

**DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**

**Public Meeting, April 20, 2020**

**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 4000**

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

**4000 A. MEMORIAL**

**BE IT RESOLVED** THAT THE Board of Education approve the following memorial:

**David Hogenauer**, retired high school social studies teacher, passed away on April 2, 2020.

The Superintendent is asked to convey our condolences to the family and friends of David Hogenauer.

**4000 B. RETIREMENTS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>YEARS IN DISTRICT</b>
<b>Berrios, William</b>	Guidance Counselor CHS – 1.0 FTE	7/1/20	16
<b>Scalgione, Carol</b>	School Nurse JEFF – 1.0 FTE	7/1/20	15

**Background**

The above retiree faithfully served in the public schools of South Orange and Maplewood. In appreciation of their contributions to the educational welfare of this community; they will be given recognition at one of the June 2020 meetings

**4000 C. LEAVE REPLACEMENT APPOINTMENT**

(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>	<b>BACKGROUND</b>
<b>Noel, David</b>	T Math MM – 1.0 FTE	4/4/20 6/30/20	\$62,400	Filling in for Beatrix Ospina Smith while out on leave

**4000 D. RESCIND LEAVE REPLACEMENT APPOINTMENT**

(This employment is conditional and subject to the disclosure requirement; pending compliance with NJ Public Law 2018, Chapter 5)

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>	<b>BACKGROUND</b>
<b>Corbin, Faith</b>	T SPED SMA – 1.0 FTE	4/7/20 5/8/20	\$57,900	Filling in for Meredith Roig while out on leave

**4000 E. CHANGE IN START DATE**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>OLD START DATE</b>	<b>NEW START DATE</b>
<b>Connors, Michael</b>	T SPED MM – 1.0 FTE	TBD	3/1/20

**4000 F. CHANGE IN END DATE**

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
<b>Cagide, Helen</b>	LR T SPED/INC MM – 1.0 FTE	3/27/20	3/31/20
<i>Carluccio, Joanna</i>	<i>LR T Lang. Arts SOM – 1.0 FTE</i>	<i>4/30/20</i>	<i>5/15/20</i>
<b>Corbin, Faith</b>	LR 5 <sup>th</sup> Grade Teacher CLIN – 1.0 FTE	3/25/30	3/30/20
<b>Corredor, Amanda</b>	T PreK/INC MONT – 1.0 FTE	5/4/20	6/30/20
<i>Cutting, Jeshanah</i>	<i>LR T SPED MM – 1.0 FTE</i>	<i>4/30/20</i>	<i>5/4/20</i>

**4000 G. TRANSFER/REASSIGNMENT**

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
<b>Porter, Julie</b>	School Nurse MM – 1.0 FTE	School Nurse SMA – 1.0 FTE	5/1/20

**4000 H. LEAVES OF ABSENCE**

NAME	ASSIGNMENT	EFFECTIVE DATE
<i>Crimi, Orla</i>	<i>T PE/Health CHS 1.0 FTE</i>	<i>4/6/20-5/1/20 (Paid Maternity leave) 5/1/20-5/26/20 (Unpaid Medical Leave) 5/27/20-6/30/20 (Unpaid FMLA)</i>

**4000 I. SUSPENSION**

NAME	EFFECTIVE DATE
<i>Employee #3331</i>	<i>1/3/20-4/13/20 (w/pay)</i>

**4000 J. SALARY ADJUSTMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
<b>Boni, Susan</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$82.15 (per day)	\$1,643
<b>Buzar, Marisa</b>	T SPED CHS - .2 FTE	3/30-3/31/20 (2 days)	\$54.70 (per day)	\$109.40
<b>D'Alessio, Tara</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$91.85 (per day)	\$1,837
<b>Endlich, Matthew</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$97.55 (per day)	\$1,951
<b>Degioia, Mia</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$65.50 (per day)	\$1,310
<b>Spina, Anthony</b>	T SPED CHS - .2 FTE	3/1-3/27/20 (18 days)	\$51.30 (per day)	\$923.40

