



Nutley Public School District Job Description

Job Title:	Assistant Superintendent of Schools - (12 month)
Department:	Office of the Superintendent of Schools
Reports to:	Superintendent of Schools
Salary Guide:	Contract – Assistant Superintendent of Schools
GAAP Code:	XX-XXX-XXX-XXX-XX-XXX-X

Position Summary:

The assistant superintendent is responsible for ensuring the implementation of the vision of the district within the P-12 instructional program. The position is responsible for ensuring consistency for all students, maintaining a cutting-edge program and overseeing all aspects of district operations that allow for the successful achievement of district goals.

Qualifications:

School Administrator/Principal Certificate of Eligibility. Successful experience in school administration, teaching, curriculum, and staff development. Demonstrated ability to work effectively in the areas of personnel management and supervision of programs and staff. Demonstrated success with public and community relations. Effective leadership, organizational, and communication skills.

Essential Duties:

The Assistant Superintendent has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

- Assists the superintendent in supervising the district's instructional program and school services.
- Provides leadership and guidance in the process of curriculum planning, coordination and evaluation.
- Develops and administers in-service programs for instructional improvement.
- Participates in the selection and recommendation for adoption of all textbooks and supplementary instructional material.
- Attends the Superintendent's Advisory Committee, which sets priorities for curriculum and professional development.
- Plans, develops, and implements special weekend, after-school, and summer in-service programs.
- Maintains liaison with professional, civic, volunteer and other community agencies and groups having an interest in the schools. Provides a central administration presence at related community activities.
- Establishes necessary procedures for referral and cooperative planning with other youth agency services.
- Provides a central administrative presence at school functions.
- Evaluates the operation of the schools and makes recommendations to the superintendent for changes in policy as necessary.
- Prepares drafts of proposed board of education policies and administrative rules for the superintendent's review and/or board of education action.
- Assumes the responsibility for administering the district in the absence of the superintendent of schools.
- Plans and administers an efficient system for recruitment, hiring, induction, orientation, training, supervision, and evaluation of all assigned personnel.
- Develops and administers an effective system for staff development and training.

- Evaluates the performance of administrative and teaching personnel in accordance with the law, code, and board policy.
- Serves as the district testing coordinator, overseeing the district testing program and evaluating test results.
- Conducts and sets agendas for scheduled meetings with district administrators.
- Assists with the preparation and administration of the instructional accounts of the school budget.
- Assists in the developing the NJ Quality Single Accountability Continuum (QSAC).
- Attends board of education meetings and prepares such communications and reports for the board as the superintendent may request.
- Attends assigned board committee meetings.
- Coordinates with the superintendent and the business administrator to review facility issues and needs.
- Manages specific grants as assigned by the superintendent.
- Assists with any articulation, development and publicizing of board of education referendums.
- Coordinates with the superintendent and the business administrator to ensure an orderly implementation of all school construction projects.
- Performs other related duties as may be assigned by the superintendent.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell M. Lazovick
Superintendent of Schools



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – Industrial Arts
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the Industrial Arts Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between Franklin Middle School and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

**Certified by: Russell Lazovick
Superintendent**



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – Language Arts
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the Language Arts Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between Franklin Middle School and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – Mathematics
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the K-12 Mathematics Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between the middle school and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – Performing Arts
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the Performing Arts Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between Franklin Middle School and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – Science
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the Science Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between Franklin Middle School and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – Social Studies
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the Social Studies Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between Franklin Middle School and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

**Certified by: Russell Lazovick
Superintendent**



Nutley Public School District Job Description

Job Title:	Subject Area Coordinator – World Languages
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A coordinator must be able develop and cultivate a vision for one content area that intertwines with core tenets of the other content areas and that supports the overarching district vision. The coordinator works successfully with all stakeholders, managing resources as part of district team in tandem with the other coordinators. The coordinator creates culture and community, leading ethically within the larger context of community and state. The coordinator ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

Teacher Certificate and teaching experience in the subject area of responsibility and Supervisor or Principal Certificate.

Essential Duties:

The Subject Area Coordinator has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

Leadership:

- Manages all aspects of the K-12 World Language, ESL, and Bilingual Programs, including, but not limited to:
 - Curriculum; Assessment; Instruction; Evaluation; Scheduling; State and Federal reporting
- Is responsible for formulating and/or changing the curriculum.
- Keeps abreast of new developments in the field.
- Acts as liaison between the general administration and supervisory officers and the teachers.
- Informs and advises teachers through directives or meetings of the philosophy of the Board of Education, the superintendent, the principals, the directors, and the supervisors.
- Aids in developing and maintaining good public relations through news and explanatory information made available to the press and other media used by the school.
- As requested, chairs committees within the school(s) as well as the town-wide committees in his field. Assists the administration in establishing articulation between Franklin Middle School and the high school.
- Works in the selection of candidates for various competitions and scholarships as well as winners of various commencement awards.

- Plays an important role in the compilation of information and reports required for the school evaluation by the Middle States Association and the New Jersey State Department of Education.

Supervision

- Supervises the work of all teachers in the department(s) through visitations throughout the school year. Individual conferences follow.
- Evaluates teachers, prepares evaluation reports and participates with the administration in teachers' conferences related to the evaluation reports.
- Checks lesson plans as required.
- Orients, assists and supervises the work of substitutes.
- Assists with coverage (whenever practicable of all classes of teachers who are present, but unable to meet their schedule classes).
- Checks end of year examinations and is aware of and advises on testing practices, procedures, and evaluations in the department(s) throughout the year.
- Checks and distributes textbooks and all supplies to the teachers in the department(s).
- Inspects for maintenance all the rooms allotted to the department.
- Assists in interviewing, assigning, and supervising student teachers.
- Arranges for visitations of college students and fellow professionals who wish to observe various phases of the program.
- Assists teachers and administrators (whenever practicable) with a limited number of student related problems within the departments.
- Assists and guides teachers in various aspects of the homeroom and student activity program.
- Consults with elementary school principals on matters dealing with curriculum in the subject area.

Scheduling

- Prepares program of studies for the department(s) in conjunction with principals.
- Arranges teachers' program in conjunction with the principals.
- Schedules and arranges the programs for all department meetings.

Selection of Teachers

- Interviews candidates.
- Cooperates with administration in selection of teachers.
- Conducts in-service training.
- Holds individual conferences with all teachers in the department(s).

Budgets

- Approves all materials used in the departments.
- Inventories all textbooks and equipment annually.
- Prepares annual budgets for textbooks, equipment, supplies, and audio-visual aids.
- Reviews all materials (textbooks, equipment, supplies, etc.) for possible selection, adoption, or purchase.

