

**DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**Public Meeting, September 18, 2017**  
**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 3611**

The Superintendent recommends that the Board of Education approve the following personnel fiscal resolutions.

**3611 A. RETIREMENT**

NAME	ASSIGNMENT	EFFECTIVE DATE
<b>Kelley, Adria</b>	T Business CHS – 1.0 FTE	12/15/17

**Background**

**Ms. Kelly** faithfully served in the public schools of South Orange and Maplewood for 6 years. In appreciation for her contribution to the education welfare of this community, she will be given recognition at one of the June 2018 meetings.

**3611 B. RESIGNATIONS**

NAME	ASSIGNMENT	EFFECTIVE DATE
<b>Buckley, Amanda</b>	T Biology CHS – 1.0 FTE	8/31/17
<b>Fitzpatrick, Erin</b>	T Art SOM – 1.0 FTE	9/13/17
<b>Ramsay, Matthew</b>	T STEM MM/SOM – 1.0 FTE	8/31/17
<b>Rosenblatt, Carly</b>	T Music DIST - .4 FTE	8/31/17
<b>Sirota, Daryn</b>	T Drama SOM – 1.0 FTE	11/10/17
<b>Valerio, Vladimir</b>	T Spanish SOM – 1.0 FTE	8/23/17

**Background**

**Ms. Buckley, Mr. Ramsay, and Ms. Rosenblatt** are being released early from their 60-day obligation.

**Ms. Fitzpatrick and Mr. Valerio** are each resigning to accept positions in other districts.

**Ms. Sirota** is resigning for personal reasons.

**3611 C. APPOINTMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<b>Anderson-Ellis, Shawna</b>	T SPED CHS – 1.0 FTE	9/1/17 6/30/18	\$68,500*
<b>Chung, Tiffany</b>	T Music (Elem) TUS/SM - .4 FTE	9/1/17 6/30/18	\$25,465*
<b>Ehrlich, Lindsey</b>	T Art SOM – 1.0 FTE	9/11/17 6/30/18	\$55,610*
<b>Hollaway, Danyelle</b>	S4/12, Secretary CHS – 1.0 FTE	9/5/17 6/30/18	\$56,644*

<b>Hopkins, Mildred C.</b>	<i>Data Entry Manager CHS – 1.0 FTE</i>	9/19/17 6/30/18	\$72,827*
<b>Houde, Sarah</b>	T Physical Education SM/TUS/JEFF - .4 FTE	9/19/17 6/30/18	\$19,764*
<b>Massa, Ashley</b>	<i>T SPED SOM – 1.0 FTE</i>	11/19/17 6/30/18	\$56,570*
<b>Mobley, Gary</b>	T Physical Ed. CHS – 1.0 FTE	11/6/17 6/30/18	\$85,859*
<b>Santos, Diana</b>	<i>T Spanish SOM – 1.0 FTE</i>	9/19/17 6/30/18	\$55,610*

**Background**

**Ms. Anderson-Ellis** is filling a new position.  
**Ms. Chung** is replacing *Carly Rosenblatt*, who resigned.  
**Ms. Ehrlich** is replacing *Erin Fitzpatrick*, who resigned.  
**Ms. Hollaway** is replacing *Liz Fanneron*, who resigned.  
**Ms. Hopkins** is replacing *Tom Jeron*, who resigned.  
**Ms. Houde** is replacing *Brendan Guzman*, who resigned. This appointment is pending receipt of NJ certification.  
**Ms. Massa** is filling a new position.  
**Mr. Mobley** is replacing *William Mullen*, who resigned.  
**Ms. Santos** is replacing *Vladimir Valerio*, who resigned. This appointment is pending receipt of NJ certification.

**3611 D. APPOINTMENT OF LEAVE REPLACEMENT STAFF**

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<b>Frenkel, Steven</b>	T Physics CHS – 1.0 FTE	9/1/17 1/31/18	\$63,426*
<b>Wessells, Amber</b>	1 <sup>st</sup> Grade MAR – 1.0 FTE	9/1/17 11/10/17	\$51,820*

**Background**

**Mr. Frenkel** will be filling in for *Chandler Dennis*, while he's out on sick leave.  
**Ms. Wessells** will be filling in for *Stephanie Rotondo*, while she's out on FMLA.

**3611 E. CHANGE IN START DATE**

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
<b>Case, Joshua</b>	T SPED CHS – 1.0 FTE	9/19/17 6/30/18	9/1/17 6/30/18
<b>Iromuanya, Chituru</b>	T SPED SOM – 1.0 FTE	9/1/17 6/30/18	10/16/17 6/30/18
<b>Johnson, LeShia</b>	T SPED SOM – 1.0 FTE	9/1/17 6/30/18	10/31/17 6/30/18
<b>Napoleon, Shazaan</b>	Social Worker (Non-CST) SM – 1.0 FTE	9/1/17 6/30/18	9/18/17 6/30/18

**3611 F. LEAVES OF ABSENCE**

NAME	ASSIGNMENT	EFFECTIVE DATE
<b>Abdelrohman, Magda</b>	T 4 CLIN 1.0 FTE	9/1/17-10/4/17 (Paid Maternity Leave) 10/5/17-11/3/17 (Unpaid FMLA)

<b>Dennis, Chandler</b>	T Physic CHS – 1.0 FTE	10/19/17-1/31/18 (Paid Medical Leave)
<b>Fox, Mara</b>	LDTC CLIN 1.0 FTE	9/1/17 - 9/29/17 (Paid Sick Days) 10/2/17 - 12/15/17 (Unpaid FMLA)
<b>Glander, Shannon</b>	Assistant Principal MAR – 1.0 FTE	10/11/17-10/31/17 (Paid Medical Leave)
<b>Kiess, Kelly</b>	T 5 SB 1.0 FTE	9/1/17 - 9/18/17 (Paid Maternity Leave) 9/19/17 – 12/11/17 (Unpaid FMLA) 12/12/17 – 1/1/18 (Unpaid Childcare Leave)