<b>Buzar, Marissa</b>	T SPED CHS - .2 FTE	3/1-3/27/20 (18 days)	\$54.70 (per day)	\$984.60
<b>Gallof, Pamela</b>	T Math CHS - .2 FTE	3/1-3/27/20 (18 days)	\$82.15 (per day)	\$1,478.70
<b>Silver, Bianca</b>	T SCI/B CHS - .2 FTE	3/1-3/27/20 (18 days)	\$65.50 (per day)	\$1,179
<b>Spina, Kathleen</b>	T SPED CHS - .2 FTE	3/1-3/27/20 (18 days)	\$90.60 (per day)	\$1,630.80
<b>Steindler, Philip</b>	T SPED CHS - .2 FTE	3/1-3/27/20 (18 days)	\$61.70 (per day)	\$1,110.60
<b>Femenella, Matthew</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$61.70 (per day)	\$1,234
<b>Grasso, Linda</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$82.15 (per day)	\$1,643
<b>Mudrak, David</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$49.60 (per day)	\$992
<b>Obasi, Mabel</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$67.00 (per day)	\$1,340
<b>Stradford, Lynn</b>	T SPED CHS - .2 FTE	3/1-3/31/20 (20 days)	\$97.55 (per day)	\$1,951
<b>Perez, Jorge</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$68.80 (per day)	\$1,376
<b>Abdelhadi, Mazin</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$91.85 (per day)	\$1,837
<b>Banner, Abiodun</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$77.30 (per day)	\$1,546
<b>Lucas, Justin</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$80.20 (per day)	\$1,604
<b>Massoud, Nicole</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$57.90 (per day)	\$1,158
<b>Richman, Mark</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$97.55 (per day)	\$1,951
<b>Krantz-Savoia, Elizabeth</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$58.30 (per day)	\$1,166
<b>Lucchetta, Joseph</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$91.85 (per day)	\$1,837
<b>Noonan, Pamela</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$82.15 (per day)	\$1,643
<b>Pociask, John</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$91.85 (per day)	\$1,837
<b>Wilson, David</b>	T Math CHS - .2 FTE	3/1-3/31/20 (20 days)	\$82.80 (per day)	\$1,656
<b>Alexander, Marvin</b>	T PE/H CHS - .2 FTE	3/2-3/13/20 (10 days)	\$72.60 (per day)	\$726
<b>Clem, Dallas</b>	LR T PE/H CHS - .2 FTE	3/2-3/13/20 (10 days)	\$49.60 (per day)	\$496
<b>Iraggi, Taylor</b>	T PE/H CHS - .2 FTE	3/2-3/13/20 (10 days)	\$49.60 (per day)	\$496
<b>Maggiore, Molly</b>	T PE/H CHS - .2 FTE	3/2-3/13/20 (10 days)	\$64.70 (per day)	\$647
<b>Trieu, John</b>	T PE/H CHS - .2 FTE	3/2-3/13/20 (10 days)	\$54.70 (per day)	\$547
<b>Clesmere, Lindsay</b>	T PE/H CHS – 2 FTE	2/3-4/9/20 (45 days)	\$56.50 (per day)	\$2,542.50

<b>Mobley, Gary</b>	<i>T PE/H CHS - .2 FTE</i>	<i>2/3-4/9/20 (45 days)</i>	<i>\$91.85 (per day)</i>	<i>\$4,133.25</i>
<b>Pilone, Joe</b>	<i>T PE/H CHS - .2 FTE</i>	<i>2/3-4/9/20 (45 days)</i>	<i>\$97.55 (per day)</i>	<i>\$4,389.75</i>
<b>Duffey, Dallas</b>	<i>T Math MM - .2 FTE</i>	<i>3/16-4/9/20 (19 days)</i>	<i>\$85.60 (per day)</i>	<i>\$1,626.40</i>
<b>Kessler, Marc</b>	<i>T Math MM - .2 FTE</i>	<i>3/16-4/9/20 (19 days)</i>	<i>\$61.70 (per day)</i>	<i>\$1,172.30</i>
<b>Sousa, Carisa</b>	<i>T Math MM - .2 FTE</i>	<i>3/16-4/9/20 (19 days)</i>	<i>\$54.70 (per day)</i>	<i>\$1,039.30</i>
<b>Sudol, Lorraine</b>	<i>T Math MM - .2 FTE</i>	<i>3/16-4/9/20 (19 days)</i>	<i>\$97.55 (per day)</i>	<i>\$1,853.45</i>
<b>Robinson, Kathleen</b>	<i>Clerical Aide CLIN – 1.0 FTE</i>	<i>3/1-3/31/20 (7.5 hours)</i>	<i>\$8.91 (per hour)</i>	<i>\$66.83</i>
<b>Pierre Louis, Renaud</b>	<i>School Bus Driver DIST - .8 FTE</i>	<i>3/1-3/13/20 (101.5 hours)</i>	<i>\$5.07 (per hour)</i>	<i>\$514.60</i>
<b>Tyson, Angela</b>	<i>School Bus Aide DIST - .8 FTE</i>	<i>3/1-3/31/20 (30 hours)</i>	<i>\$9.43 (per hour)</i>	<i>\$282.90</i>