Reports

- Prepares annual end-of-year report to the Director of Curriculum and Instruction regarding the progress of the department within the total school curriculum and recommends changes and improvements.
- Prepares and submits staff evaluations to the Director of Curriculum and Instruction and to the appropriate building principal in accordance with School District Policy.
- Prepares and makes reports and other appropriate presentations regarding priorities and other curriculum and personnel matters for and to the Board of Education as directed by the Director of Curriculum and Instruction.

Teaching Duties

- Teaching assignments will be determined by the Administration.

The Subject Area Coordinator is evaluated by the Director of Curriculum and Instruction and is responsible for any other duties assigned by the Director of Curriculum and Instruction.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

**Certified by: Russell Lazovick
Superintendent**

Nutley Public School District Job Description



Job Title:	Director of Guidance (11 month)
Department:	Office of the Superintendent
Reports to:	Assistant Superintendent/Principal – High School
Salary Guide:	Administrator’s Guide – Eleven Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Director of Guidance is responsible for the K-12 Guidance Program. This program supports students and parents as they progress through the academic program in Nutley Schools. The program supports the academic and social/emotional growth of students and prepares them to set and achieve personal goals regarding their future, including defining and successfully pursue academic and career opportunities during and following a student’s time in the Nutley Schools.

Qualifications:

Counselor Certificate, Counseling Experience, Director of School Counseling Services Certificate or Principal Certificate

Essential Duties:

The Director of Guidance has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

- Oversee all school counseling services, grades kindergarten (K) through twelve (12).
- Oversee the maintenance of Naviance for all guidance functions.
- Counsel a selected number of high school students as determined by the principal.
- Assist in development of the master schedule and individual courses of study.
- Coordinate registration, scheduling and transfer procedures for students.
- Prepare the budget for the Guidance Department.
- Coordinate all guidance assembly programs, career days, college nights and participate in parent-teacher and lay committee activities relative to the Guidance Department.
- Assist in the administration and summary of all testing (9-12). Interpret test results for all related groups.
- Prepare related guidance reports for the principal, superintendent and New Jersey State Department of Education.
- Coordinate activities with special services personnel and students.
- Oversee the preparation of all Special Education and ESL Student Schedules.
- Prepare, with the approval of the principal, newspaper releases, brochures and information based upon the high school guidance program.
- Write and edit all issues of the guidance newsletter-Guidance Gazette.
- Confer with institutions, correction or social agencies working with students with special problems.
- Participate in case conferences, as necessary.
- Attend professional meetings as directed by the principal.
- Interpret guidance policies to members of the guidance staff, school administration, teachers, parents and other members of the community.

- Oversee promulgation of cumulative record folders, transcripts and special record keeping.
- Coordinate the follow-up program of former students. Interpret results for school staff and program improvement.
- Coordinate orientation programs for new students and classes.
- Coordinate group guidance activities for the department.
- Assist the principal in coordinating in-service training programs for staff members.
- Coordinate information re the High School Equivalency Diploma programs.
- Coordinate and assist vocational guidance efforts for drop-outs, graduates and students presently in school.
- Order and maintain guidance library, office materials and equipment.
- Assist in issuance and development of working papers, as necessary.
- Initiate and coordinate the college and vocational placement programs with the counselors and staff.
- Coordinate all College Board Testing Programs.
- Oversee development of college and scholarship applications.
- Interact with middle school administrative and guidance personnel, as necessary.
- Arrange for program of visits from college admission officers, industrial personnel, and other individuals from training institutions.
- Visit and maintain contact with colleges to gain and disseminate knowledge of requirements and program offerings.
- Visit and maintain contact with local business, industry, training and public employment agencies to determine placement needs and requirements for employment opportunities.
- Interview and recommend candidates for middle school and high school counseling positions.
- Observe and evaluate middle school and high school counselors.
- Facilitate and oversee a monthly department meeting of middle school and high school counselors.
- Effectuate all other related duties as assigned by the principal.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Supervisor of Instructional Technology and Communication
Department:	Office of the Superintendent
Reports to:	Director of Curriculum and Instruction
Salary Guide:	Administrator’s Guide – Eleven Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

To, either directly or through the proper delegation of authority, provide leadership in the planning, development, coordination, and evaluation of the use of technology within curriculum/instructional programs and related district-wide professional development programs and services; and to develop and maintain a climate of open communications with the superintendent, the central office administration, building administrators, the Board of Education, teachers and staff, parents, and the community; and to promote strategies to provide information to all stakeholders about the school district and its programs, activities, and budget; and facilitate available grants.

Qualifications:

Experience with web design, publication, and communication. Demonstrated effective written and oral communication skills, administrative, organizational, and interpersonal skills are required. Master’s degree or higher and administrative or leadership experience preferred with extensive knowledge of technology, resources, and state- of- the- art practices. Possession of or eligibility for a valid New Jersey principal certificate.

Position Objective:

To ensure that the use of technology to support teaching and learning the K-12 in all aspects of instructional program is well-developed, aligned with the New Jersey Core Content Standards and district objectives, clearly articulated, and consistently carried out; and to ensure that Nutley public schools communicates effectively and efficiently with all stakeholders so that the district is looked to as the primary source for information regarding all matters involving operations.

Essential Duties:

The supervisor of K-12 Instructional Technology and Communications has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley Public School District, and the terms of the contract with the Nutley Administrators’ Association, with all of which he/she is expected to be familiar. These are detailed below.

Board of Education

Prepare materials for the Board of Education

- Assist with the preparation of the Board of Education meeting agendas and calendars.

- Prepare meeting agendas and supporting materials for the district web site.
- Disseminate Board of Education meeting materials to the media, interested community members, school community, and schools.
- Write and publish Board Highlights, a summary of Board of Education meeting actions.
- Organize *News and Views*, a weekly review of Nutley in the media.
- Coordinate FYI section for weekly distribution to the Board of Education.

Superintendent of Schools

Assist superintendent in interpreting public opinion about the school district to develop programs to promote strong public relations

- Serve as district spokesperson for media.
- Oversee crisis communications and serve as district spokesperson for the Crisis Management team.
- Serve as a member of the superintendent's cabinet.
- Serve as liaison for the superintendent with the Superintendent's Advisory Council and the PTOs.
- Assist the superintendent in collaborating with the established district foundation.
- Prepare budget for public information department, in consultation with superintendent.
- Accept assignments from superintendent as the superintendent chooses to delegate and assign.

Central Office Administrators/Building Principals

Assist with communications between Central Office and schools

- Serve as in-house editor and proofreader for district materials, briefing statements, and letters.
- Serve on Technology Steering Committee and G&T Information Committee, and other committees as delegated by the superintendent.

Media/Community-at-Large

Ensure public information availability

- Provide story ideas to reporters and maintain relationships with area publishers, editors, and reporters.
- Provide responses for public information in a timely fashion.
- Answer questions from reporters in a timely fashion.
- Highlight accomplishments of district's students and staff members.

