggestions for improvement when appropriate.
8. Prepares and submits the program's budget requests and monitors the expenditure of funds.
9. Establishes and maintains an efficient office system to support the administrative functions of the school.
10. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
11. Approves the teaching schedule and classroom assignments.

12. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the student's rights to due process.
13. Notifies immediately the parent or guardian and the high school principal to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
14. Participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
15. Prepares or supervises the preparation of all reports, records and other paperwork required or appropriate to the school's administration.
16. Conducts staff meetings as necessary for the proper functioning of the school.
17. Plans and supervises regularly scheduled parent/teacher conferences; and makes arrangements for special conferences as necessary.
18. Acts as a liaison between the school, the home and the community; interprets policies, programs and activities; and encourages board community participation in the affairs of the school.
19. Keeps the high school principal informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district.
20. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings.
21. Attends special events held to recognize student achievement and other school-sponsored activities and functions.
22. Performs other duties which may be assigned or required by law, code, and regulation/board policy.

Terms of Employment: 10-months

ACKNOWLEDGEMENT:

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EVALUATION:

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Reviewed and agreed to by employee:

Signature

Date

Approved: