

TITLE: COMPUTER LAB MONITOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Student use of the computer lab after school

PERFORMANCE RESPONSIBILITIES:

1. Monitor student use of the computer lab between 2:55 p.m. and 3:30 p.m.
2. Assist students with technology applications when completing assignments.
3. Maintain general order within the computer lab.
4. Verify student use of lab for educational purposes.
5. Document computer lab equipment issues occurring during the after school computer lab use and report to the IT Manager.
6. Alert administration, if any problems arise.
7. Document disciplinary referrals.

TERMS OF EMPLOYMENT: Stipend determined by the Board : STIPEND=\$35 HOURLY UPTO 80HRS
TWO FACULTY POSITIONS

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: AM PATROL

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Entry to building and security of hallways prior to start of school day.

PERFORMANCE RESPONSIBILITIES:

1. Patrol students that enter building between 7:30 a.m. and 7:45 a.m.
2. Restrict students' access the building and keep the students within the confined area.
3. Maintain general order.
4. Verify student passes for morning appointments with faculty.
5. Direct students to the school breakfast program in the cafeteria.
6. Alert administration, if any problems arise.
7. Document disciplinary referrals.
8. Maintain general order in the building's hallways in preparation of homeroom from 7:45 a.m. to 8:00 a.m.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND=\$22 HOURLY
2 FACULTY POSITIONS

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: **BREAKFAST PROGRAM MONITOR**

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Monitor morning breakfast program

PERFORMANCE RESPONSIBILITIES:

1. Open and supervise the cafeteria to students from 7:15 a.m. to 7:45 a.m.
2. Ensure that no students leave the cafeteria and enter the rest of the building before 7:45 a.m.
3. Maintain general order in the cafeteria.
4. Alert administration, if any problems arise.
5. Document disciplinary referrals.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND=\$22 HOURLY
TWO FACULTY POSITIONS

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: **DETENTION/SATURDAY SCHOOL MONITORS**

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: students who are fulfilling their requirement to attend these disciplinary actions

PERFORMANCE RESPONSIBILITIES:

1. Records and reports the completion of the disciplinary requirement to the administration.
2. Monitors the students for appropriate tasks during the allotted time.
3. May assist students with the assignments being accomplished during the allotted time.
4. Alert administration, if any problems arise.
5. Document disciplinary referrals.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND FOR CD=\$35 HOURLY
STIPEND FOR SS=\$55 HOURLY

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE:	I&RS FACILITATOR
QUALIFICATIONS:	Must be employed as a certified staff member
REPORTS TO:	Principal/Designated Administrator
SUPERVISES:	Assists Supervisor of Counseling and Assessment with the I&RS process and procedures
JOB GOAL:	Provide an effective, flexible and cost effective problem solving alternative to special education referral within the regular education framework.

PERFORMANCE RESPONSIBILITIES:

1. Collect thorough information on the identified learning, behavior and health difficulties of students referred to the I&RS process.
2. Develop and implement action plans with the team which provide for appropriate school or community interventions or referrals to school and community resources, based on the collected data and desired outcomes for the identified student's learning, behavior and health difficulties.
3. Actively involve parents or guardians in the development and implementation of student intervention and referral services action plans;
4. Coordinate the access to and delivery of school resources and services for achieving the outcomes identified in the intervention and referral services action plans for the individual student.
5. Maintain records of all requests for assistance and all intervention and referral services action plans, according to the requirements of 34 CFR Part 98, 34 CFR Part 99, 42 CFR Part II, N.J.S.A. 18A:40A-7.1, N.J.A.C. 6A:16-3.2, and N.J.A.C 6:3-2.1;
6. Review and assess the effectiveness of the provisions of each intervention and referral services action plan in achieving the outcomes identified in each action plan and modify each action plan to achieve the outcomes, as appropriate for the individual student.
7. At a minimum, annually review the intervention and referral services action plans and the actions taken as a result of the building's system of intervention and referral services and make recommendations to the principal for improving school programs and services, as appropriate;
8. Compile and summarize all of the behavior specific information on the student's issues.

9. Monitor the implementation of each component of the I&RS action plan for the identified problem(s).
10. Provide technical support to the faculty responsible for carrying out the I&RS action plan;
11. Coordinate the communication of plans in order to actively involve parents in the development and implementation of I&RS action plans (N.J.A.C. 6A:16-7.2(a)6);
12. Provides a vehicle for the faculty to share their expertise in working with a variety of learning and behavioral problems;
13. Offers structured support and assistance to teachers by providing instructional strategies to promote student competence;
14. Provides faculty with opportunities to develop methods and techniques to assist them with addressing student learning problems.
15. Approve appropriate recommendations to possible Child Study Team intervention.