Publications

Keep public informed of programs and accomplishments of school district

- Plan and prepare overall communications program for the district.
- Write, edit, and publish publications for all district needs, including but not limited to the State Report Card, Regional Review, FOCUS,
- Prepare, organize, and write yearly Calendar-Handbook.
- Write, edit, and publish materials for Budget Mailer, Postcard, and other materials as needed.
- Write, edit, and publish special publications, as needed, including, but not limited to the Kindergarten Handbook, Substitute's Guide, and Community Education materials.
- Suggest, create, and publish special interest publications as needed.
- Create and publish materials for Human Resources, including brochures for CJPRIDE, letterhead, recruitment materials, posters, and mailings.
- Publish Confidential Directory for dissemination to district leaders.
- Create flyers for school events and activities, working with teachers and district supervisors.

- Serve as district photographer for school events.

Web Site

Assure the district web site meets the needs of all stakeholders

- Serve as webmaster for the district web site. Write and edit content. Revise design and navigation as necessary.
- Oversee daily changes and updates to the web site.
- Prepare weekly E-News updates and distribute to staff and community members.
- Contribute to staff web site.

Administrative

Oversee administrative functions to achieve strong public information program

- Responsible for the communication of the district's strategic planning initiative.
- Serve as coordinator for Teachers as Scholars Program.
- Serve as coordinator for Governor's Teacher Recognition Program.
- Prepare summary notes of monthly meetings of the Administrative Council, Superintendent's Advisory Council, and PTA/PTSA meetings with the superintendent.
- Respond to all public inquiries.
- Act as custodian of records under the Open Public Records Act.
- Assist with the preparations for New Teacher Orientation.
- Assist with coordination of district retirement celebration.
- Serve as liaison to the Nutley Education Foundation and serve as an advisor to its grant review committee.

Special Projects

Serve as resource for the school district

- Maintain associations with township officials and local businesses.
- Maintain associations with professional organizations on a local, state, and national level.
- Make recommendations/suggestions to the administration on a variety of school and state issues.

Grants

- Seek information on relevant and appropriate grants offered (both public and private).
- Monitor progress toward using the Internet to research for grant opportunities to support and enhance school programs and services.
- Disseminate information regarding grant opportunities to school staff.

K-12 Technology Curriculum and Instructional Supervision

- Works collaboratively with the Director of Technology and the principals to develop, implement, and sustain the K-12 Technology curriculum, reflective of best practices.
- Ensures quality instruction, coordination, and continuity of the K-12 Technology curriculum.
- Accepts primary responsibility for ensuring that policies affecting curriculum and instruction are carried out.
- Defines and implements best practices and continuous improvement strategies with high expectations for performance.
- Assists in the evaluation of instructional methods and programs insuring that the district's educational objectives on a K-12 continuum are met.
- Assists in the study and evaluation of and, as appropriate, recommends adoption of new instructional programs, texts, software, and materials to the Director of Technology and/or the Director of Curriculum.
- Motivates teachers to examine new instructional strategies, and classroom management techniques.

- Supports the integration of technology in instruction; including special education.

Professional Development

- Designs and implements professional development activities consistent with district goals and initiatives.
- Provides leadership to insure understanding of the educational objectives of the technology program, and plans and administers in-service and professional development experiences accordingly.
- Accumulates and disseminates to building administration and instructional staff any information on new educational research and instruction.
- Coordinates the implementation of new programs and practices in technology.

Administration

- Accepts from the Director of Technology such responsibilities as the director chooses to delegate, and assumes full responsibility for discharging them.
- Collaborates with the Director and other district supervisors in the area of staff development, supervision, curriculum development and assessment.
- Attends meetings, prepares reports, and creates position statements as requested by the director.
- Reviews research, developments, and innovations in the educational arena by reading current and cogent literature, attending professional and association workshops and conferences, and discussing developments and problems of mutual interest with the Director of Technology.
- Exhibits leadership through involvement on appropriate committees within and between schools to promote technology use.
- Meets regularly with the director and level-alike administrators to keep them apprised of current issues.
- Reports regularly to the director on any developments or problems within the district coming to his/her attention and requiring the director's awareness or action.
- Works with the director in preparing the budget for K-12 technology curriculum and instruction and professional development.
- Evaluates district staff; as assigned.

Relationship to the Principals

- Works with principals to coordinate and organize grade level, level-alike, and departmental meetings to influence meaningful articulation of the instructional program.
- Assists principals with data analysis to develop programs, set goals, and support instruction.
- Participates in the screening and interviewing potential staff members.
- Assists the building administrators in developing budgets and purchasing instructional materials and equipment.
- Serves as a resource person in current research and practice in technology.

Additional Responsibilities:

- Researches instructional hardware, instructional software, and technology trends for the purpose of improving instruction.
- Develops and oversees implementation plans for new instructional hardware and software.
- Performs such other tasks and assumes such other responsibilities as the Director of Technology, from time to time, may assign or delegate.

Evaluation of Performance

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the *Evaluation of Administrative Personnel*.

Nutley Public School District



**Nutley Public School District
Job Description**

Job Title:	Director of Special Services
Department:	Office of the Superintendent
Reports to:	Superintendent of Schools
Salary Guide:	Administrator's Guide – Twelve Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Job Description

Job Title: Director of Special Services

Department: Office of the Superintendent

Reports To: Superintendent of Schools

Salary Guide: Administrators' Salary Guide – Twelve month contract

GAAP Code: xx-xxx-xxx-xxx-xx-xxx-x

Position Summary: The Nutley Public School District is committed to providing exceptional opportunities to all of our community's students. The Director of Special Services oversees the development, management, and compliance of the programs the district provides to students with special needs.

Qualifications: A Master's Degree from an accredited college or university and a standard New Jersey Certificate as Principal and Learning Disabilities Teacher-Consultant or School Psychologist or school social worker with a minimum 5 years experience.

Essential Duties: The Director of Special Services has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, New Jersey Administrative Code, Chapter 14, Title 6A, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar.
As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

DUTIES AND RESPONSIBILITIES:

- He/she shall Uphold and enforce school, all school board policies, and all state and federal rules and regulations.
- manage all aspects of ASSA, IDEA and extraordinary aid.
- He/she shall interpret and implement all the laws pertaining to Special Education.
- He/shes shallSupervises the child study team and serves as its chairman.
- He/she shall serve as the Nutley High School Special Education Department Coordinator
- He/shes shallServes as liaison between principals, teachers, outside agencies, and members of the child study team.
- He/she shall assist the superintendent in determining programs and adequate facilities for students with disabilities.