**3611 G. SALARY ADJUSTMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
<b>Bauer, Peter</b>	T Music CHS – 1.2 FTE	9/6/17 6/30/18	+\$15,775.80	\$94,655
<b>Bunce, Jamie</b>	T Music CHS – 1.2 FTE	9/6/17 6/30/18	+\$12,732.40	\$76,394
<b>Festerling, Dan</b>	T Chemistry CHS – 1.04 FTE	9/6/17 6/30/18	+3,772.48	\$100,084
<b>Hopkins, Christine</b>	S4/12, Secretary CHS 1.0 FTE	8/21/17 8/26/17 (46.5 hours)	\$7.11 (per hour)	\$330.61
<b>Lemos, Gonzalo</b>	T Spanish CHS – 1.2 FTE	9/6/17 6/30/18	+\$16,969.80	\$101,387
<b>Van Beveren, Todd</b>	T Music CHS – 1.2 FTE	9/6/17 6/30/18	+\$15,775.40	\$94,655

**Background**

**Mr. Bauer, Ms. Bunce, Mr. Lemos, and Mr. VanBeveren** are each being compensated for teaching a sixth class. **Mr. Festerling** is being compensated for teaching an additional class one period per week. **Ms. Hopkins** is being compensated for the hours she filled in as data entry manager while *Tom Jeron*, was out.

**3611 H. STIPENDS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
<b>Abdelhadi, Mazin</b>	Math Lab CHS – 1.0 FTE	9/1/17 6/30/18	\$9,128
<b>Akinrolabu, Jade</b>	MLKA CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
<b>Appenzoller, Paula</b>	Safety Patrol SM – 1.0 FTE	9/1/17 6/30/18	\$3,386
<b>Bas, Juan</b>	Varsity Coach, Volleyball CHS – 1.0 FTE	9/1/17 11/30/17	\$5,614
<b>Bauer, Peter</b>	Brass Ensemble CHS – 1.0 FTE Jazz Ensemble	9/1/17 6/30/18 9/1/17	\$3,419 \$3,323

<b>Bauer, Peter</b>	CHS – 1.0 FTE Marching Band (P/T)	6/30/18 9/1/17	\$4,966
	CHS – 1.0 FTE Orchestra	6/30/18 9/1/17	\$3,323
<b>Bekkedahl, Alison</b>	F.L.E.S	9/1/17	\$2,257
	CHS - .5 FTE	6/30/18	
<b>Borkowski, Matthew</b>	Mock Trial	9/1/17	\$1,417
	CHS - .5 FTE	6/30/18	
	JV Coach, Tennis	9/1/17	\$3,811
<b>Bunce, Jamie</b>	CHS – 1.0 FTE	6/30/18	
	Choral	9/1/17	\$3,323
<b>Bustrin, Janet</b>	Parnassian	9/1/17	\$4,126
	CHS – 1.0 FTE	6/30/18	
	Production	9/1/17	\$4,711
<b>Buzar, Marissa</b>	CHS – 1.0 FTE	6/30/18	
	Key Club	9/1/17	\$2,734
<b>Camina, Diane</b>	Varsity Coach, Field Hockey	9/1/17	\$6,566
	CHS – 1.0 FTE	11/30/17	
	Stage Crew Dir	9/1/17	\$5,832
<b>Camina, Diane</b>	CHS – 1.0 FTE	6/30/18	
	Channel 35	9/1/17	\$6,533
<b>Campiglia, Anthony</b>	CHS – 1.0 FTE	6/30/18	
	Public Announcer	9/1/17	\$2,834
	CHS – 1.0 FTE	6/30/18	
<b>Corino, Ashley</b>	Varsity Coach, Girls Soccer	9/1/17	\$6,566
	CHS – 1.0 FTE	6/30/18	
<b>Crouch, David</b>	JV Coach, Volleyball	9/1/17	\$4,594
	CHS – 1.0 FTE	11/30/17	
<b>Dynega, Nicole</b>	Bus Duty	9/1/17	\$3,386
	SMA – 1.0 FTE	6/30/18	
<b>Enyeart, Joshua</b>	Columbian	9/1/17	\$1,661.50
	CHS - .5 FTE	6/30/18	
	Newspaper	9/1/17	\$3,266.50
<b>Frankoski, Rebecca</b>	CHS - .5 FTE	6/30/18	
	JV Coach, Field Hockey	9/1/17	\$4,594
<b>Grossfeld, Randi</b>	CHS – 1.0 FTE	11/30/17	
	Senior Advisor	9/1/17	\$4,966
<b>Hannen, Katherine</b>	CHS – 1.0 FTE	6/30/18	
	Freshman Coach, Field Hockey	9/1/17	\$3,749
	CHS – 1.0 FTE	11/30/17	
<b>Hicks, Marcia</b>	MAC Scholars	9/1/17	\$3,323
	CHS – 1.0 FTE	6/30/18	
<b>Johnson, Beth</b>	Spectrum	9/1/17	\$1,661.50
	CHS – .5 FTE	6/30/18	
<b>Jones, Kathy</b>	Bus Duty	9/1/17	\$2,257.30
	SM - .66 FTE	6/30/18	
<b>Kaeshaeffer, Jeff</b>	Bus Duty	9/1/17	\$2,257.35
	SM - .66 FTE	6/30/18	
<b>Koflowitch, Hellanna</b>	Yearbook	9/1/17	\$3,266.50
	CHS - .5 FTE	6/30/18	

<b>Lopez, Rocio</b>	Assembly CHS – 1.0 FTE	9/1/17 6/30/18	\$2,760
	Power CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
<b>Maietta, Sam</b>	Intramural (PT) CHS – 1.0 FTE	9/1/17 6/30/18	\$3,198
<b>Malhotra, Cindy</b>	Columbian CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
	Guildscript CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
	Newspaper CHS - .5 FTE	9/1/17 6/30/18	\$3,266.50
	Spectrum CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
<b>Martelli, Nicole</b>	Spectrum CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
<b>McCormick, Phillip</b>	Diversity Rocks CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
	Sophomore Advisor CHS – 1.0 FTE	9/1/17 6/30/18	\$4,063
<b>McNamara, Tracy</b>	Guildscript CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
<b>MacPherson, Stephen</b>	Shakespeare CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
<b>Meade, Meghan</b>	Asst. Coach, Girls Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$4,676
<b>Muirhead, Ryan</b>	FBLA CHS – 1.0 FTE	9/1/17 6/30/18	\$2,760
	Asst. Coach, Boys Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$4,676
<b>O'Dell, Ryan</b>	Intramural MM - .5 FTE	9/1/17 6/30/18	\$4,797
<b>Paradiso, Gerard</b>	Intramural SOM - .5 FTE	9/1/17 6/30/18	\$4,797
<b>Perez, Jorge</b>	Math Team CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
<b>Potts, Rachel</b>	Elementary Subject Leader: ELA SMA – 1.0 FTE	9/1/17 6/30/18	\$3,335
<b>Ringler Less, Lisa</b>	<i>Assistant to the Principal SM/SMA – 1.0 FTE</i>	<i>9/19/17 10/31/17</i>	<i>\$8,189</i>
<b>Rivera, Stephanie</b>	Asst. Coach, Field Hockey CHS – 1.0 FTE	9/1/17 11/30/17	\$4,539
<b>Ryan, Suzanne</b>	Student Activities CHS - .5 FTE	9/1/17 6/30/18	\$2,483
	Student Council CHS -1.0 FTE	9/1/17 6/30/18	\$2,916
<b>Salguero, Carlos</b>	Intramural SOM - .5 FTE	9/1/17 6/30/18	\$4,797
<b>Salvas, Christine</b>	Bus Duty SMA - .5 FTE	9/1/17 6/30/18	\$1,693
	Bus Duty SMA – 1.0 FTE	9/1/17 6/30/18	\$3,386
<b>Sardanopoli, Skye</b>	Assistant to the Principal MAR – 1.0 FTE	9/19/17 10/31/17	\$8,189

<b>Savoia, Elizabeth</b>	JV Coach, Girls Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$4,676
<b>Solis, Irma</b>	F.L.E.S. CHS - .5 FTE	9/1/17 6/30/18	\$2,257
<b>Spagnuolo, Meghan</b>	Freshman Coach, Girls Soccer CHS – 1.0 FTE	9/1/17 11/30/17	\$3,811
<b>Tait, Richard</b>	Bus Duty SM – .66 FTE	9/1/17 6/30/18	\$2,257.35
<b>Thomas, Kristie</b>	Quiz Bowl CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
<b>Tumolillo, Alan</b>	Robotics CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
	Science Team CHS – 1.0 FTE	9/1/17 6/30/18	\$3,323
	Junior Advisor CHS – 1.0 FTE	9/1/17 6/30/18	\$4,126
<b>Vecchione, Jenna</b>	Mock Trial CHS – .5 FTE	9/1/17 6/30/18	\$1,417
	Yearbook CHS - .5 FTE	9/1/17 6/30/18	\$3,266.50
<b>Walker, Kaitlin</b>	Marching Band Assistant CHS – 1.0 FTE	9/1/17 6/30/18	\$2,834
<b>Wegbreit, Arielle</b>	Intramural MM - .5 FTE	9/1/17 6/30/18	\$4,665
<b>Whitaker, Thomas</b>	Asst. to the Affirmative Action Officer DIST – 1.0 FTE	9/1/17 6/30/18	\$8,935
	MLKA CHS - .5 FTE	9/1/17 6/30/18	\$1,661.50
<b>Wright, Jazmine</b>	MLKA SOM – 1.0 FTE	9/1/17 6/30/18	\$2,834

**3611 I. STAFF FUNDED BY TITLE 1**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>DeSarno, Mary</b>	Project Ahead Teacher SB - .5 FTE	9/1/17 6/30/18	\$48,406
<b>Friedrich, Donna</b>	Project Ahead Teacher SB - .5 FTE	9/1/17 6/30/18	\$43,929
<b>Mehl, Elizabeth</b>	Project Ahead Teacher CLIN – .38 FTE	9/1/17 6/30/18	\$36,484
<b>Miller, Colleen</b>	T SPED/Project Ahead MM - .5 FTE	9/1/17 6/30/18	\$35,725
<b>Santos, Brittany</b>	T SPED/Project Ahead MM - .5 FTE	9/1/17 6/30/18	\$27,805
<b>Swan, Cristina</b>	Project Ahead Teacher CLIN - .4 FTE	9/1/17 6/30/18	\$36,484

**3611 J. APPROVE NEW POSITIONS**

Community Outreach Liaison  
 School Library/Media Specialist  
 Director of Technology

**3611 K. APPROVE JOB DESCRIPTION**

NEW: Community Outreach Liaison – Part Time .5 FTE  
Director of Technology

REVISED: Supervisor of English/Language Arts, K-12  
Supervisor of Social Studies, K-12  
Supervisor of STEM, 9-12  
Supervisor of STEM, K-8  
Supervisor of Fine Arts, K-12  
Supervisor of Health/Physical Education and Nursing Services, K-12  
Supervisor of World Language/ELL, K-12  
Supervisor of Special Services

**3611 L. APPROVE ORGANIZATION CHART**

(See Attached)

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

**Community Outreach Liaison**

Part Time .5 FTE

**MINIMUM**

High School Diploma

QUALIFICATIONS

Bi-Lingual preferred

Minimum of 3 years supporting students of diverse backgrounds preferred

Excellent organizational, communication, and interpersonal skills

Ability to travel to multiple work locations as assigned

REPORTS TO

**Principal(s)**

PRIMARY RESPONSIBILITIES

1. Help to create a welcoming school environment for families
2. Work with school administrators to address family or parent/guardian issues and concerns at the school
3. Conduct outreach to engage family or parent/guardian in their children's education
4. Facilitate meetings, workshops, and discussions with parents and community partners
5. Strengthen family involvement in the school and community
6. Acts as a resource for non-English speaking families for the purpose of providing information and listening to concerns
7. Assists parents with the completion of school documents (e.g. registration packets) for the purpose of facilitating the exchange of accurate information between school and home
8. Communicates with teachers and parents regarding student's school work for the purpose of promoting academic progress while maintaining student confidentiality
9. Upon request, participates in parent/student meetings (e.g. student study team, IEP meetings, and discipline conferences) for the purpose of exchanging clear information.
10. Performs other related duties, as assigned, for the purpose of ensuring successful communication between the school and home and a positive educational experience for the students and family



*Job Description*

*Title: Community Outreach Liaison*

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11. Provides support and resources for parents for the purpose of improving student attendance

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** September 18, 2017

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	<b>Director of Technology</b>
	<u>Key Capabilities, Competencies and Qualifications:</u>
<b>MINIMUM</b>	
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree</li><li>• Knowledge of pre-K-12 technology, educational programs and administration</li><li>• Ability to lead technology planning efforts including activities to develop, implement and evaluate both administrative and curricular needs</li><li>• Ability to communicate effectively with the educational community</li><li>• Ability to assist users and train staff with software and hardware direction; guidance and vision setting</li><li>• Ability to manage financial resources and contracts with vendor partners</li></ul> <u>Strategic leadership and project management:</u> <ul style="list-style-type: none"><li>• Ability to develop, plan, and implement short- and long-range goals</li><li>• Knowledge of project management principles, best practices, techniques, and tools, establish priorities and organize resources</li><li>• Ability to analyze complex problems, interpret operational needs, and develop integrated, creative solutions</li><li>• Ability to develop overall departmental as well as project budgets and projections throughout an implementation process/cycle</li><li>• Ability to communicate orally and in writing in a credible and confident manner at all levels in the organization, especially on technical issues to an education audience</li><li>• Ability to effectively resolve process blocks and conflicts</li></ul> <u>Industry / technical knowledge:</u> <ul style="list-style-type: none"><li>• Ability to understand and anticipate key technology and business issues surrounding implementation of a comprehensive information technology organization</li><li>• Technology issues involving:<ul style="list-style-type: none"><li>○ Legacy information systems: SASI, SIS</li><li>○ Computing infrastructure needs</li><li>○ Business / process / policy issues</li><li>○ Website technologies and information modeling</li></ul></li></ul>
REPORTS TO	Superintendent of schools
JOB RESPONSIBILITY AND AUTHORITY	The Director of Technology will oversee and direct the technical systems for the district and be responsible for the development and maintenance of key technological infrastructures.

PRIMARY RESPONSIBILITIES

- Be responsible for the implementation of IT initiatives against district goals and for all information technology and computer systems that support the school district's goals including digital communications such as email, the district's website, telephone system, etc.

Job Description

Title: Director of Technology

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- Provide leadership for short and long range planning for all technology initiatives: vision, goals, program objectives/strategies/activities, infrastructure, staffing, training, evaluating, and budgeting.
- Oversee IT Infrastructure, networking, hardware and software support, including network administration and security, as well as maintain a system wide inventory of technology assets.

**TERMS OF EMPLOYMENT**

12 Months, 1.0 FTE, Full Benefits

Salary and benefits to be determined by the Board

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**Initial Approval:** September 18, 2017

SOUTH ORANGE AND MAPLEWOOD SCHOOL DISTRICT  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>SUPERVISOR OF ENGLISH/LANGUAGE ARTS, K -12</b>
<b>MINIMUM QUALIFICATIONS</b>	New Jersey Principal, School Administrator or Supervisor Certification Staff Development experience Graduate level study in the appropriate content area Experience as a teacher in the appropriate content area
<b>REPORTS TO</b>	<i>Principal and Assistant Superintendent for Curriculum and Instruction</i>
<b>JOB GOAL(S)</b>	The primary goal of the K–12 Supervisor of English is to maintain the K-12 district vision for the appropriate subject area, articulate and coordinate the K-12 program, as well as develop the K-12 district budget. This person will supervise the K-12 staff in the English/Language Arts content area and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

<b>1.</b>	Provide visionary leadership to oversee the implementation of research-based best practices related to K-12 English/Language Arts, including curriculum design, instructional delivery, and assessment.
<b>2.</b>	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
<b>3.</b>	Utilize data to monitor student progress and enhance program effectiveness.
<b>4.</b>	Direct periodic monitoring of the K-12 instructional program in accordance with the District’s Program Assessment Model.
<b>5.</b>	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the K-12 program.

*Job Description*

*Title: Supervisor of English/Language Arts, K-12*

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6.	Demonstrate the ability to integrate educational technology into the delivery of the K-12 program and maintain a website with up-to-date information for the program area.
7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of K-12 teachers in the appropriate content area by serving as a secondary evaluator.
8.	Provide coaching assistance for all K-12 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the K-12 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

**TERMS OF EMPLOYMENT:**

11 Months

Salary determined by the ASCA negotiated agreement.

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Revised: April 7, 2008, May 12, 2016**

SOUTH ORANGE AND MAPLEWOOD SCHOOL DISTRICT  
**525 Academy Street. Maplewood, NJ 07040**

JOB DESCRIPTION

POSITION TITLE	<b>SUPERVISOR OF SOCIAL STUDIES, K -12</b>
MINIMUM QUALIFICATIONS	New Jersey Principal, School Administrator or Supervisor Certification Staff Development experience Graduate level study in the appropriate content area Experience as a teacher in the appropriate content area
REPORTS TO	Principal and Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	The primary goal of the K–12 Supervisor of Social Studies is to maintain the K-12 district vision for the appropriate subject area, articulate and coordinate the K-12 program, as well as develop the K-12 district budget. This person will supervise the K-12 staff in the Social Studies content area and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

1.	Provide visionary leadership to oversee the implementation of research-based best practices related to K-12 Social Studies, including curriculum design, instructional delivery, and assessment.
2.	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
3.	Utilize data to monitor student progress and enhance program effectiveness.
4.	Direct periodic monitoring of the K-12 instructional program in accordance with the District’s Program Assessment Model.
5.	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the K-12 program.
6.	Demonstrate the ability to integrate educational technology into the delivery of the K-12 program and maintain a website with up-to-date information for the program area.

*Job Description*

*Title: Supervisor of Social Studies, K-12*

*Page 2 of 2*

7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of K-12 teachers in the appropriate content area by serving as a secondary evaluator.
8.	Provide coaching assistance for all K-12 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the K-12 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

TERMS OF EMPLOYMENT:

11 Months

Salary determined by the ASCA negotiated agreement.

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Revised: April 7, 2008, May 12, 2016**

SOUTH ORANGE AND MAPLEWOOD SCHOOL DISTRICT  
**525 Academy Street. Maplewood, NJ 07040**

JOB DESCRIPTION

POSITION TITLE	<b>SUPERVISOR OF STEM, 9 -12</b>
MINIMUM QUALIFICATIONS	New Jersey Principal, School Administrator or Supervisor Certification Staff Development experience Graduate level study in the appropriate content area Experience as a teacher in the appropriate content area
REPORTS TO	Principal and Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	The primary goal of the 9–12 Supervisor of STEM is to maintain the 9-12 district vision for the appropriate subject areas, articulate and coordinate the 9-12 program, as well as develop the 9-12 district budget. This person will supervise the 9-12 staff in the STEM content areas and serve as secondary evaluator.

PRIMARY RESPONSIBILITIES

1.	Provide visionary leadership to oversee the implementation of research-based best practices related to 9-12 STEM, including curriculum design, instructional delivery, and assessment.
2.	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
3.	Utilize data to monitor student progress and enhance program effectiveness.
4.	Direct periodic monitoring of the 9-12 instructional program in accordance with the District’s Program Assessment Model.
5.	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the 9-12 program.
6.	Demonstrate the ability to integrate educational technology into the delivery of the 9-12 program and maintain a website with up-to-date information for the program area.



*Job Description*

*Title: Supervisor of STEM, 9-12*

*Page 2 of 2*

7.	Assist Principals in the observation, evaluation and recommendation for employment and assignment of 9-12 teachers in the appropriate content area by serving as a secondary evaluator.
8.	Provide coaching assistance for all 9-12 teachers in the appropriate content areas.
9.	Provide periodic presentations to parent and other community groups.
10.	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the 9-12 program.
11.	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

**TERMS OF EMPLOYMENT:**

11 Months

Salary determined by the ASCA negotiated agreement.

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Revised: April 7, 2008, May 12, 2016**

**SOUTH ORANGE AND MAPLEWOOD SCHOOL DISTRICT**  
525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>SUPERVISOR OF STEM, K -8</b>
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> New Jersey Principal, School Administrator or Supervisor Certification</li> <li><input type="checkbox"/> Staff Development experience</li> <li><input type="checkbox"/> Graduate level study in the appropriate content area</li> <li><input type="checkbox"/> Experience as a teacher in the appropriate content area</li> </ul>
<b>REPORTS TO</b>	Principal and Assistant Superintendent for Curriculum and Instruction
<b>JOB GOAL(S)</b>	The primary goal of the K-8 Supervisor of STEM is to maintain the K-8 district vision for the appropriate subject areas, articulate and coordinate the K-8 program, as well as develop the K-8 district budget. This person will supervise the K-8 staff in the STEM content areas and serve as secondary evaluator.

**PRIMARY RESPONSIBILITIES**

<b>1.</b>	Provide visionary leadership to oversee the implementation of research-based best practices related to K-8 STEM, including curriculum design, instructional delivery, and assessment.
<b>2.</b>	Observe and evaluate faculty and staff and leading professional development to ensure high standards of accountable practice.
<b>3.</b>	Utilize data to monitor student progress and enhance program effectiveness.
<b>4.</b>	Direct periodic monitoring of the K-8 instructional program in accordance with the District's Program Assessment Model.
<b>5.</b>	Develop and administer, together with Assistant Superintendent for Curriculum and Instruction, an instructional research and staff development budget to support the K-8 program.
<b>6.</b>	Demonstrate the ability to integrate educational technology into the delivery of the K-8 program and maintain a website with up-to-date information for the program area.