**4000 K. APPROVE JOB DESCRIPTIONS**

NEW: Director of Curriculum, K-5  
 Director of Curriculum, 6-12  
 Assistant Superintendent for Equity & Access

REVISED: Assistant Superintendent for Curriculum & Instruction  
 Director of Athletics & Student Activities

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
OFFICE OF HUMAN RESOURCES**

**JOB DESCRIPTION**

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<b>TITLE</b>	<b>DIRECTOR OF CURRICULUM, K-5</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• New Jersey Principal or School Administrator Certification</li><li>• Successful experiences at teaching, curriculum development, program assessment, and staff development</li><li>• Demonstrated ability to work effectively in the areas of program implementation</li><li>• Strong leadership and communication skills</li><li>• Required criminal history background check and proof of U.S. citizenship or legal resident alien status</li></ul>
<b>REPORTS TO</b>	Assistant Superintendent for Curriculum & Instruction
<b>SUPERVISES</b>	Supervisors and designated support staff
<b>JOB GOAL</b>	To assist the Assistant Superintendent for Curriculum and Instruction

**PERFORMANCE RESPONSIBILITIES**

1. ***Supervises and evaluates the Supervisors***
  - a. Coordinates the articulation of curriculum and instructional services among elementary and middle schools.
  - b. Takes a key role in implementing the state assessment program at designated grade levels ensuring the confidentiality of all assessment materials, the systematic distribution and collection of daily assessments, the correct coding of all test booklets and the training of test administrators.
  - c. Ensures the communication of approved curriculum and materials to all professional district staff K-5.
  - d. Assists in the disaggregation of student performance results.
  - e. Assists in the implementation and support of the District's Enrichment Program.
  - f. Assists in the use of technology to support instructional programs and to implement the state assessments.
  - g. Prepares the overview of curriculum at the elementary school level for distribution to parents.
  - h. Aligns curriculum and instruction to address NJ QSAC requirements.
  - i. Coordinates K-5 professional development programs.
  
2. ***Assist in development, implementation, and evaluation of staff development training programs for professional personnel***

- a. Assists the Assistant Superintendent for Curriculum and Instruction in the planning, scheduling and implementation of district/building professional development supporting K-5 instruction.
3. **Assist in the development of the sections of the budget that pertain to curriculum and Instruction**
- a. Collaborates with supervisors in preparing and administering the instructional budget.
  - b. Monitor budgetary/curriculum disputes, if necessary, among program leaders and building principals.

**TERMS OF EMPLOYMENT**

Work year: 12 Months  
Salary determined by the Board of Education.

**EVALUATION**

Performance will be evaluated annually in accordance with the board's policy on evaluation of certified staff.

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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.

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD  
OFFICE OF HUMAN RESOURCES**

**JOB DESCRIPTION**

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<b>TITLE</b>	<b>DIRECTOR OF CURRICULUM, GRADES 6-12</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• New Jersey Principal or School Administrator Certification</li><li>• Successful experiences at teaching, curriculum development, program assessment, and staff development</li><li>• Demonstrated ability to work effectively in the areas of program implementation</li><li>• Strong leadership and communication skills</li><li>• Required criminal history background check and proof of U.S. citizenship or legal resident alien status</li></ul>
<b>REPORTS TO</b>	Assistant Superintendent for Curriculum & Instruction
<b>SUPERVISES</b>	Supervisors and designated support staff
<b>JOB GOAL</b>	To assist the Assistant Superintendent for Curriculum and Instruction