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- ~~He/she shall~~ administer procedures for the classification of students with disabilities according to New Jersey State Statute.
- ~~He/she shall~~ consult with parents of students with disabilities for input on ways to improve services (NSEPAC, NAPSAC)
- ~~Serves as a line officer responsible to the Superintendent, in relation to all programs concerned with the education of handicapped students.~~
- ~~Responsible for the transition to the Nutley educational program of all handicapped students who have been in an out-of-district program.~~
- ~~Participates in the intake procedures for all out of district students seeking placement in Nutley's special education program.~~
- ~~He/she shall m~~Maintain s an awareness of developments in the field through reading, attendance at County and State meetings, and maintain close contact with the State Department of Education so that pertinent knowledge may be disseminated to teachers and members of the child study team.
- ~~He/she s~~Serves as an advisor on matters concerning curriculum development.
- ~~He/she shall~~ make recommendations to the Superintendent ~~Prepares recommendations~~ for budget purposes.
- ~~He/she shall~~ organize and coordinate the Home Instruction program as per BOE Policy
- ~~He/she shall~~ Supervises the completion of all forms and reports required at the local, county, and state level.
- ~~He/she shall be rbe~~Responsible for maintaining and insuring the confidentiality of the records of classified students-
- ~~He/she shall~~Supervises special state and/or federal programs as directed by the Superintendent.
- ~~Coordinates and evaluates special services secretarial staff activities and performance.~~
- ~~He/she shall~~ supervise all special education teachers, all school psychologists, all learning disability teacher consultants, all consultants, all speech therapists, all nurses all SAC counselors, all occupational and physical therapists, transition teacher and special education paraprofessionals.
- ~~He/she shall~~ supervise and evaluate the Special Services secretarial staff.
- ~~He/she shall~~ participate with the building principals in the evaluation of all special education teachers.
- ~~He/she shall~~ Consults with building principals and superintendent about special education programs.
- ~~Conducts classification and I.E.P. conferences.~~
- ~~He/she shall~~ Aids in the selection and evaluation of special education materials.
- ~~He/she shall~~ Assists teachers in ~~bebe~~ responsible for ordering all educational materials required by the staff.
- ~~He/she shall~~ Represents the district at hearings which may be scheduled by official agencies authorized to conduct placement and review hearings.
- ~~He/she shall~~ Participates in in-service training programs.
- ~~He/she shall be~~ Responsible for assigning and scheduling nurses and school physicians and be. Responsible for the enforcement of all state health rules and regulations that apply to the public schools.
- ~~Selects standardized and other tests used in the district. Oversees test administration.~~
- ~~Supervises teachers of TMR students:~~
 - ~~Directs the district's various programs for gifted students.~~
 - ~~He/she shall~~ evaluate all Child Study Team members, all speech therapists, all occupational and physical therapists all SAC counselors and the transition teacher.
 - ~~He/she shall~~ be responsible for the development of the special Education Extended School year.
 - ~~He/she shall~~ work with the transportation coordinator to organize and coordinate transportation of Special Education students.
 - ~~He/she shall~~ coordinate the schedule of the following personnel: Child Study Team, speech therapists, occupational therapists, physical therapists, and transition teacher.
 - ~~He/she shall~~ develop the high School Special Education schedule.
 - ~~He shall be resposibleresponsible~~ for interviewing and making recommendations to the Superintendent of Schools for the hiring of new personnel.

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- ~~He/she shall a~~Assumes responsibility for any other duties or responsibilities assigned by the Superintendent of Schools.

Evaluation of Performance

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy for the *Evaluation of Administrative Personnel*.

Supervisory Responsibilities: This position is responsible for supervising instructional staff as appropriate.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the board's policy on supervision and evaluation of administrative personnel by the superintendent.

Computer Skills: Proficient in computer applications pertinent to support the position, including but not limited to ~~Web Design; Web Management;~~ Student Information Systems; Databases; Interactive Whiteboard technology; student performance management systems; and office and personal applications and devices.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: ~~_____August 27, 2012_____~~

Certified by: ~~_____Russell Lazovick_____~~
~~_____Superintendent~~

**Nutley Public School District
Job Description**



Job Title:	Principal – Elementary School
Department:	Office of the Superintendent
Reports to:	Superintendent of Schools
Salary Guide:	Administrator’s Guide – Twelve Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Elementary School Principal shall be responsible for the organization, coordination, supervision, evaluation, and interpretation of the instructional program in the elementary school.

Qualifications:

A Master’s Degree from an accredited college or university and a standard New Jersey Certificate as principal.

Essential Duties:

The Elementary School Principal has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

Duties and Responsibilities:

- Upholds and enforces school administrative, board and state rules, regulations and policies.
- Organizes and supervises the faculty with responsibility for assignment of curricular and co-curricular duties.
- Recruits, interviews and recommends to the Superintendent or designee candidates for professional vacancies as they occur within their respective buildings.
- Completes and forwards to the Superintendent or designee an annual written performance evaluation of all personnel, certified or uncertified, regularly assigned to their building.
- Makes recommendations to the Superintendent or designee regarding leaves of absence, suspensions, dismissals, probationary status and tenure status of all teachers and other personnel for whom they hold responsibility.
- Assumes responsibility for general maintenance of building and grounds.
- Develops in-service programs at the building level and assists in the development of system-wide in-service programs.
- Is responsible for the development and operation of administrative procedures in their buildings.
- Submits an annual report to the Superintendent as required.
- Works cooperatively with other administrators, staff, students and community groups.
- Is responsible for the proper administration of all testing and examinations and for the preparation and submission of reports to the Superintendent and The State Department of Education.
- Works cooperatively with the teaching staff in the selection of textbooks, equipment and teaching materials, and makes recommendations for the purchase of same to the Superintendent or designee.
- Reviews Child Study Team referrals and with the cooperation of the Special Services Department provides follow-up procedures for students within the building.
- Coordinates and approves school programs and activities, including field trips.

- Develops and submits budget requests to the Superintendent or designee.
- Is responsible for the inventory of all the building textbooks and equipment used for instructional purposes.
- Keeps informed regarding the changing role of the Principal through attendance at conferences and continued professional involvement.
- Attends principals' meetings as required unless excused by the Superintendent or designee.
- Develops and maintains a positive communication system with the community, teaching staff, administrators and the Board of Education.
- Assumes responsibility for any other duties as assigned by the Superintendent or designee.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's Policy on Supervision and Evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Principal – High School
Department:	Office of the Superintendent
Reports to:	Superintendent of Schools
Salary Guide:	Administrator’s Guide – Twelve Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution strives to be a school district and not a district of schools. A principal must be able develop and cultivate a building-level vision that supports the overarching district vision. The principal works successfully with all stakeholders, managing resources as part of district team in tandem with the other buildings. The principal creates a culture and community, leading ethically within the larger context of community and state. The principal ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

A master’s degree from an accredited college or university and a standard New Jersey certificate as principal. Successful completion of at least five years of classroom teaching and a minimum of one year as vice principal, department chairperson, or similar administrative position at the secondary level.

