

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

**Public Meeting, August 17, 2020**

**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 4037**

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

**4037 A. MEMORIAL**

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

**Emmanuel (Mani) Arguelles**, high school math teacher, passed away on August 4, 2020.

The Superintendent is asked to convey our condolences to the family and friends of Emmanuel Arguelles.

**4037 B. RETIREMENTS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>YEARS IN DISTRICT</b>
<b>Anello, Jean</b>	S4/12, Secretary (SPED) DIST – 1.0 FTE	10/1/20	18
<b>Bethea, Paula</b>	Guidance Counselor SOM – 1.0 FTE	9/1/20	32
<b>Blumenthal, Deborah</b>	Speech/Language Specialist DIST – 1.0 FTE	1/1/21	25
<b>Brinkerhoff, Elizabeth</b>	Confidential Secretary DIST – 1.0 FTE	1/1/21	10
<b>Campbell, Catherine</b>	Library Media Specialist SM – 1.0 FTE	11/1/20	8
<b>Saporita, Richard</b>	T English CHS – 1.0 FTE	9/1/20	12
<b>Spriggs, Desiree</b>	T Lang. Arts MM – 1.0 FTE	9/1/20	20

**Background**

The above retirees 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 2021 meetings.

**4037 C. RESIGNATIONS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>Powers, Colleen</b>	School Social Worker SB – 1.0 FTE	10/10/20
<b>Shea, Thomas</b>	<i>Safety &amp; Security Director</i> <i>DIST - .5 FTE</i>	<i>10/10/20</i>

**4037 D. RESCIND 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>
Zielinski, Rebecca	T SPED SOM – 1.0 FTE	9/1/20 6/30/21	\$73,660	Replacing William Keegan who was transferred

### **4037 E. APPOINTMENTS**

(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>Beaubrun, Lakiesha</b>	T SPED (ABA) CLIN – 1.0 FTE	9/1/20 6/30/21	\$64,460	Replacing Pierreline Bonheur who was transferred
<b>Carluccio, Joanna</b>	T English/Lang. Arts MM – 1.0 FTE	9/1/20 6/30/21	\$51,860	Replacing Desiree Spriggs who retired
<b>Clark, Winona</b>	School Bus Aide DIST - .5 FTE	9/8/20 6/30/21	\$15,908	Replacing Peter Taylor who was promoted
<b>D'Alconzo, Kristin</b>	<i>T SPED/INC TUS – 1.0 FTE</i>	<i>9/1/20 6/30/21</i>	<i>\$60,860</i>	<i>Replacing Nancy Dattelkramer</i>
<b>Dyer, James</b>	<i>T English CHS – 1.0 FTE</i>	<i>9/1/20 6/30/21</i>	<i>\$65,460</i>	<i>Replacing Richard Saporita who retired</i>
<b>Henry, Aaron</b>	School Bus Aide DIST - .5 FTE	9/8/20 6/30/21	\$15,908	Filling a new position
<b>Kays,* Juliana</b>	T Spanish SOM – 1.0 FTE	9/1/20 6/30/21	\$50,060	Replacing Drew Krumholz who resigned
<b>Lawson,* Rahmiece</b>	T 3 <sup>rd</sup> Grade SB – 1.0 FTE	9/1/20 6/30/21	\$50,060	Replacing Shondell Davis
<b>LiPuma,* Elizabeth</b>	T SPED SOM – 1.0 FTE	9/1/20 6/30/21	\$62,460	Replacing William Keegan who was transferred
<b>Mingo, Jr. Terence</b>	School Bus Aide DIST - .5 FTE	9/8/20 6/30/21	\$15,908	Filling a new position
<b>Mullen, Ken</b>	Interim Director of Athletics CHS – 1.0 FTE	9/1/20 Until a permanent appointment is made	\$500/day	Filling in for Lorenzo Busichio
<b>Perez, Dr. Gretel</b>	Assistant Superintendent for Access & Equity DIST – 1.0 FTE	9/1/20 6/30/21	\$155,000	Filling a new position
<b>Pribula, Yisel</b>	<i>T PreK/INC MONT – 1.0 FTE</i>	<i>9/1/20 6/30/21</i>	<i>\$80,660</i>	<i>Replacing Stacey Field who was reassigned</i>
<b>Piccirillo,* Lynn</b>	T SPED SOM – 1.0 FTE	9/1/20 6/30/21	\$50,060	Replacing Hannah Govrin who was transferred
<b>Robinson, Stacey</b>	Human Resource Director DIST – 1.0 FTE	10/15/20 or earlier 6/30/21	\$140,000	Filling a permanent vacancy
<b>Salaam-Goodwin, Fajr</b>	Social Worker (Non-CST) SOM – 1.0 FTE	9/1/20 6/30/21	\$62,460	Replacing Allison Steiner who was reassigned
<b>Scannelli, Brittany</b>	T SPED CLIN – 1.0 FTE	9/1/20 6/30/21	\$56,460	Replacing Andrew Helfrich who resigned
<b>Seiferheld, Karen</b>	T Math CHS – 1.0 FTE	9/1/20 6/30/21	\$83,860	Replacing Emmanuel Arguelles who passed away
<b>Singh, Paul</b>	Guidance Counselor SOM – 1.0 FTE	9/1/20 6/30/21	\$56,460	Replacing Paula Bethea who retired
<b>Taylor, Peter</b>	School Bus Driver DIST - .5 FTE	9/8/20 6/30/21	\$29,243	Replacing Oliver Durant who resigned

<b>Wheeler, Laura</b>	T 2 <sup>nd</sup> Grade TUS – 1.0 FTE	9/1/20 6/30/21	\$60,460	Replacing Emily Mamrak who was transferred
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\* NJ Certification is pending

#### **4037 F. LEAVE REPLACEMENT APPOINTMENTS**

(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>Bontempo, Amanda</b>	T SS SOM – 1.0 FTE	9/1/20 1/15/21	\$51,860	Filling in for Lauren Keegan while on maternity leave/FMLA
<b>Clem, Dallas</b>	T PE/Health CHS – 1.0 FTE	9/1/20 6/30/21	\$51,860	Filling in for Joseph Fischetti
<b>Fitzgibbons,* Rhonda</b>	T 3 <sup>rd</sup> Grade JEFF – 1.0 FTE	9/1/20 11/30/20	\$56,460	Replacing Alyssa Baldino while on maternity leave
<b>Kellermeyer, Hannah</b>	T SPED/INC SB 1.0 FTE	9/1/20 6/30/21	\$56,460	Filling in for Lisa Giambrone while on maternity leave/FMLA/childcare leave
<b>Petrakian, Jodi</b>	T Science SOM – 1.0 FTE	9/1/20 6/30/21	\$50,060	Filling in for Louis Cicenía
<b>Rickard,* Kathryn</b>	<i>T SPED/INC TUS – 1.0 FTE</i>	<i>9/1/20 12/9/20</i>	<i>\$50,060</i>	<i>Filling in for Christina Giovannelli while on FMLA</i>
<b>Subbuswamy, Shoba</b>	<i>T Math CHS – 1.0 FTE</i>	<i>9/28/20 1/31/21</i>	<i>\$56,460</i>	<i>Filling in for Elizabeth Krantz-Savoia while on maternity leave/FMLA</i>

\* NJ Certification is pending

#### **4037 G. LEAVES OF ABSENCE**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b>Baldino, Alyssa</b>	T 3 JEFF – 1.0 FTE	9/1/20-11/30/20 (Unpaid FMLA)
<b>Bethea, Paula</b>	Guidance Counselor SOM – 1.0 FTE	7/1/20-8/31/20 (Paid Medical Leave)
<b>Giambrone, Lisa</b>	T SPED SB 1.0 FTE	6/8/20-6/30/20 (Paid Maternity Leave) 9/1/20-11/30/20 (Unpaid FMLA) 12/1/20-6/30/21 (Unpaid Childcare Leave)
<b>Keegan, Lauren</b>	T SS SOM 1.0 FTE	9/1/20-10/6/20 (Paid Maternity Leave) 10/7/20-1/14/21 (Unpaid FMLA)