**PERFORMANCE RESPONSIBILITIES**

1. ***Supervises and evaluates the Supervisors***
  - a. Coordinates the articulation of curriculum and instructional services among middle and high school.
  - b. Takes a key role in implementing the state assessment program at designated grade levels ensuring the confidentiality of all assessment materials, the systematic distribution and collection of daily assessments, the correct coding of all test booklets and the training of test administrators.
  - c. Ensures the communication of approved curriculum and materials to all professional district staff 6-12.
  - d. Assists in the disaggregation of student performance results.
  - e. Assists in the implementation and support of the District's Enrichment Program.
  - f. Assists in the use of technology to support instructional programs and to implement the state assessments.
  - g. Prepares the overview of curriculum course of study at the high school level for distribution to parents.
  - h. Aligns curriculum and instruction to address NJ QSAC requirements.
  - i. Coordinates 6-12 professional development programs.
  
2. ***Assist in development, implementation, and evaluation of staff development training programs for professional personnel***

- a. Assists the Assistant Superintendent for Curriculum and Instruction in the planning, scheduling and implementation of district/building professional development supporting 6-12 instruction.
3. **Assist in the development of the sections of the budget that pertain to curriculum and Instruction**
- a. Collaborates with supervisors in preparing and administering the instructional budget.
  - b. Monitor budgetary/curriculum disputes, if necessary, among program leaders and building principals.

**TERMS OF EMPLOYMENT**

Work year: 12 Months  
Salary determined by the Board of Education.

**EVALUATION**

Performance will be evaluated annually in accordance with the board's policy on evaluation of certified staff.

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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:** April 20, 2020



**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**

525 Academy Street, Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**Assistant Superintendent for Access & Equity**

**MINIMUM QUALIFICATIONS**

- Administrator Certificate with School Administrator endorsement
- Belief in the benefits of intentional integration for the children and community we serve
- Successful school experience
- Demonstrated ability to work effectively in the areas of personnel management, school administration, and program implementation
- Strong leadership and communication skills
- Able to perform essential functions with or without reasonable accommodation
- Required criminal history background check and proof of U. S. citizenship or legal resident alien status

**REPORTS TO**

Superintendent of Schools

**JOB GOAL(S)**

To assist the Superintendent in the areas listed below to ensure all students are provided the equitable access to all school offerings. To assist the superintendent in training and recruiting a diverse culturally competent staff.

**JOB RESPONSIBILITY AND AUTHORITY**

To support all district PreK-12 equity initiatives for relevance and excellence.

**PRIMARY RESPONSIBILITIES**

**1. DIRECTS AND OVERSEES PRE K-12 ACCESS AND EQUITY EFFORTS**

- Monitors and updates relevant access and equity policies relative to classroom practices, equitable staff and student treatment, and facilities access
- Supports the design, approval and public awareness of academic pathways leading to a diverse school district culture and climate
- Identifies weak or non-compliant areas throughout the district impacting student access and equity in academics, opportunity and extra-curricular activities
- Ensures bias free access to educational opportunities, (higher level courses, gifted and talented) athletics, co-curricular activities and related resources/technology
- Provides opportunities for parent and community member involvement in problems associated with the achievement gap and other inequities
- Identifies needed staff training necessary to remove bias in instruction and in curriculum writing/revision

*Job Description*

*Title: Assistant Superintendent for Access & Equity*

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- Serves on and works collaboratively with the district Affirmative Action Team in developing the Comprehensive Equity Plan (CEP) and monthly thereafter in overseeing implementation of the Corrective Action Plan correcting identified non-compliant schools and areas
- Works in collaboration with district registration to ensure access and equity and school enrollment reflective of district demographics
- Supports the planning, implementation, and student assignment of the District Intentional Integration Initiative
- Serves as the district lead in addressing school climate matters including anti-bullying matters and related training.