Essential Duties:

The High School Principal has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

- Management of overall school program and supervision of all staff daily.
- Visit classes in progress, observe teaching, confer with and evaluate teachers. Send written evaluations to Superintendent as required.
- Prepare the program of classes, supervise scheduling process.
- Meet regularly throughout the year with department heads on curriculum study and supervision of instruction. On a weekly basis meet with department heads and administrators in an advisory, as well as supervisory, capacity.
- Confer regularly with the Guidance Director on problems relating to this field.
- Meet with and direct guidance staff concerning the philosophy of the school as it pertains to guidance.
- Confer with department heads individually on problems of their departments.
- Act in an advisory capacity on revisions of courses of study and adoptions of new textual materials. Review thoroughly proposed textbook adoptions.
- Participate in all planning and initiating of major projects or programs at the high school.
- Confer with members of the faculty on requests concerning individual problems.
- Confer with substitute teachers and supervise their classes.
- Interview teacher applicants.
- Conduct faculty meetings each month and at other times when the occasion demands.
- Be responsible for the administrative structure and assignments of all duties and responsibilities of vice-principals and administrative assistants.

- Answer all correspondence, send memorandums and directives, office management, prepare budget.
- Confer with salesmen, bookmen, and business executives as conferences are requested.
- Check with the head custodian on problems of building maintenance and housekeeping.
- Supervise preparations for the yearly graduation program.
- Supervise student evening functions including dances, stage productions, and rallies.
- Supervise the extra-curricular activity program, including all clubs.
- Supervise school publications, including the school yearbook, newspaper, and magazine.
- Meet monthly with the Student Advisory Board.
- Confer with students who request help on college admission.
- In critical cases, confer with parents and vice principal on matters of discipline.
- Be responsible for student attendance. Confer with students/parents on severe attendance problems.
- Be responsible for establishing rules and regulations for conduct of students.
- Attend high school parents' council meetings, booster club meetings, and other school related parental groups.
- Confer with parents on requests regarding the progress of their children or regarding college admission.
- Meet with small groups of parents to describe the high school programs followed by a tour of the buildings.
- Attend evening functions of town activities in the interest of establishing good public relations.
- Accept invitations to speak on educational subjects at various community affairs.
- Attend weekly superintendent's meeting.
- Attend Board of Education meetings when invited, submitting reports as required.
- Prepare agenda and attend meetings of the Athletic Committee.
- Submit annual report to the Superintendent as well as reports on all school business.
- Meet with Child Study Team to discuss individual student needs and programs for referral of students.
- Confer with admissions officers of colleges as they visit the school.
- Visit colleges on special occasions in the interest of scholarships for deserving students.
- Attend conventions and conferences as directed by the Superintendent.
- Participate in school evaluation program of the Middle States Association of Colleges and Secondary Schools.
- Update and maintain Five-Year Plan, the initial, interim, and final progress reports.
- Complete state and local reports as required.
- Keep informed regarding the changing role of the Principal through attendance at administrative meetings and conferences and continued professional study.
- Organize and supervise fire and other emergency drills and reports same to the proper authorities.
- Is responsible for other duties as assigned by the Superintendent or his designee.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Principal – Middle School
Department:	Office of the Superintendent
Reports to:	Superintendent of Schools
Salary Guide:	Administrator’s Guide – Twelve Month Contract
GAAP Code:	XX-XXX-XXX-XXX-XX-XXX-X

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution that strives to be a school district and not a district of schools. A principal must be able to develop and cultivate a building-level vision that supports the overarching district vision. The principal works successfully with all stakeholders, managing resources as part of district team in tandem with the other buildings. The principal creates a culture and community, leading ethically within the larger context of community and state. The principal ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

A master’s degree from an accredited college or university and a standard New Jersey certificate as principal. Successful completion of at least five years of classroom teaching and a minimum of one year as vice principal, department chairperson, or similar administrative position at the secondary level.

Essential Duties:

The Middle School Principal has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the New Jersey State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

General Duties and Responsibilities:

- Manages all aspects of the school program and supervision of all staff daily.
- Collaborates as part of the district team of administrators to develop, evaluate, revise, and achieve district goals.
- Serves as the building testing coordinator.
- Serves as the building’s instructional leader, leveraging class visits, walkthroughs, observations of instruction, conferences, and evaluations to constantly improve the school program.
- Supervises the program of studies and scheduling process in cooperation with the Director of Curriculum and Instruction and Director of Guidance.
- Works with director of Curriculum and Instruction and content coordinators to enhance the educational program through the appropriate purpose of resources.
- Confers regularly with the Superintendent, Director of Curriculum and Instruction, and Director of Guidance to ensure that the building provides a safe environment and sound educational program consistent with district and building goals.
- Confers with content coordinators individually regarding their departments.
- Participates in all planning and initiating of major projects or programs at the school.
- Confers with members of the faculty on requests concerning individual problems.
- Confers with substitute teachers and supervises their classes.
- Follows district protocol to appropriately select and evaluate staff.
- Conducts faculty meetings each month and as necessary.
- Oversees, directs, and evaluates vice principals and administrative assistants and the management of the office.

- Prepares a building budget as part of the district process that supports the educational plan and instructional goals.
- Answers correspondence as necessary.
- Communicates with the head custodian to ensure appropriate building maintenance and housekeeping.
- Supervises preparations for the yearly graduation program.
- Supervises student evening functions including dances, stage productions, and rallies.
- Supervises the extra-curricular activity program, including all clubs.
- Supervises school publications, including the school yearbook, newspaper, and magazine.
- Confers with parents and vice principal on matters of discipline.
- Is responsible for monitoring student attendance and confers with students/parents on severe attendance problems.
- Is responsible for establishing and maintaining rules and regulations for conduct of students.
- Attends evening functions of town activities in the interest of establishing good public relations.
- Accepts invitations to speak on educational subjects at various community affairs.
- Attends all necessary administrative meetings.
- Attends Board of Education meetings when invited, submitting reports and providing presentations as required.
- Submits annual report to the Superintendent as well as reports on all school business.
- Meets with Child Study Team to discuss individual student needs and programs for referral of students.
- Attends conventions and conferences as directed by the Superintendent.
- Oversees the process of setting and evaluating building and content goals in line with the district vision.
- Completes state and local reports as required.
- Keeps current regarding the changing role of the Principal through attendance at administrative meetings and conferences and through continued professional study.
- Conducts fire and security drills and provides reports on building preparedness the appropriate administrators.
- Is responsible for other duties as assigned by the Superintendent or his/her designee.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Vice Principal – High School (10 month)
Department:	Administration
Reports to:	High School Principal
Salary Guide:	Administrator’s Guide – Ten Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution that strives to be a school district and not a district of schools. A vice principal must be able to support the principal to develop and cultivate a building-level vision that supports the overarching district vision. The principal works successfully with all stakeholders, managing resources as part of district team in tandem with the other buildings. The principal creates a culture and community, leading ethically within the larger context of community and state. The principal ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

A Master’s Degree from an accredited college or university and a standard New Jersey Certification as Principal. Successful completion of at least three years of classroom teaching.

