

JOB DESCRIPTIONS

Teachers

The Oxford Township Board of Education recognizes the significance and need for providing each teacher within the district a comprehensive job description. In doing so, it provides the teacher with the awareness of the nature of the expectations that the community desires of their teachers.

This job description does not reflect the curricula requirements expected to be taught, as that is an area considered and acted upon separately by the board of education. This policy applies to each teacher within the district, and curricula requirements are applicable within each assigned position.

Reports to:

Each teacher is responsible directly to the chief school administrator or other appropriately designated superior as designated by the chief school administrator.

Primary Function:

To participate as a member of the instructional team in directing the learning activities of pupils in relationship to the district goals and objectives, and the established curricula.

Qualifications:

Each teacher shall hold or be eligible for an appropriate New Jersey Instructional Certificate.

Term:

Regular teacher work year.

Salary:

As determined through the negotiated agreement.

Evaluation:

Performed by the chief school administrator or his/her designee.

Responsibilities and Duties:

- A. Instructional Planning
 - 1. Participate in curricula development and modification.
 - 2. Participate in goal development and modification in relation to objectives and pupil objectives.

3. Plan and implement learning activities designed to assist pupils in attaining objectives.

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B. Classroom Management

1. Establish and maintain an orderly classroom environment conducive to positive learning.
2. Properly utilize physical facilities, equipment and supplies provided by the school district.
3. Evaluate individual pupil performance in relation to objectives and needs, record their progress, and adjust learning activities accordingly.
4. Schedule non-teaching duties so that they do not interfere with the learning processes.
5. Direct the work of any aides assigned to assist in facilitating the learning program.

C. Guidance and Counseling

1. Help pupils to deal with academic, social, and vocational/career problems.
2. Work with guidance personnel and/or the child study team to assist pupils with particular problems as appropriate.

D. School Organization

1. Contribute to the improvement of the educational programs by offering suggestions for the betterment of the curricula.
2. Participate and contribute on a curricula committee which is formulated to monitor and improve curriculum. Staff preference to a particular committee will be given by the chief school administrator if feasible.

E. Professional Growth

1. Participate in in-service activities provided by the school district, during the school day, to improve professional competence.
2. Work with the immediate supervisor to develop the Professional Improvement Plan

F. School Community Relations

1. Keep parents informed on school programs and needs by participation in parent-conferences.
2. Work with parents of children to guide the development and growth of their children.

Vice Principal

Reports To: Chief School Administrator

Primary Function:

To help provide leadership, supervision, and coordination of the total education program within the Oxford Township School District.

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Qualifications:

The vice principal shall hold a valid New Jersey Principal Certificate and have experience in elementary teaching, administration and supervision.

Term: Twelve (12) months

Salary:

Determined annually by the board of education prior to July 1.

Evaluation:

Performed by the chief school administrator.

Responsibilities and Duties:

- A. Assumes all duties of the chief school administrator in his/her absence.
- B. Serves as child study team coordinator in accordance with school board regulation 6164.4R
- C. Coordinates the district=s testing program, including the interpretation and dissemination of results.
- D. Assumes classroom teaching responsibilities as assigned by the chief school administrator.
- E. Acts as attendance officer for the district by following up on cases of suspected truancy or verification of reasons for long pupil absence.
- F. Attends regular and special meetings of the board of education at the discretion of the chief school administrator and/or the board.
- G. Assists the chief school administrator in the supervision of staff members and the educational process.
- H. Assists in the coordination of the scheduling of teachers, substitutes and pupils.
- I. Assists in the development, implementation, and maintenance of standards of conduct for

the pupils.

- J. Assists in the preparation of appropriate local, county, state and federal forms and applications.
- K. Performs all other functions as deemed necessary by the chief school administrator.

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Teacher in Charge

Reports to: Chief School Administrator

Primary Functions:

The teacher in charge assumes the role of building decision maker in the event school administrators are not present in the district. Matters concerning the suspension or expulsion of pupils remain the exclusive responsibility of the chief school administrator and/or vice principal.

Qualifications:

Any teacher with a minimum of the following requirements may be appointed to this position:

- A. Permanent New Jersey State Teaching Certificate
- B. Minimum of four years of demonstrated satisfactory teaching experience
- C. Demonstrated qualities of educational leadership

Term:

Annual appointment of title with decision making authority only in those cases and at those times that the administrators either made previous arrangements to be absent or are unexpectedly unavailable when a crisis occurs.