TERMS OF

- EMPLOYMENT:** Stipend determined by the Board : STIPEND/POSITION= \$755
TWO FACULTY POSITIONS/LEVEL
- EVALUATION:** Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: PEER MEDIATION ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Peer to peer mediation sessions based on faculty or administration referral

JOB GOAL: Reduce the number of incidences of bullying that goes on in both the middle and high school.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate and facilitate all peer mediation requests.
2. Facilitate all immediate mediation requests brought to the mediation team by the administration or faculty.
3. Screen peer mediation requests and verify their appropriateness for student mediation.
4. Communicate mediation requests to counseling department if inappropriate for student mediation.
5. Instruct student volunteers in peer mediation techniques and the appropriate guidelines for confidentiality.
6. Monitor the implementation of all student led peer mediations for the appropriate proceedings.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$561
ONE FACULTY POSITION PER LEVEL

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: PLC COORDINATOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Facilitation and implementation of Professional Learning Communities

PERFORMANCE RESPONSIBILITIES:

1. Work collaboratively with the Administrative Team (Superintendent, Asst. Superintendent, Building Principal, Asst. Principal) to develop district/building teacher/student achievement goals.
2. Assist in the development of Individual Professional Development Plan goals for teachers that are aligned with the district/building learning objectives.
3. Responsible for providing direction and guidance to faculty members in selecting the goal(s) for their IPDP.
4. Evaluating and formulating the Professional Learning Communities to provide direction and guidance to the administration and faculty allowing for more effective team building.
5. Work collaboratively with the entire administrative team to plan, develop, and implement professional development opportunities that are aligned to the district/building teacher/student goals.
6. Responsible for facilitating PLC sessions which would call for arranging for, managing, and facilitating the operation of the learning environment for teaching staff PLC teams ensuring the provision of the least restrictive environment allowing for successful learning experiences.
7. As an active member of the faculty the PLC Coordinator is also expected to be an active participant on a PLC team(s).
8. As an active member of the faculty the PLC Coordinator is also expected to be an active participant on a School Level Professional Development Committee(s).

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$755

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy. ONE FACULTY POSITION AT EACH LEVEL

Kenilworth Board of Education

Approved:

Revised:

TITLE: NJASK PREP COORDINATOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Needs and activities of NJASK Prep Program

PERFORMANCE RESPONSIBILITIES:

1. Review NJASK test scores from previous spring and compile a list of students who qualify for each class (Language Arts Literacy or Mathematics) in Grades 3-8.
2. Collaborate with administrators to create a job listing for NJASK facilitators and post it in each building.
3. Collaborate with administration and facilitators to develop a schedule for the program sessions.
4. Send home letters to all qualifying students requesting their attendance in a specific class.
5. Organize and distribute program materials to facilitators prior to first session meeting.
6. Collect and document student permission slips.
7. Develop documentation to record attendance sheets for each grade level and subject.
8. Monitor attendance of the students; develop correspondence for parents regarding student attendance to sessions.
9. Communicate effectively and efficiently with facilitators, parents, and students regarding program questions or concerns.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND \$612

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: NJASK PREP PROGRAM FACILITATOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: NJASK Coordinator and/or
Principal/Designated Administrator

SUPERVISES: Program sessions

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the student sessions for reinforcement of Language Arts Literacy or Mathematics skills tested on the NJASK.
2. Work collaboratively with the NJASK Prep Program Coordinator to develop lesson plans according to the program materials provided.
3. Monitor students during the instruction of each class.
4. Document student attendance; submit attendance records to Coordinator at the end of each month.
5. Alert administration, if any problems arise.
6. Document disciplinary referrals.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND=\$627

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy. FOUR FACULTY POSITIONS 2LA/2M

Kenilworth Board of Education

Approved:

Revised:

TITLE: LEAD TEACHER WORLD LANGUAGES/BUSINESS

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Departmental needs and activities

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison with administration for department members. Serve on district committees where needed.
2. Facilitate at a minimum a quarterly department meeting.
3. Manage/Facilitate department budget materials and documentation.
4. Responsible for the coordination with the administration of budget information for submission.
5. Facilitate scheduling/development/implementation of department curricula.
6. Participate in/Advise the administration throughout the interview process of new department personnel.
7. Assists in the training of new department personnel.
8. Facilitate/Schedule/Implement peer coaching within/amongst the department members.
9. Assist/Advise the administration with developing the department schedule.
10. Assist administration with tasks related to student admissions, transfer, and graduation.
11. Oversee/Manage department webpage.
12. Manage/Facilitate departmental textbook and equipment inventories.
13. Collects and assists administration with review of department lesson plans.
14. Represents the department at various functions (ex. Awards nights, assemblies, etc).
15. Collects and organizes information for monthly department reports

16. Works with the administration to coordinate/schedule class/department trips.
17. Assist, facilitate, and coordinate in the development of interdisciplinary activities.
18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and assignment to the position described above as may be assigned.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1040
Teach adjusted course load as determined by the administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: LEAD TEACHER SOCIAL STUDIES

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Departmental needs and activities