Essential Duties:

The Vice Principal has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

- Assist in the supervision and evaluation of the high school instructional and support staff.
- Coordinate the activities of high school student attendance accounting.
- Arrange parental conferences in reference to student attendance.
- Assist teacher and guidance counselor activities regarding attendance.
- Arrange for homebound instruction as requested by the Superintendent.
- Interact with appropriate agencies regarding student attendance problems.
- Maintain records for teacher attendance accounting.
- Coordinate substitute coverage for instructional staff from the approved list.
- Coordinate arrangements for attendance made by staff relative to student field trips.
- Assist the principal re school publications, drama programs, Honor Society.
- Assist the principal in student discipline processing.
- Responsible for the overall articulation of all programs between the middle and the high school and between the high school and institutions of higher learning.
- Update and revise the Course Description Booklet annually.
- Supervise and update the Program of Studies and include all graduation requirements as mandated by the State Department of Education.
- Coordinate the student-teacher internship program.
- Responsible for other related duties assigned by the principal.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Vice Principal – High School (12 month)
Department:	Administration
Reports to:	High School Principal
Salary Guide:	Administrator’s Guide – Twelve Month Contract
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

The Nutley Public School District is a forward-thinking, student-focused institution that strives to be a school district and not a district of schools. A vice principal must be able to support the principal to develop and cultivate a building-level vision that supports the overarching district vision. The principal works successfully with all stakeholders, managing resources as part of district team in tandem with the other buildings. The principal creates a culture and community, leading ethically within the larger context of community and state. The principal ensures the support of students and staff and the creation of an environment where the potential of each individual can be maximized.

Qualifications:

A Master’s Degree from an accredited college or university and a standard New Jersey Certification as Principal. Successful completion of at least three years of classroom teaching.

Essential Duties:

The Vice Principal has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

- Responsible for the instruction and supervision of assigned department areas including the library-media center (audio-visual) and Health and Physical Education.
- Responsible for management of student discipline.
- Hold parental conferences associated with behavioral problems.
- Coordinate all Middle States responsibilities.
- Plan, organize, and coordinate class, club, and extra-curricular activities at the high school.
- Participate in the development of innovative student activity programs in all areas.
- Serve as advisor to the student council with the assistance of a co-advisor.
- Responsible for co-curricular and other special activities, i.e. A.F.S., school publications, drama programs, Honor Society, Student Advisory Board.
- Serve as co-chairperson of graduation committee and to organize and supervise commencement rehearsals.
- Supervise the Cooperative Education Advisory Committee.
- Represent the high school on the Nutley High School Parents Council and the Parent-Teacher Council.
- Conduct make-up meetings for staff members unable to attend the regularly scheduled principal’s meeting because of personal reasons or their participation in other school activities at the same time.
- Responsible for all areas of budgeting and for the preparation of federal and state projects.

- Assist in the preparation of the master schedule and coordinate the student scheduling process.
- Responsible for making special assignments for all teachers.
- Responsible for any other duties assigned by the principal.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	Assistant Coach
Department:	Athletics
Reports to:	Athletic Director/Building Principal
Salary Guide:	Athletics Salary Guide
GAAP Code:	XX-XXX-XXX-XXX-XX-XXX-X

Position Summary:

The core mission of every staff member is to teach our students. Coaches extended the learning environment past the classroom to the court or the field. They are expected to instruct students as all other faculty members do, with the content being sport as opposed to academic areas. Under direct supervision of the head coach, assistant coaches provide leadership, and oversee all coaching duties delegated to him/her for an interscholastic athletic program operating under NJSIAA operating bylaws and regulations. Assistant coaches assist in directing and coordinating all aspects of training, preparing and planning for an athletic competition, fiscal management and program activities.

Qualifications:

Teacher Certification/Coaching experience/knowledge of NJSIAA bylaws and regulations.

Essential Duties:

The Assistant Coach has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

DUTIES AND RESPONSIBILITIES:

- Assist in promoting the general welfare of the team and help student athletes achieve both team and personal goals.
- Assist in promoting philosophies and theologies of the head coach.
- Assist in organizing, preparing, and conducting individual and team practices, training and competition in order to properly prepare for week-to-week opponents.
- Assist in directing all aspects, areas and components of the team as directed by the head coach.
- Assist in coordinating strategic aspects of the program.
- Represent program at various in and out of school events, programs, and responsibilities; including but not limited to fund raising, student activities groups, parents, and general public.
- Assist in managing daily operations of their program.
- Prepare daily practice regimen for said position responsibilities to be incorporated into team practice schedule.
- Assist in various evaluation programs both athletic and academic.
- Perform miscellaneous job related duties as assigned.
- Maintain a current understanding of rules and requirements governing eligibility and competition.

- Promoting the general welfare of the team and help student athletes achieve both team and personal goals.
- Be aware of and involved in the academic progress of each student-athlete.
- Prepare students for success beyond public school by modeling for and expecting character in all student-athletes as well as providing any and all assistance to student-athletes as they apply for opportunities beyond Nutley schools.

KNOWLEDGE, SKILLS, AND REPONSIBILITIES REQUIRED:

- Knowledge and understanding of all aspects of their particular sport.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of NJSIAA guidelines and regulations.
- Ability to lead and guide high school athletes.
- Ability to read, understand, follow and enforce safety procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

**Certified by: Russell Lazovick
Superintendent**



Nutley Public School District Job Description

Job Title: Athletic Trainer (10-month)
Department: Office of the Superintendent of Schools
Reports To: Director of Athletics/Principal
Salary Guide: Teachers' Salary Guide
GAAP Code: XX-XXX-XXX-XXX-XX-XXX-X

Position Summary: The Athletic Trainer will help maintain the physical well being of interscholastic student-athletes through the development and implementation of an athletic health care program that focuses on fitness, nutrition, conditioning, injury prevention, and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

Qualifications: A valid New Jersey Certificate from an accredited college or university. A valid New Jersey State School Athletic Trainer Certificate in good standing. Registered by the New Jersey Board of Medical Examiners. Must have substantial knowledge of the technical aspects of Athletic Training and continue to examine new theories and procedures pertinent to the field. Ability to maintain a positive learning environment and high standards of conduct among athletes.