**4037 H. TRANSFERS/REASSIGNMENTS**

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
<b>Colonna, Shannon</b>	T SPED MAR – 1.0 FTE	T SPED SB – 1.0 FTE	9/1/20 6/30/21
<b>Field, Stacey</b>	T Preschool Inclusion MONT – 1.0 FTE	Master Teacher (PEEA) MONT – 1.0 FTE	9/1/20 6/30/21
<b>Govrin, Hannah</b>	T SPED/LLD TUS – 1.0 FTE	T SPED/LLD MAR – 1.0 FTE	9/1/20 6/30/21
<b>Scali, Patricia</b>	T Preschool Inclusion MONT – 1.0 FTE	T Preschool/SC MONT – 1.0 FTE	9/1/20 6/30/21
<b>Smith, Sandra</b>	T Elem DIST- 1.0 FTE	T 4 <sup>th</sup> Grade TUS – 1.0 FTE	9/1/20 6/30/21
<b>Wojcio, Michael</b>	T SPED MAR – 1.0 FTE	T SPED SB – 1.0 FTE	9/1/20 6/30/21

**4037 I. SALARY ADJUSTMENTS**

NAME	ASSIGNMENT	EFFECTIVE DATE	ADJUSTMENT	ACTUAL SALARY
<b>Arguelles, Emmanuel</b>	T Math CHS – 1.0 FTE	9/1/20 6/30/21	+\$2,600	\$93,660
<b>Boni, Jeffrey</b>	T SS CHS – 1.0 FTE	9/1/20 6/30/21	+\$500	\$95,750
<b>Boryeskne, Kimberly</b>	T 3 TUS – 1.0 FTE	9/1/20 6/30/21	+\$500	\$95,750
<b>Brown, Kathleen</b>	T SPED CHS – 1.0 FTE	9/1/20 6/30/21	+\$800	\$85,860
<b>Cirelli, Renata</b>	T Latin CHS – 1.2 FTE	9/1/20 6/30/21	+\$592	\$82,152
<b>Dos Santos, Carla</b>	T Spanish SOM – 1.0 FTE	9/1/20 6/30/21	+\$500	\$95,750
<b>Gergel, Jillian</b>	T SPED SB – 1.0 FTE	9/1/20 6/30/21	+\$600	\$91,660
<b>Griffiths, Sara</b>	T English CHS – 1.0 FTE	9/1/20 6/30/21	+\$500	\$95,750
<b>Shelffo, Mary</b>	T 2 CLIN – 1.0 FTE	9/1/20 6/30/21	+\$2,000	\$85,550
<b>Spina, Anthony</b>	T SPED CHS – 1.0 FTE	9/1/20 6/30/21	+\$1,800	\$53,660
<b>Bean-Folkes, Dr. Jane</b>	Supv ELA, K-12 CHS – 1.0 FTE	7/1/20-8/18/20 (12 days)	\$496.23 (per day)	\$5,954.78
<b>Hutchinson, Kimberly</b>	Principal JEFF – 1.0 FTE	7/1/20-8/18/20 (8 days)	\$569.65 (per day)	\$4,557.16
<b>Majeed, Malikah</b>	Principal TUS – 1.0 FTE	7/1/20-8/18/20 (8 days)	\$726.55 (per day)	\$5,821.40
<b>Patterson-Samuels, Bonita</b>	Principal MONT – 1.0 FTE	7/2/20-8/18/20 (9 days)	\$722.00 (per day)	\$6,498.04
<b>Zeigler, Shane</b>	Assistant Principal SM/SMA – 1.0 FTE	7/1/20-8/18/20 (8 days)	\$517.77 (per day)	\$4,142.18
<b>Brauner, Noah</b>	T Industrial Arts CHS – 1.2 FTE	9/8/20 6/24/21	+\$16,710	\$102,260
<b>Bucher, Carole</b>	T SCI/Chemistry CHS – 1.2 FTE	9/8/20 6/24/21	+\$18,650	\$111,900