**2. DIRECTS AND MONITORS DISTRICT-WIDE EQUITY DEVELOPMENT**

- Prepares and conducts ongoing audits of district access and equity efforts annually or as needed
- Works to ensure equity in staff recruitment, hiring and development annually
- Assesses results/impact of district access and equity efforts on students, staff and programs
- Monitors suspension, detention, expulsion, arrest, drop out and special education classification rates ensuring disproportionate representation does not occur
- Collects/monitors data to validate district improvement and increased student opportunities
- Leads the collaborative development of corrective action plans as needed
- Serves as an ombudsman in settling parent-district disputes
- Adjusts corrective action remedies in an effort to continually move the district forward providing the best learning environment for all students
- Serves on and works collaboratively with the District Office of Civil Rights Team addressing litigation complaints, impact of implemented solutions and monitoring of complaint results

**3. ASSISTS IN THOSE SECTIONS OF THE BUDGET THAT PERTAIN TO ACCESS AND EQUITY**

- Ensures that academic supports are in place for struggling students supporting access and equity to higher level academic opportunities
- Plans for needed staff professional development to support year over year staff growth ensuring access and equity in behavior, instruction and impact

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
525 Academy Street, Maplewood, NJ 07040

**JOB DESCRIPTION**

<b>POSITION TITLE</b>	<b>Assistant Superintendent for Curriculum and Instruction</b>
<b>MINIMUM QUALIFICATIONS</b>	<ul style="list-style-type: none"><li>• Administrator Certificate with School Administrator endorsement</li><li>• Successful experience in teaching, curriculum development, program assessment, and staff development</li><li>• Doctorate preferred</li><li>• Demonstrated ability to work effectively in the areas of personnel management, school administration, and program implementation</li><li>• Strong leadership and communication skills</li><li>• Able to perform essential functions with or without reasonable Accommodation</li><li>• Growth Learning Mindset</li><li>• Required criminal history background check and proof of U.S. citizenship or legal resident alien status</li></ul>
<b>REPORTS TO</b>	Superintendent of Schools
<b>JOB GOAL(S)</b>	To assist the Superintendent in the areas listed below to ensure all students are provided the opportunity for educational excellence and are challenged to perform at a high level.
<b>JOB RESPONSIBILITY AND AUTHORITY</b>	K-12 Subject Area Supervisors, K-8 Subject Area Supervisors, designated support staff, and principals.

**PRIMARY RESPONSIBILITIES**

- 1. Supervises and Evaluates K-12 Subject Area Supervisors and K-8 Supervisors of Curriculum and Instruction**
  - a. Ensure coordination, articulation, and maintenance of the PreK-12 district vision for each subject area.
  - b. Plan and implement school district annual goals and objectives as they pertain to curriculum development, assessment, and professional development.
  
- 2. Monitors the development, implementation, and assessment of curriculum, K-12**
  - a. Consults with the Superintendent and Director of Technology in developing and implementing District wide assessment instruments.
  - b. Ensures that the district data warehouse is effectively implemented and used to modify curriculum and plan professional development.
  - c. Monitors the communication of approved curriculum to professional staff.
  - d. Holds regularly scheduled meetings with program leaders to collectively address shared issues and plans collective efforts.
  - e. Monitors, as set forth in the Program Review Model, the assessment of curriculum on a regular basis.
  - f. Submits, for Board adoption, all new course proposals, curriculum, related texts and books.
  - g. Supervises the development and implementation of the District's Enrichment program.

*Job Description*

*Title: Assistant Superintendent for Curriculum & Instruction*

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- h. The Assistant Superintendent will lead the design, implementation and evaluation of a strategic approach to aligning preschool and kindergarten through grade 3. This includes coordination among learning standards, curricula, instructional practices, student assessment, and teacher professional development between the preschool years and the early elementary school years.
- i. Supports the implementation of the District's intervention programs through the building principals.
- j. Develops and submits to the State and Federal governments No Child Left Behind (NCLB) Consolidated Grant (Titles I, II, III, IV, V) and other federal/state grants pertaining to instruction.
- k. Maintains a current list of approved instructional materials.
- l. Directs the creation of all curriculum guides and materials for distribution among the instructional staff.
- m. Supervises the preparation of the overview of curriculum for distribution to parents.
- n. Maintains a current district library of all courses and programs of study and distributes to all schools.

**3. Directs district-wide professional development**

- a. Supervises the development, implementation, and evaluation of staff development training programs for professional personnel.
- b. Serves as a member of the Local Professional Development Committee
- c. Coordinates the Summer Institute for Teachers new to the district at the beginning of each academic year.