Salary: Non-stipend position

Evaluation:

Performed by the chief school administrator or his designee.

Responsibilities and Duties:

The teacher in charge shall report any actions taken, directly to the chief school administrator upon his/her return.

School Maintenance Supervisor

Reports to: Chief School Administrator

Primary Function:

Care of the school buildings and grounds.

Qualifications:

- A. He/she shall be a citizen of the United States.
- B. He/she shall file a health certificate with the board certifying that the applicant has no physical defect or condition of health that will prevent the rendering of satisfactory service in the position concerned.

Term: Employed for 12 months, beginning July 1 through June 30.

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Salary:

Determined annually by the board of education prior to July 1.

Evaluation:

Performed by the chief school administrator or his designee.

Responsibilities and Duties:

- A. The classroom, lavatories, hallways, gymnasium, cafeteria, all school areas inside and outside the building, and school equipment shall be in proper order at all times.
- B. The maintenance supervisor shall not leave the building during regular hours except with permission of the chief school administrator.
- C. Requests for purchases or ordering of supplies must be submitted to and receive approval of the chief school administrator.
- D. The maintenance supervisor shall be responsible for completing and submitting various checklists that are part of the buildings and grounds maintenance manual.
- E. The maintenance supervisor shall, on a daily basis, inspect and maintain all boiler operations.
- F. The maintenance supervisor shall be responsible to see that all doors and panic devices are in working order to insure easy and safe exits.
- G. Nothing in the above specified duties shall be construed as excusing the maintenance supervisor from performing all normal maintenance duties.

H. Performs all other functions as deemed necessary by the chief school administrator.

Work day:

Hours of work shall be set by the chief school administrator with approval of the board of education.

School Holidays and Leaves of Absence:

In accordance with Board Policy 4151.1/4251.1, A Personal Illness and Injury/Health and Hardship@. Policy 4152, Holidays.

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School Secretary

Reports to: Chief School Administrator

Primary Function:

To assist in the smooth and efficient operation of the district office.

Qualifications:

- A. He/she shall have a high school diploma.
- B. He/she shall possess a high degree of proficiency in typing, a working knowledge of basic office procedures and operation of common office equipment.
- C. He/she shall possess such alternatives to the above qualifications as the board may deem appropriate and acceptable.

Term:

Employed for 12 months, beginning July 1 through June 30.

Salary:

Determined annually by the board of education prior to July 1.

Evaluation:

Performed annually by the chief school administrator or his designee.

Responsibilities and Duties:

- A. The school secretary shall give and receive information about the various aspects of the school relating to curricula, enrollment, faculty and staff, and overall school operations.
- B. The school secretary shall efficiently complete all secretarial duties for the chief school administrator and carry out all directions.
- C. The school secretary shall keep a daily record of all absences for staff members and other personnel.
- D. The school secretary shall keep attendance and enrollment records for the district and complete monthly enrollment reports as directed by the chief school administrator.
- E. The school secretary shall, on a daily basis, sort and process the incoming mail.
- F. The school secretary shall maintain an efficient, well-organized, filing system for all district records and reports housed in the main office.
- G. The school secretary shall prepare and keep on file all forms needed for school operations.
- H. The school secretary shall keep a record of all fire drills.
- I. The school secretary shall register new students and process permanent record cards.

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- J. The school secretary shall keep an inventory of all office supplies and notify the chief school administrator when to order.
- K. The school secretary shall be the substitute registrar.
- L. Performs all other functions as deemed necessary by the chief school administrator.

Work day:

Hours of work shall be set by the chief school administrator with approval of the board of education.

School holidays and leaves of absence:

In accordance with Board Policy 4151.1/4251.1, A Personal Illness and Injury/Health and Hardship@ and Policy 4152, Holidays.

Instructional Aides

The board, within its financial means, will hire aides as recommended by the chief school administrator.

Classroom Aides

Reports to: Chief School Administrator and/or Vice Principal

Direct Supervision:

Classroom teacher

Job Goal:

To help the educational program within the special education classrooms at Oxford Central School.

Qualifications:

- A. Prefer the holding of a valid New Jersey Teachers Certificate, or

B. Prefer the holding of a valid New Jersey Substitute Teachers Certificate.

Term:

Regular teacher work year.

Salary:

Hourly wage to be determined by the board of education.