*Job Description*

*Title: Supervisor of STEM, K-8*

*Page 2 of 2*

<b>7.</b>	Assist Principals in the observation, evaluation and recommendation for employment and assignment of K-8 teachers in the appropriate content area by serving as a secondary evaluator.
<b>8.</b>	Provide coaching assistance for all K-8 teachers in the appropriate content areas.
<b>9.</b>	Provide periodic presentations to parent and other community groups.
<b>10.</b>	Conduct department and curriculum meetings; attend District curriculum meetings in order to effect horizontal and vertical continuity and articulation of the K-8 program.
<b>11.</b>	Perform all other duties assigned by the Assistant Superintendent for Curriculum and Instruction.

**TERMS OF EMPLOYMENT:**

11 Months

Salary determined by the ASCA negotiated agreement.

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Revised: April 7, 2008, May 12, 2016**

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	<b>Supervisor of Fine Arts, K-12</b>
MINIMUM QUALIFICATIONS	New Jersey Supervisors Certificate; New Jersey Certificate as a teacher of Art and/or Music; Masters' Degree preferred; Successful experiences in teaching of Art and/or Music; Curriculum development, program assessment and staff development; Demonstrated ability to work effectively in the areas of program implementation; Strong leadership and communication skills; required criminal history background check and proof of US citizenship or legal resident alien status.
REPORTS TO	Principal and Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	To effectively lead the Department of Fine Arts Education, K-12 in ensuring the development of appropriate student skills; To motivate department staff members; To ensure development of core curriculum content standards within the student body; To promote effective professional development of department staff members.
JOB RESPONSIBILITY AND AUTHORITY	The primary responsibilities of the Supervisor of Fine Arts, K-12 are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the Supervisor of Fine Arts, K-12 will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

PRIMARY RESPONSIBILITIES

1. Implements the district's model for curriculum development and assessment of student growth as they apply to the K-12 Art and Music programs;
2. Directs the periodic monitoring of the K-12 Art and Music Education programs according to the District's Program Assessment Model;
3. Develops, administers, and monitors, a budget to support the K-12 Art and Music Education programs in conjunction with building principals;
4. Oversee the selection, purchase, and inventory of all textbooks, teaching supplies, and equipment as well as repairs as appropriate for K-12 Art and Music Education programs;
5. Plans professional development programs necessary for teachers to develop and implement the K-12 Art and Music programs;
6. Provides the professional development for building leaders necessary for them to become

*Job Description*

*Title: Supervisor of Fine Arts, K-12*

*Page 2 of 2*

- partners in supervising the K-12 Art and Music Education programs;
7. Acts as the primary evaluator for all teachers of Art and Music in grades K-12;
  8. Maintains linkage between the Art and Music Education programs and other program areas, and with other professional and community groups;
  9. Joins the building principals in recommending for employment and assignment of all teacher of K-12 Art and Music education;
  10. Conducts all Art and Music education department meetings to effect the articulation of these programs;
  11. Joins other district curriculum supervisors in providing instructional program leadership in the district;
  12. Demonstrates a record of remaining current in developments in Art and Music education instruction and learning and reflects the ability to define the educational conditions under which these developments may improve district instructional practices;
  13. Assists the Office of Human Resources in recruiting teachers of Art and Music Education;
  14. Responsible for integrating technology into teaching and learning in the content area;
  15. Responsible for maintaining current related content on district website; and
  16. Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

**WORKING RELATIONSHIPS OF THE POSITION**      To maintain effective relationships with teachers, parents, students, administrators, other directors and supervisors, and community arts organizations.

**TERMS OF EMPLOYMENT**      11 Months/Salary as per ASCA Agreement

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** August 21, 1991

**Revised:** December 23, 2002; July 19, 2004

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	<b>Supervisor of Health and Physical Education and Nursing, K-12</b>
MINIMUM QUALIFICATIONS	New Jersey Supervisors Certificate; New Jersey Certificate as a teacher of Physical Education and/or Health; Master's Degree preferred; Successful experience in teaching of health and/or physical education; Curriculum development, program assessment and staff development; Demonstrated ability to work effectively in the areas of program implementation; Strong leadership and communication skills; Required criminal history background check and proof of US citizenship or legal resident alien status.
REPORTS TO	Principal and Assistant Superintendent for Curriculum Instruction
<b>JOB GOAL(S)</b>	To effectively lead the Department of Health and Physical Education, K-12 in ensuring the development of appropriate student skills; To motivate department staff members; To ensure development of core curriculum content standards within the student body; To promote effective professional development of department staff members.
JOB RESPONSIBILITY AND AUTHORITY	The primary responsibilities of the Supervisor of Health, Physical Education and Nursing, K-12 are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the Supervisor of Health, Physical Education and Nursing, K-12 will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

PRIMARY RESPONSIBILITIES

1. Implements the district's model for curriculum development and assessment of student growth as they apply to the K-12 Health and Physical Education programs;
2. Directs the periodic monitoring of the K-12 Health and Physical Education programs according to the District's Program Assessment Model;
3. Develops, administers, and monitors, a budget to support the K-12 Health and Physical Education program in conjunction with building principals.
4. Oversees the selection, purchase, and inventory of all textbooks, teaching supplies, and equipment as well as repairs as appropriate for K-12 Health and Physical Education programs;

*Job Description*

*Title: Supervisor of Health and Physical Education and Nursing, K-12*

*Page 2 of 2*

5. Plans professional development programs necessary for teachers to develop and implement the K-12 Health and Physical Education programs;
6. Provides the professional development for building leaders necessary for them to become partners in supervising the K-12 Health and Physical Education programs;
7. Acts as the primary evaluation for all teachers of Health in grades 6-12 and Physical Education in grades K-12;
8. Serves as the secondary evaluation for all L-5 nurses in their assignments as health education teachers;
9. Maintains linkage between the Health and Physical Education programs and other program areas, and with other professional and community groups;
10. Joins the building principals in recommending for employment and assignment all teachers of K-12 Health and Physical education;
11. Conducts all health and physical education department meetings to effect the articulation of these programs;
12. Joins other district curriculum supervisors in providing instructional program leadership in the district;
13. Demonstrates a record of remaining current in developments in health and physical education instruction and learning, and reflects the ability to define the educational conditions under which these developments may improve district instructional practices;
14. Assists the Office of Human Resources in recruiting teachers of Health and Physical Education;
15. Responsible for integrating technology into teaching and learning in the content area;
16. Responsible for maintaining current related content on district website; and
17. Perform all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

WORKING RELATIONSHIPS OF THE POSITION      To maintain effective relationships with teachers, parents, students, administrators and other directors and supervisors.

TERMS OF EMPLOYMENT      11 Months - Salary as per ASCA Agreement

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** May 16, 1996

**Revised:** December 20, 2002; July 19, 2004

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE	<b>Supervisor of World Language and English-As-A-Second-Language, K-12</b>
MINIMUM QUALIFICATIONS	New Jersey Supervisors Certificate; New Jersey Certificate as a teacher in one or more of the World Languages; Master's Degree preferred; Successful experiences in teaching of one or more of the World Languages; Curriculum development; Knowledge of current methodology, strategies and assessment procedures; Program assessment and staff development; Demonstrated ability to work effectively in the areas of program implementation ; Strong leadership and communication skills; Required criminal history background check and proof of US citizenship or legal resident alien status.
REPORTS TO	Principal and Assistant Superintendent for Curriculum and Instruction
JOB GOAL(S)	To effectively lead the Department of World Language and English-As-A-Second-Language, K-12 in ensuring the development of appropriate student skills; To motivate department staff members; To ensure development of core curriculum content standards within the student body; To promote effective professional development of department staff members.
JOB RESPONSIBILITY AND AUTHORITY	The primary responsibilities of the Supervisor of World Languages/ESL, K-12 are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the Supervisor of World Languages/ESL, K-12 will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

PRIMARY RESPONSIBILITIES

1. Implements the district's model for curriculum development and assessment of student growth as they apply to the K-12 World Language and ESL programs;
2. Directs the periodic monitoring of the K-12 World Language and English-As-A-Second-Language according to the District's Program Assessment Model;
3. Develops, administers, and monitors, a budget to support the K-12 World Languages and English-As-A-Second-Language programs in conjunction with building principals.



*Job Description*

*Title: Supervisor of World Language and English-As-A-Second Language, K-12*

Page 2 of 2

4. Oversee the selection, purchase, and inventory of all textbooks, teaching supplies, and equipment as well as repairs as appropriate for K-12 World Language and English-As-A-Second Language program;
5. Plan professional development programs necessary for teachers to develop and implement the World Languages and English-As-A-Second Language programs;
6. Provides the professional development for building leaders necessary for them to become partners in supervising the K-12 World Language and English-As-A-Second-Language programs;
7. Acts as the primary evaluator for all teachers of World Language and English-As-A-Second Language in grades K-12;
8. Maintains effective relationships between the World Languages and English-As-A-Second-Language program areas; and with other professional and community groups;
9. Joins the building principals in recommending for employment and assignment all teachers and instructional aides K-12 World Languages and English-As-A-Second-Language;
10. Conducts all World Languages and English-As-A-Second-Language department meetings to effect the articulation of these programs;
11. Joins other district curriculum supervisors in providing instructional program leadership in the district;
12. Demonstrates a record of remaining current in developments in World Languages and English-As-A-Second-Language education instruction and learning, and reflects the ability to define the educational conditions under which these developments may improve district instructional practices;
13. Assists the Office of Human Resources in recruiting teachers of World Languages and English-As-A-Second-Language;
14. Responsible for integrating technology into teaching and learning in the content area;
15. Responsible for maintaining current related content on district website; and
16. Performs all other duties as assigned by the Assistant Superintendent for Curriculum and Instruction.

**WORKING RELATIONSHIPS OF THE POSITION** To maintain effective relationships with teachers, parents, students, administrators other directors and supervisors, and appropriate community groups.

**TERMS OF EMPLOYMENT** 11 Months /Salary as per ASCA Agreement

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

**Initial Approval:** May 1986

**Revised:** June 15, 1998; December 23, 2002, July 19, 2004

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

<b>POSITION TITLE</b>	<b>SUPERVISOR OF SPECIAL SERVICES</b>
<b>MINIMUM QUALIFICATIONS</b>	New Jersey Certification as Supervisor Master's Degree preferred Must have previous experience as School Psychologist, School Social Worker, LDTC, or Teacher of the Handicapped Strong leadership, communication and organization skills Competence in computer usage, word processing, data management and telecommunications Staff Development experience preferred Familiarity with federal regulations and state code requirements in the area of special education.
<b>REPORTS TO</b>	K-5 Supervisor of Special Services: Executive Director of Special Services & Youth Development; and 6-12 Supervisor of Special Services: Executive Director of Special Services & Youth Development & Principal(s)
<b>JOB GOAL(S)</b>	Supervise special education Motivate and coach department staff members Promote effective professional development of instructional staff members Assist in the management of departmental activities and ensure delivery of service to pupils identified with disabilities.
<b>JOB RESPONSIBILITY AND AUTHORITY</b>	The primary responsibilities of the supervisor are to lead staff in the development and implementation of instructional programs. As a teacher of teachers, the supervisor will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. Primary responsibilities include the following:

PRIMARY RESPONSIBILITIES

1. Establish and promote high standards and expectations for students and staff.
2. Collect and analyze data regarding performance and experience of all students
3. Recommend new programs and modifications.
4. Interview prospective instructional candidates and make recommendations to the Director of Special Services.