**4. Assists in the development of those sections of the budget that pertain to curriculum and instruction.**

- a. Prepares and administers, in collaboration with program leaders, the instructional budget.
- b. Monitors program budgets and building budgets as they relate to program, ensuring that budgets reflect district program needs.
- c. Monitors and find solutions to budgetary/curriculum disputes, if necessary, among program leaders and building principals.
- d. Oversees the expenditures of SOMEA/ASCA Sabbatical funds for curriculum development.
- e. Approves and coordinates the purchase of all instructional materials for the Enrichment program and for newly created classrooms due to increased enrollment.

**5. Performs all other duties assigned by the Superintendent.**

**WORKING RELATIONSHIPS OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT**

12 Months  
Salary to be determined by the Board

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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:** July 23, 2001

**Revised:** January 28, 2002; July 19, 2004; June 2, 2008; April 20, 2020

*Job Description*

*Title: Assistant Superintendent for Access & Equity*

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- Recommends staffing as needed to ensure full access and equity implementation

**WORKING RELATIONSHIPS  
OF THE POSITION**

To maintain effective relationships with teachers, parents, students, administrators and appropriate community groups.

**TERMS OF EMPLOYMENT**

12 Months

Salary to be determined by the Board

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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:** April 20, 2020

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

Director of Athletics and Student Activities

**MINIMUM  
QUALIFICATIONS**

New Jersey Supervisors or Principal Certificate; New Jersey Teaching Certificate; Masters Degree required; successful experience as a high school teacher and coach; curriculum development, demonstrated ability to work effectively in program assessment and implementation as well as staff development; strong leadership and communication skills; required criminal history background check and proof of citizenship or legal alien status.

**REPORTS TO**

High School Principal

**JOB GOAL(S)**

To effectively lead the office of athletics and student activities and the Department of Health & Physical Education 9-12; to implement a comprehensive and diversified program of athletics and student activities; to motivate coaches and advisors; to ensure development of effective co-curricular activities for students; to motivate staff members; to promote appropriate professional development of coaches and advisors.

**JOB RESPONSIBILITY AND  
AUTHORITY**

The primary responsibilities of the Director are to lead staff in the development and implementation of instructional programs and in athletic and student activities programs. As a teacher of teachers, the director will assist staff in the continuing effort to improve instructional opportunities and outcome for students. As an administrative leader of coaches and advisors, the director will challenge the staff to improve co-curricular opportunities and desired outcomes for students.

**PRIMARY RESPONSIBILITIES**

- 1.** Implements the district's model for curriculum development and assessment of student growth as they apply to the 9-12 Health and Physical Education programs.
- 2.** Acts as the primary evaluator for all teachers of 9-12 Health and Physical Education.
- 3.** Recommends for employment and assigns 9-12 health/physical education teachers, athletic coaches and activity advisors; supervises and evaluates same (stipended positions).
- 4.** Develops and directs the department's athletics and co-curricular programs.
- 5.** Manages the operation of the athletic and student activities office.

*Job Description*

*Title: Director of Athletics and Student Activities*

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6. Provides linkage between the program and building staffs and the program and outside groups, e.g. parents, recreation departments, conference and other county athletic directors.
7. Represents the high school in all athletic, professional and community activities.
8. Coordinates building use and use of Underhill Athletic Field.
9. Oversees the maintenance staff in regard to Underhill Athletic Field.
10. Develops budgets to support the 9-12 Health and Physical Education program, athletics and student activities.
11. Serves as administrative liaison to the student council and assists with planned co-curricular activities.
12. Organizes a yearly calendar for athletics, clubs, special event and annual activities.
13. Assists the office of Human Resources in recruiting high school health/physical education teachers, coaches and advisors.
14. Performs all other duties as assigned by the high school principal.

**WORKING RELATIONSHIPS  
OF THE POSITION**

To maintain effective relationships with teachers, coaches, advisors, parents, students, administrators, community leaders, other athletic directors and district directors and supervisors.

**TERMS OF EMPLOYMENT**

12 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:** July 15, 2003

**Revised:** April 20, 2020