

EXHIBIT NO. 111:4

**JOB DESCRIPTIONS
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WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Librarian/Media Specialist

Qualifications:

1. Educational Media Specialist Certificate.
2. Successful experience in library media center organization, administration and management.
3. Demonstrated ability related to collection development, information technology, research methodology and library program designs for children and adolescents.
4. Effective problem-solving, human relations, and communication skills.

Reports To: Principal

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. Is responsible for the operation and supervision of the school media center.
2. Maintains a comprehensive and efficient system for cataloging all media center materials and instruct teacher and student on use of the system.
3. Coordinates library skills instruction with classroom instruction.
4. Assists teachers in the selection of books and other instructional materials and makes media center materials available to supplement the instructional program.
5. Evaluates, selects and requisitions new media center materials and informs teachers and other staff of new acquisitions.
6. Provides a sequential program of library skills instruction.
7. Informally instructs students in the use of various types of materials and equipment.
8. Helps students to develop habits of independent reference work and to develop skill in the use of reference material in relation to planned assignments.
9. Conducts in-service education for teachers in the effective evaluation, selection and use of media.
10. Presents and discusses materials with a class studying a particular topic at the request of the teacher.

11. Assists students and staff with the acquisition of technology applications and use.
12. Prepares and administers the Media Center budget.
13. Maintains professional library materials for teacher use.
14. Performs such other related duties as may be assigned.

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

Approved: 2/25/08, 6/17/09

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Psychologist

The basic goal of the school psychologist in the Winslow Township Public Schools is to improve the quality of the education process through the application of psychological knowledge. The school psychologist will function both as a psychologist and an educator and will, therefore, be able to contribute to the understanding and development of the child in school through his/her contribution to the prevention, early identification and correction of the problems of children.

Immediate Supervisor: Director of Special Services

Duties:

1. Assessment of student's intellectual functioning and potential and social and emotional development through administration of a comprehensive battery of evaluation instruments.
2. Participation as a basic child study team member in interpreting test findings and planning educational programs for exceptional children.
3. Re-evaluation and re-examination of students previously evaluated and/or classified by the Child Study Team.
4. Involvement with parents to assist them in working with their child's behavior problems both at home and in the school environment.
5. Consultation with teachers concerning potentially handicapped children and methods to employ in shaping appropriate behavior patterns.
6. Establishment of regular counseling activities with students who have been identified as having adjustment and/or learning problems.
7. Development of in-service programs for parents, teachers and administrators possibly including but not limited to the following areas:
 - a. Early detection of learning and/or behavior problems.
 - b. Techniques and approaches to employ in working with exceptional children.
 - c. Understanding psychological testing instruments currently in use.
8. Case manager for assigned Special Education Students.

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WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

Speech Language Specialist

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

Immediate Supervisor:

Director of Special Services

Duties:

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 staffings in cases where serious communication disorders may be present.

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