*Job Description*

*Title: Supervisor of Special Services*

*Page 2 of 2*

5. Assist in coordinating staff development activities for the Department of Special Services.
6. Supervise and evaluate special services instructional staff as assigned by the Director of Special Services.
7. Provide analysis of departmental offerings based on projected needs and make recommendations for class offerings and pupil services.
8. Supervise personnel assigned to ensure that all responsibilities are met and exceeded. Evaluate lesson plans and observe classes on a regular basis as per SOMEA contract.
9. Facilitate and encourage home-school connections, and parent involvement and engagement for families of special education students.
10. Responsible for integrating technology into teaching and learning in the content area;
11. Responsible for maintaining current related content on district website; and
12. Perform other tasks as assigned by the Director of Special Services.

**WORKING RELATIONSHIPS  
OF THE POSITION**

To maintain relationships with child study team members, teachers of the handicapped, special services staff, supervisors, administrators, students and parents.

**TERMS OF EMPLOYMENT**

12 Months  
Salary as per the ASCA Agreement

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It is not the intent of this description to cover every one of the duties and responsibilities of this position. It lists most of the significant areas and is intended to convey a general understanding of the assignment. However, evaluation of performance will be based on the duties and responsibilities listed in the job description.

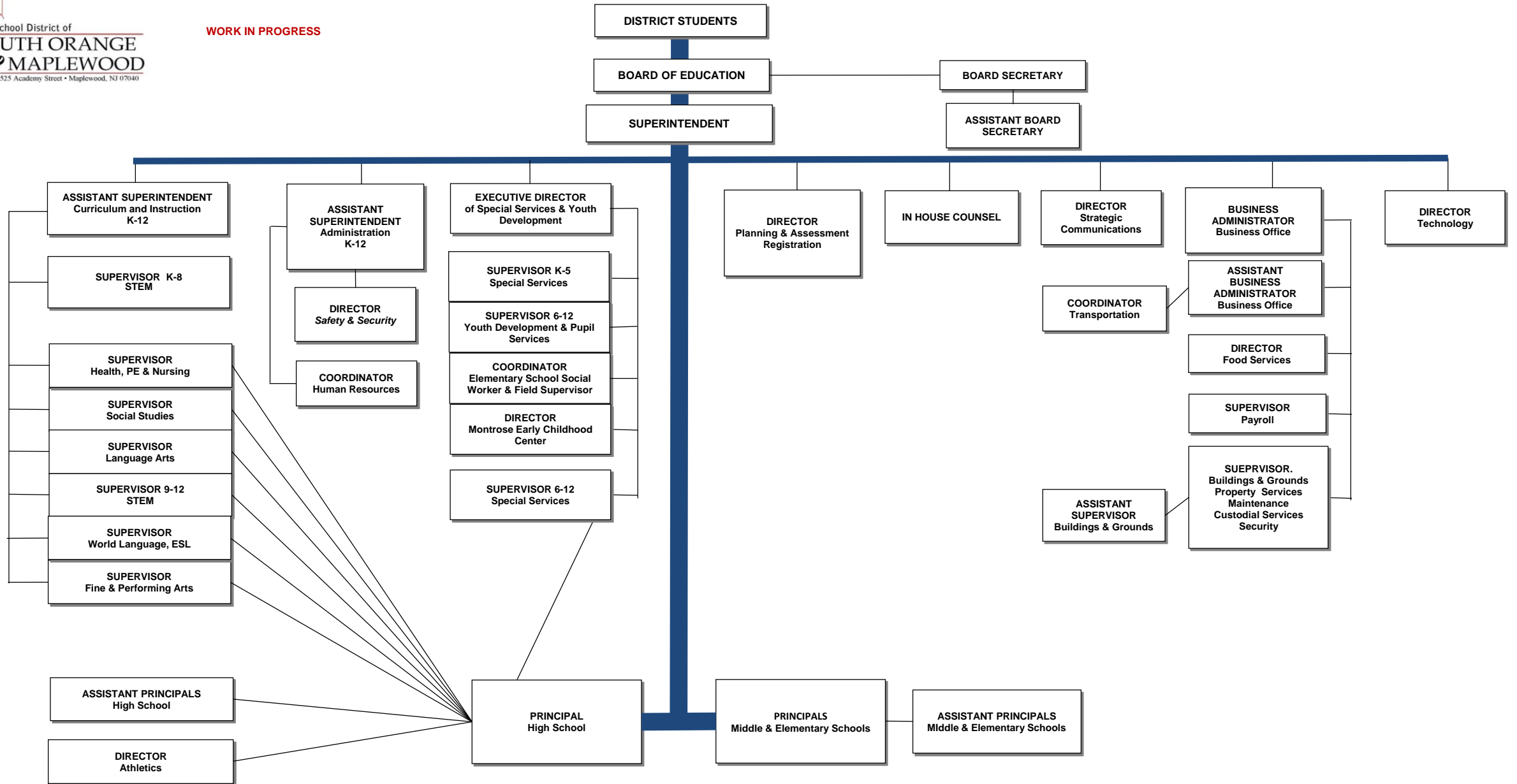
**Initial Approval:** January 24, 2005

**Revised:** June 20, 2005



**SOUTH ORANGE-MAPLEWOOD BOARD OF EDUCATION  
TABLE OF ORGANIZATION  
2017-2018**

**WORK IN PROGRESS**



09/12/2017