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison with administration for department members. Serve on district committees where needed.
2. Facilitate at a minimum a quarterly department meeting.
3. Manage/Facilitate department budget materials and documentation.
4. Responsible for the coordination with the administration of budget information for submission.
5. Facilitate scheduling/development/implementation of department curricula.
6. Participate in/Advise the administration throughout the interview process of new department personnel.
7. Assists in the training of new department personnel.
8. Facilitate/Schedule/Implement peer coaching within/amongst the department members.
9. Assist/Advise the administration with developing the department schedule.
10. Assist administration with tasks related to student admissions, transfer, and graduation.
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12. Manage/Facilitate departmental textbook and equipment inventories.
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14. Represents the department at various functions (ex. Awards nights, assemblies, etc).
15. Collects and organizes information for monthly department reports

16. Works with the administration to coordinate/schedule class/department trips.
17. Assist, facilitate, and coordinate in the development of interdisciplinary activities.
18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and assignment to the position described above as may be assigned.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1040
Teach adjusted course load as determined by the administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: LEAD TEACHER SCIENCE

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Departmental needs and activities

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison with administration for department members. Serve on district committees where needed.
2. Facilitate at a minimum a quarterly department meeting.
3. Manage/Facilitate department budget materials and documentation.
4. Responsible for the coordination with the administration of budget information for submission.
5. Facilitate scheduling/development/implementation of department curricula.
6. Participate in/Advise the administration throughout the interview process of new department personnel.
7. Assists in the training of new department personnel.
8. Facilitate/Schedule/Implement peer coaching within/amongst the department members.
9. Assist/Advise the administration with developing the department schedule.
10. Assist administration with tasks related to student admissions, transfer, and graduation.
11. Oversee/Manage department webpage.
12. Manage/Facilitate departmental textbook and equipment inventories.
13. Collects and assists administration with review of department lesson plans.
14. Represents the department at various functions (ex. Awards nights, assemblies, etc).
15. Collects and organizes information for monthly department reports

16. Works with the administration to coordinate/schedule class/department trips.
17. Assist, facilitate, and coordinate in the development of interdisciplinary activities.
18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and assignment to the position described above as may be assigned.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1040
Teach adjusted course load as determined by the administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: LEAD TEACHER MATH

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Departmental needs and activities

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison with administration for department members. Serve on district committees where needed.
2. Facilitate at a minimum a quarterly department meeting.
3. Manage/Facilitate department budget materials and documentation.
4. Responsible for the coordination with the administration of budget information for submission.
5. Facilitate scheduling/development/implementation of department curricula.
6. Participate in/Advise the administration throughout the interview process of new department personnel.
7. Assists in the training of new department personnel.
8. Facilitate/Schedule/Implement peer coaching within/amongst the department members.
9. Assist/Advise the administration with developing the department schedule.
10. Assist administration with tasks related to student admissions, transfer, and graduation.
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12. Manage/Facilitate departmental textbook and equipment inventories.
13. Collects and assists administration with review of department lesson plans.
14. Represents the department at various functions (ex. Awards nights, assemblies, etc).
15. Collects and organizes information for monthly department reports

16. Works with the administration to coordinate/schedule class/department trips.
17. Assist, facilitate, and coordinate in the development of interdisciplinary activities.
18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and assignment to the position described above as may be assigned.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND=\$1040
Teach adjusted course load as determined by the administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: LEAD TEACHER LANGUAGE ARTS

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Departmental needs and activities

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison with administration for department members. Serve on district committees where needed.
2. Facilitate at a minimum a quarterly department meeting.
3. Manage/Facilitate department budget materials and documentation.
4. Responsible for the coordination with the administration of budget information for submission.
5. Facilitate scheduling/development/implementation of department curricula.
6. Participate in/Advise the administration throughout the interview process of new department personnel.
7. Assists in the training of new department personnel.
8. Facilitate/Schedule/Implement peer coaching within/amongst the department members.
9. Assist/Advise the administration with developing the department schedule.
10. Assist administration with tasks related to student admissions, transfer, and graduation.
11. Oversee/Manage department webpage.
12. Manage/Facilitate departmental textbook and equipment inventories.
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16. Works with the administration to coordinate/schedule class/department trips.
17. Assist, facilitate, and coordinate in the development of interdisciplinary activities.
18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and assignment to the position described above as may be assigned.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1040
Teach adjusted course load as determined by the administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised:

TITLE: LEAD TEACHER FINE ARTS/MUSIC

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Departmental needs and activities

PERFORMANCE RESPONSIBILITIES:

1. Act as liaison with administration for department members. Serve on district committees where needed.
2. Facilitate at a minimum a quarterly department meeting.
3. Manage/Facilitate department budget materials and documentation.
4. Responsible for the coordination with the administration of budget information for submission.
5. Facilitate scheduling/development/implementation of department curricula.
6. Participate in/Advise the administration throughout the interview process of new department personnel.
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18. Upholds and enforces school rules, administrative regulations and Board policy.
19. Performs other duties within the scope of his/her employment and assignment to the position described above as may be assigned.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1040
Teach adjusted course load as determined by the administration.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:
Revised: