

JOB DESCRIPTIONS

EXHIBIT

XV: 6B

WINSLOW TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION

NEW JERSEY SCHOOL BASED YOUTH SERVICES PROGRAM YOUTH DEVELOPMENT SPECIALIST

QUALIFICATIONS:

- Bachelor's Degree in Psychology, Education or related field preferred.
- Minimum, Associates Degree with three years full time experience as a Youth Service Worker.

TERMS: 12 months

REPORTS TO: New Jersey School Based Youth Services Program
Director

PERFORMANCE RESPONSIBILITIES:

1. Provides individual, group and family support services.
2. Designs and facilitates preventive health education workshops, adolescent enhancement activities, and awareness programs.
3. Serves as committee representative on one internal school committee and attends various community meetings, as assigned.
4. Participates in professional development, including a minimum of two workshops a year on adolescent development.
5. Coordinates special events to support the program.
6. Maintains MIS data for reporting purposes.

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

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.

APPROVED: 11/4/2009

EXHIBIT

XV: 6C

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

School Mechanic

QUALIFICATIONS:

- High School Diploma or equivalent
- CDL License Class B, with Passenger and School Bus Endorsement
- Demonstrated knowledge of automotive mechanics and maintenance

TERMS: 12 months

REPORT TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES:

1. Insure compliance with rules and regulations governing transportation maintenance as specified by the State Department of Education.
2. Maintain appropriate transportation records regarding cost, mileage, and condition of vehicles, including bus maintenance records for state inspection.
3. Maintain and repair all district vehicles (buses, trucks, vans, trailers) in all ways, including the following:
 - a. changing oil
 - b. lubricating vehicles
 - c. changing oil filters and other parts
 - d. maintaining proper air pressure in tires
 - e. repairing and changing tires
4. Assist in starting buses in extremely cold weather.
5. Assist in assuring that all buses are cleaned regularly.
6. Check and report all damage to buses.
7. Assist in developing specifications needed for purchasing transportation equipment.
8. Recommend to the Director of Transportation items that need to be purchased to maintain the fleet of buses.
9. Make recommendations to the Director of Transportation for improving services, reducing costs, improving safety conditions and replacement of vehicles.

10. Secure all locks and activate alarm system prior to leaving building.
11. Serve as a substitute bus driver at all times when needed.
12. Perform such other duties as assigned by the Director of Transportation.

EVALUATION:

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

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Reviewed and agreed to by employee:

Signature

Date

Approved 6/26/95, 12/2/09

WINSLOW TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION

Transportation Dispatcher

QUALIFICATIONS

- High School Diploma or equivalent
- Knowledge of Transportation Routines
- Must have valid New Jersey CDL License Class B with passenger and school bus endorsements and no passenger restrictions.

TERMS: 12 months

REPORTS TO: Director of Transportation

PERFORMANCE RESPONSIBILITIES

1. Answer telephone for the transportation department, direct calls to the appropriate person
2. Assist parents on the telephone and at the window
3. Provide radio support for drivers
4. Maintain student database (entering/withdrawing student and assigning routes)
5. Prepare and execute the daily dispatch
6. Maintain the Dispatchers Journal
7. Serve as a substitute school bus driver when needed
8. Maintain substitute driver instruction file
9. Maintain destination direction file
10. Assist drivers with directions for trips
11. Perform general clerical office duties, as assigned
12. Perform any and all other duties as assigned

EVALUATION:

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Reviewed and agreed to by employee:

Signature

Date

Approved: 3/4/10