**4037 J. 2019-20 SCHOOL YEAR SOMEA STAFF PERFECT ATTENDANCE AWARD**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Brody, Susan</b>	Teacher SB – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Butler, Nathaniel</b>	AV Tech DIST – 1.0 FTE	7/1/19 6/30/20	\$750
<b>Canzonieri, Dianne</b>	Teacher SB – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Cavagnaro, Jessica</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Cohen, Scott</b>	Teacher CHS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Davis, Nettie</b>	School Bus Driver DIST – .8 FTE	9/1/19 6/30/20	\$750
<b>Davis, Shondell</b>	Teacher SB – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Fakhoury, Sarah</b>	Teacher SB – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Fleming, Yolande</b>	Guidance Counselor CHS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Freitas, Alexandra</b>	LDTC CHS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Gamage, Matthew</b>	Teacher CLIN – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Graham, Ceelea</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Gregory, Lakilah</b>	Teacher MAR – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Hansen, Meredith</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Helfrich, Andrew</b>	Teacher CLIN – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Hightower, Gloria</b>	School Bus Driver DIST - .5 FTE	9/1/19 6/30/20	\$750
<b>Kaplan, Brian</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Louis, Cans Oscar</b>	School Bus Driver DIST - .5 FTE	9/1/19 6/30/20	\$750
<b>Mantes, Raymund</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Martin, Shira</b>	Teacher MAR – 1.0 FTE	9/1/19 6/30/20	\$750
<b>McCarl, Danielle</b>	Teacher SB – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Miller, Sharon</b>	Teacher CHS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>O’Sullivan, Maureen</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Palmgren, Richard</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Pilone, Jr., Joseph</b>	Teacher CHS – 1.0 FTE	9/1/19 6/30/20	\$750

<b>Reisman, Michele</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Reiss, Deborah</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Rugbeer, Nafizia</b>	School Bus Driver DIST - .5 FTE	9/1/19 6/30/20	\$750
<b>Simmons, Veronica</b>	School Bus Aide DIST – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Sinclair, Claire</b>	Teacher TUS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Storms, Courtney</b>	Teacher CLIN – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Thomas, Jennifer</b>	Teacher TUS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Velder, David</b>	School Psychologist CHS – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Warshany, Caroline</b>	Teacher CLIN – 1.0 FTE	9/1/19 6/30/20	\$750
<b>Wright, Glen</b>	Teacher MM – 1.0 FTE	9/1/19 6/30/20	\$750

**4037 K. SUMMER EMPLOYMENT**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Fleming, Yolande</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)
<b>Handler, Karissa</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)
<b>Loupis, Michael</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)
<b>McDowell, Jennifer</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)
<b>Mooney-Chavis, Danielle</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)
<b>Rucker, Courtney</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)
<b>Williams, Adrian</b>	School Counseling Summer Work	7/1/20-8/31/20 (up to 2 days)	\$40/hour (up to 14 hours)

**4037 L. STIPEND (ATHLETIC)**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Clem, Dallas</b>	Asst. Coach/Freshman Football CHS – 1.0 FTE	9/1/20 11/30/20	\$6,566
<b>Maggiore, Molly</b>	<i>Asst. Coach/JV Field Hockey</i> CHS – 1.0 FTE	<i>9/1/20</i> <i>11/30/20</i>	<i>-\$4,676</i>
	<i>Asst. Coach/Freshman Field Hockey</i> CHS – 1.0 FTE	<i>9/1/20</i> <i>11/30/20</i>	<i>\$3,811</i>

**4037 M. APPROVE JOB DESCRIPTIONS** (see attached)

Revised: Preschool Master Teacher (PEEA)

New: Preschool Program Nurse (PEEA)

Preschool Program Secretary (PEEA)

Preschool Community Outreach Liaison (PEEA)