Essential Duties: The Athletic Trainer has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

The Athletic Trainer shall be responsible for the prevention, care and rehabilitation for all injuries incurred during interscholastic athletic events and:

- Recognition and evaluation of all athletic injuries.
- Preventative taping, wrapping and bandaging.
- First aid and CPR.
- Rehabilitation and conditioning of athletes before and/or after injury and surgery.
- Physician referrals.
- Education and counseling for parents, coaches and athletes about specific injuries.
- Work cooperatively with the team physician and work under his direction with respect to referred athlete's rehabilitation and conditioning programs.
- Maintain accurate medical records for injuries treatment, rehabilitation and physical referrals.
- Injury reports to be submitted to the Director of Athletics on a daily basis.
- Recording injuries, daily treatments and rehabilitation process.
- Make all necessary follow-up phone calls to the parent(s)/guardian(s) of injured athletes.
- Processing of all medical forms.
- Organizing and coordinating all procedures for physicals.
- Assist coaches in developing conditioning programs for athletes.

- Assess all injuries.
- Apply all protective equipment.
- Supply and maintain first aid kits.
- Prepare the annual Athletic Training budget.
- Maintain inventory of supplies and equipment.
- Supervise and maintain athletic training room.
- Prepare water, ice and medical kits for each team on a daily basis.
- Educate and supervise student athletic trainers (when necessary).
- Coordinate wrestling certification of body fat with athletes and doctors.
- Coordinate and process hydration testing for wrestlers.
- Responsible for coordinating Impact Testing Program.

The Athletic Trainer will be available for:

- All home varsity, junior varsity and freshman events
- Ice hockey games
- Away football games
- All scheduled practices

The Athletic Trainer will make the final decision on whether or not a student should not play or practice. However, if the student is under the care of his/her personal physician, the physician will make the final decision. The student is required to bring a signed note from the doctor to the Athletic Trainer, which will then be filed in the Athletic Trainer's office. In the event that the Athletic Trainer feels a student is ready to play or practice and the parents disagree, the Athletic Trainer will comply with the parents' decision.

Time Management:

The Athletic Trainer will be required to report daily to the training room to begin the established scheduled daily program and remain on campus until the conclusion of the day's athletic practices and competitions. The Athletic Trainer will remain to treat any injuries and rehabilitate student athletes recovering from injuries.

Hours:

- 11:30 a.m. to conclusion of practices or competitions
- If any athletic contest begins after 6:00 p.m., start time is 1:30 p.m.
- The Athletic Trainer is required to be present at all practices and competitions that take place on weekends and vacations.

Terms of Employment:

- Stipend at per diem rate for summer hours (on or about August 13 to August 31).
- Salary and other employment terms in accordance with the Nutley Education Association Negotiated Agreement.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: _____

Certified by: **Russell Lazovick**
Superintendent



Nutley Public School District Job Description

Job Title:	Head Coach
Department:	Athletics
Reports to:	Athletic Director/Building Principal
Salary Guide:	Athletics Salary Guide
GAAP Code:	XX-XXX-XXX-XXX-XX-XXX-X

Position Summary:

The core mission of every staff member is to teach our students. Coaches extended the learning environment past the classroom to the court or the field. They are expected to instruct students as all other faculty members do, with the content being sport as opposed to academic areas. Under direct supervision of the athletic director and building principal, coaches conduct a well-organized, well-disciplined energetic program to promote good citizenship and community involvement as well as leadership in our students. Coaches oversee all duties delegated to him for an interscholastic program operating under NJSIAA operating bylaws and regulations. They direct and coordinate all aspects of training, preparing and planning for an athletic competition, fiscal management and program activities.

Qualifications:

Teacher Certification/Coaching experience/knowledge of NJSIAA bylaws and regulations.

Essential Duties:

The Head Coach has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

DUTIES AND RESPONSIBILITIES:

- Provide athletes with team goals, standards of performance and code of conduct.
- Maintain a current understanding of rules and requirements governing eligibility and competition.
- Promoting the general welfare of the team and help student athletes achieve both team and personal goals.
- Be aware of and involved in the academic progress of each student-athlete.
- Interview and hire and evaluate qualified individuals that will best fit the Nutley program.
- Delegate proper authority to all staff members making sure they understand their role and job description.
- Organize, prepare, and conduct individual and team practices, training and competition in order to properly prepare for week-to-week opponents.
- Direct all aspect, areas and components of the program (i.e. defense, offense, and various individual positions).
- Coordinate all strategic aspects of the program.

- Represent program at various in and out of school events, programs, and responsibilities, including but not limited to fundraising, student activity groups, parents, media, public relations.
- Manage daily operations of their program, as well as direct, supervise and coordinate all administrative aspects.
- Direct various evaluation programs both athletic and academic on a day to day, week to week and season to season basis.
- Organize and direct proper college recruitment procedures.
- Direct and implement a well-organized and effective off-season training program.
- Develop relationships with parents and the community.
- Oversee all aspects of the financial operation of the program.
- Prepare students for success beyond public school by modeling for and expecting character in all student-athletes as well as providing any and all assistance to student-athletes as they apply for opportunities beyond Nutley schools.
- Perform miscellaneous job related duties as assigned.
- Comply and meet any and all deadlines set by the Director of Athletics.

KNOWLEDGE, SKILLS, AND REPONSIBILITIES REQUIRED:

- Knowledge and understanding of all aspects of their sport.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of college recruitment methods and techniques.
- Knowledge of NJSIAA guidelines and regulations.
- Ability to lead and guide high school athletes in area of specialty.
- Ability to read, understand, follow and enforce safety procedures.
- Ability to make administrative /procedural decisions and judgments.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to foster a cooperative work environment.
- Skill in budget preparation and fiscal management.
- Knowledge of the school, community and the people who live and work in it.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick

Superintendent



Nutley Public School District Job Description

Job Title:	Elementary Music Teacher
Department:	Elementary Instruction
Reports to:	Principal/Coordinator of Music
Salary Guide:	Teachers' Salary Guide
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

To develop in each pupil an appreciation of our musical heritage; to develop technical proficiency and control in the use of the human voice with a sensitivity to aesthetic expression; to teach each pupil to sing individually and in a chorus sharing and blending their talents with those of the other children in the class.

Qualifications:

A Bachelor's Degree with a major in Music including the courses which fulfill the New Jersey Music Teacher's Certification requirements.

Essential Duties:

The Elementary Music Teacher has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

To ensure that the K-6 Elementary Music Program is well-developed, aligned with the New Jersey Core Content Standards and district objectives, clearly articulated, and consistently carried out.

General Duties and Responsibilities:

- Implements by instruction and action the district's philosophy of education and instructional goals and objectives.
- Encourages satisfactory pupil progress and growth toward the objectives of instructional activities.
- Provides various large group, small group, and individual instruction in order to meet the needs of pupils with varying abilities, attitudes, and learning styles.
- Sets standards of pupil behavior to provide an orderly productive classroom environment.
- Builds professional competence through cooperation in performance evaluations, participation in in-service education provided by the district, and in selected professional growth activities as developed in the individual professional improvement plan.
- Selects and requisitions choral books and instructional materials.
- Communicates with parents and school counselors to discuss pupil progress.
- Recognizes pupil needs, and cooperates with other professional staff members in helping pupils solve general health, hearing, visual, emotional, and psychological problems.
- Supervises pupils in out-of-classroom activities during the assigned work day.
- Upholds and implements school rules, administrative regulations, and board policy.
- Participates in curriculum and other developmental programs as assigned.