Evaluation:

By the chief school administrator or designee.

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Responsibilities and Duties

Duties of classroom aides shall include, but not be limited to:

A. General duties;

1. Prepare and supervise pupil work areas;
2. Arrange instructional materials accessibly;
3. Keep bulletin boards current and neat.

B. Instruction-related activities;

1. Orient new pupils;
2. Monitor, assist and check pupil=s seat work;
3. Dictate and read to pupils;
4. Place daily work assignments on board;
5. Correct informal and standard tests;
6. Prepare instructional materials; cutouts, flash cards, charts, transparencies;
7. Listen to children=s oral reading;
8. Lend assistance to pupil=s projects or research;
9. Assist with group experiences;
10. Other duties as assigned by the teacher.

Classroom Aides: Special Education

Reports to: Chief School Administrator

Direct Supervision: Classroom teacher

Job Goal:

To help the educational program within the self-contained special education classrooms at Oxford Central School.

Qualifications:

- A. Prefer the holding of a valid New Jersey Teachers Certificate, or
- B. Prefer the holding of a valid New Jersey Substitute Teachers Certificate.

Term:
Regular teacher work year.

Salary:
Hourly wage to be determined by the board of education.

Evaluation:
By the chief school administrator or designee.

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Responsibilities and Duties

- A. Work on tasks of a routine non-instructional nature as directed by the classroom teacher.
- B. Assist specific students with various activities as assigned by the classroom teacher.
- C. Performs all other functions as deemed necessary by the chief school administrator.

Last Reading/Adoption: 4/19/89
Update/Revision/Adoption: 8/16/07

Legal References:
Ciambrone v. Bloomingdale 2000 S.L.D. May 7

Possible

Cross References: *3570 District records and reports_
*4211 Recruitment, selection and hiring
*4212.4 Employee health
*4215 Supervision
*4216 Evaluation
*4219.23 Employee substance abuse
*5141.4 Child abuse and neglect

*Indicates policy is included in the Critical Policy Reference Manual.

Legal References: N.J.S.A. 18A:6-7a Removal from personnel files of reference to complaint of child abuse or neglect determined to be unfounded
N.J.S.A. 18A:6-11 Written charges; written statement of evidence; filing; statement of position by employee; certification of determination; notice
N.J.S.A. 18A:11-1 General mandatory powers and duties
N.J.S.A. 18A:54-20 Powers of board (county vocational schools)
N.J.S.A. 47:1A-1 et seq. Examination and copies of public records (AOpen Public Records Act@)
N.J.S.A. 47:3-15 et seq. Destruction of Public Records Law
N.J.A.C. 6A:32-6.2 et seq. School Employee Physical Examinations
See particularly:

N.J.A.C. 6A:31-6.2, 6.3, (f)
-4A.4(f)
N.J.A.C. 12:100-4.2 Safety and health standards for public employees
occupational exposure to bloodborne pathogens (Adoption by reference)

29 CFR 1910.1030 - Bloodborne Pathogen Standard

42 U.S.C.A. ' 31306 et seq. - Alcohol and controlled substances testing

No Child Left behind Act of 2001 Pub. L. 107-110, 20 U.S.C.A. 6301 et seq.

Executive Order No. 9, September 30, 1963; modified by Executive Order No.
11,
November 15, 1974

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Citizens for Better Education v. Camden Bd. of Ed., 124 N.J. Super. 523 (App.
Div.
1973)

Trenton Times Corp. v. Trenton Bd. of Ed., 138 N.J. Super. 357(App. Div. 1976)

Nero v. Hyland, 76 N.J. 213 (1978)

Brick Township Education Association, (et al.) v. Brick Township Board of Education,
1974 S.L.D. 111

Sayreville Education Association, Inc. v. Sayreville Board of Education, 1971
S.L.D. 197

White v. Galloway Township Board of Education, 1977 S.L.D. 900, aff'd State
Board 1977 S.L.D. 903

Witchel v. Cannici and Passaic Board of Education, 1966 S.L.D. 159

Mendell v. Cimmino and Kinnelon Board of Education, 1970 S.L.D. 185

Cordano v. Weehawken Board of Education, 1974 S.L.D. 316

Horner v. Kingsway Regional Board of Education, 1990 S.L.D. 752

Lacey Township Board of Education v. Lacey Township Education Association,
130 N.J. 312 (1992)

Beatty v. Chester 1999 S.L.D. August 31