- Participates in faculty committees and sponsorship of pupil activities as assigned.

Specifics

- Teaches courses in music according to courses of study adopted by the Board of Education and through appropriate learning activities.
- Teaches materials related to general appreciation and comprehension of music as well as to the learning of performance techniques in a chorus or choral ensemble.
- Presents the musical results of the instructional program in school assemblies and for that school's parent-teacher association as arranged by the school's principal and music director.
- Develops one's musicality as a performer and teacher.
- Establishes a standard of musical excellence in each class and music performance group as assigned.
- Instructs each assigned performance group. This includes the development of the musicianship of each pupil technically and interpretively as a vocalist, as an individual singer as well as a member of the chorus.
- Teachers of choral music maintain an inventory of music and choir gowns when they are assigned to the students. Recommendations for the replacement of these items are initiated when required by the teacher in charge of each choral group or chorus.
- Prepares a list of recommended new music and teaching materials annually. This is submitted to the school office following its review by the department supervisor.
- Maintains an inventory of the books and choral music used in each class.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent



Nutley Public School District Job Description

Job Title:	General Education Teacher (10 month)
Department:	Office of the Superintendent of Schools
Reports to:	Building Principal
Salary Guide:	Teachers' Salary Guide
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary:

Teaching staff members will instruct children in their charge in accordance with the curriculum and program of study adopted by the Board of Education. It is the teacher's role to ensure student learning by engaging students with authentic challenges that allow for assessment that measures growth and informs future instruction.

Qualifications:

A Bachelor's Degree from an accredited college or University. Appropriate teaching certificate.

Essential Duties:

The General Education Teacher has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective:

General Duties and Responsibilities:

- Upholds and enforces school, administrative, board and state rules, regulations and policies.
- Implements the district's philosophy of education and instructional goals and objectives.
- Assumes responsibility for condition of assigned room(s) and for equipment and materials issued for his/her use.
- Communicates with parents and school personnel as necessary to discuss pupil progress under direction of the building principal.
- Maintains required records, completes reports, and handles other routine assignments in an appropriate and punctual manner.
- Participates in curriculum and other developmental programs as assigned.
- Maintains standards of pupil behavior to provide an orderly, productive school and classroom environment.
- Develops lesson plans and assists in the selection of textbooks and other instructional materials to adapt to the curriculum.
- Maintains professional development through participation in such activities as in-service education, workshops, and self-selected professional growth activities.
- Attends school-related night activities when necessary and according to school policy.
- Maintains a safe school environment.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve learning, social, and attitude problems.
- Promotes satisfactory pupil progress and growth toward curriculum objectives
- Groups students for instructional purposes or activities so as to enhance pupil performance and provide for individual needs.
- Performs other duties or responsibilities assigned by the building principal or central office administrators.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education Policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell M. Lazovick
Superintendent of Schools



Nutley Public School District Job Description

Job Title:	Teacher – Special Education
Department:	Special Services
Reports to:	Director of Special Services/Building Principal
Salary Guide:	Teachers' Salary Guide
GAAP Code:	xx-xxx-xxx-xxx-xx-xxx-x

Position Summary: Each teaching staff member shall make every effort, within the area of his/her professional expertise, the scope of their certification, to instruct students in their charge in accordance with the special education curriculum and course of study adopted by the Board of Education. It is the teacher's role to ensure student learning by engaging students with authentic challenges that allow for assessment that measures growth and informs future instruction.

Qualifications: A Bachelor's degree from an accredited college or University and a NJ Teacher of the Handicapped / Teacher of Students with Disabilities certificate.

Essential Duties: The Special Education Teacher has the duties and responsibilities commonly associated with this position, including (but not limited to) the following, which are performed directly or through the proper delegation of authority, within the framework of the general laws of New Jersey, the regulations of the NJ State Department of Education, the policies and rules of the Nutley School District, and the terms of the contract with the Nutley Education Association, with all of which he/she is expected to be familiar. As well, the position is responsible for duties commonly associated with communication positions, which are performed directly or through the proper delegation of authority.

Position Objective: To ensure that the P-12 Special Education Program is well-developed, aligned with the New Jersey Core Content Standards and district objectives, clearly articulated, and consistently carried out.

General Duties and Responsibilities:

- Upholds and enforce school, administrative, board and state rules, regulations and policies.
- Communicates with parents and school personnel to discuss pupil progress when necessary, at the discretion of building administration.
- Conducts parent conferences in accordance with the individual school policy.
- Attends to required records, reports, and other routine matters in an appropriate and punctual manner.
- Participates in curriculum and other developmental programs as assigned.
- Maintains standards of pupil behavior to provide an orderly, productive school and classroom environment.
- Develops lesson plans and instructional materials to adapt to the curriculum.
- Attends to school related night activities when necessary and according to school policy.
- Identifies pupil needs and cooperates with other professional staff members in assessing and helping pupils solve learning, social and attitude problems.
- Groups children for instructional purposes or activities so as to enhance pupil performance and provide for individualized needs.

- Assumes responsibility for any other duties or responsibilities assigned by the Principal/Director of Special Services.

Specific Responsibilities (Self-contained)

- Participates in the development of the IEP's (initial and annual reviews).
- Cooperates with Child Study Team members in implementing and evaluating pupil performance as outlined on the IEP.
- Uses classroom/workshop methodology that prepares students to develop the appropriate communication skills; academic skills in reading and math; and perceptual-motor skills for pre-vocational performance.

Specific Responsibilities: (Resource Center)

- Participates in the development of the IEP's (initial and annual reviews).
- Cooperates with Child Study Team members in implementing and evaluating pupil performance as outlined in the IEP.
- Uses methodology and materials that prepare students to further develop academic, perceptual-motor, social, and communication skills where deficits exist.
- Cooperates with the regular school program, staff, and supervisors in sharing ideas, experiences, techniques, and materials to achieve articulation between the Resource Center program and regular school program.

Evaluation of Performance: Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

Additional Responsibilities: Performs such other tasks and assumes such other responsibilities as the principal or superintendent may assign or delegate.

Evaluation: Performance in this position will be evaluated annually in accordance with the Board's policy on supervision and evaluation.

Computer Skills: Proficient in computer applications pertinent to support the position.

Physical Demands: The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment: The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

Board Approval Date: August 27, 2012

Certified by: Russell Lazovick
Superintendent