Social Worker Preschool Intervention Referral Team (PIRT) PEEA Grant

Stipend: SPED Low Incidence (Autism and Multiple Disabilities) Teacher Leader

**4037 N. SUMMER CURRICULUM WRITERS**

See attached list

## **SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

Preschool Program Master Teacher (PEEA)

#### **MINIMUM QUALIFICATIONS**

- ☐ Master's Degree
- ☐ Standard Instructional Certificate required.
- ☐ Three-five years teaching experience
- ☐ Experience in implementing developmentally appropriate preschool curricula
- ☐ Experience with performance-based assessments (e.g., Teaching Strategies GOLD)
- ☐ Experience in facilitating parent workshops
- ☐ Demonstrate ability to perform the areas of responsibility

#### **REPORTS TO**

Supervisor of Preschool Education Programs

#### **JOB GOAL(S)**

The primary responsibilities of this position are to engage teachers in reflective practice. The master teacher will observe classroom practices and provide feedback directly to teaching staff, plan and model exemplary practices and meet with the program directors or principals.

In this role the Preschool Program Master Teacher will also plan and provide professional development experiences for classroom teachers.

### **PRIMARY RESPONSIBILITIES**

1. Visits preschool classrooms to coach and provide feedback to preschool teachers to improve teaching practices using the reflective model.
2. Assists preschool teachers and other essential staff in working with classified special education children in inclusive, regular education environments (e.g., teachers and paraprofessionals are trained to adapt curriculum, materials, and activities to meet the needs of students with IEPs in their classrooms).
3. Supports implementation of performance-based assessments (e.g., Teaching Strategies GOLD) to ensure reliable collection of student's documentation.
4. Coordinates/facilitates community based early childhood staff development in the area of general education, special education and pre-intervention strategies.
5. Provides pre-intervention resources and support for the community-based early childhood program.
6. Coordinates/facilitates community-based early childhood parent workshops in the area of pre-intervention and developmentally appropriate practices.



*Job Description*

*Title: Preschool Master Teacher*

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7. Provides articulate staff development instruction for all aspects of the early childhood program between the district and community provider early childhood programs.
8. Assists in the identification of children experiencing learning difficulties.
9. Participates in the Early Childhood Advisory Council.
10. Coordinates parent workshops with the community provider family worker.
11. Provides information on district programs to the family worker and community provider program's staff.
12. Leads transition activities, programs and services between community provider and district programs.
13. Supports transition articulation to support Pre-k articulation of curriculum and assessment practices.
14. Leads the organization/plans of the District's Program Handbook
15. Performs other duties that may be assigned by the administrator of records.

**TERMS OF EMPLOYMENT**

10 Months

Salary as per SOMEA 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 17, 2020

## **SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

Preschool Program Nurse (PEEA)

#### **MINIMUM QUALIFICATIONS**

- ☐ NJ Standard School Nurse Certificate required.
- ☐ Bilingual (English/Spanish) preferred
- ☐ Prior school nursing or related experience preferred
- ☐ Good written, verbal, communication, and interpersonal skills
- ☐ Required criminal history background check and proof of U.S. citizenship or legal resident alien status

#### **REPORTS TO**

Assistant Superintendent for Special Services and the Supervisor of Preschool Education Programs

### **PRIMARY RESPONSIBILITIES**

1. Provides preventive health services to facilitate the student's optimal physical, mental, emotional and social growth and development. Identifies problems and disabilities and provides such services as case finding, health education, referring and care in order to help prevent serious health problems which would later be more difficult and costly to address.
2. Supports the education process by working to assure the health of the students.
3. Travels to assigned preschool community provider sites to conduct school health services and screening programs as required by law and/or board policies.
4. Ensures that student's health records are up-to-date, including records of immunizations, allergies and other health issues, and ensures their confidentiality.
5. Confers with and advises families and staff on matters pertaining to the health and safety of students, childhood illnesses and how illness relates to school attendance.
6. Notifies families when documented health concerns are identified with their child. A follow-up referral is recommended and parents are assisted in locating medical and health resources as needed.
7. Ensures that emergency health procedures are written, and appropriate training has been provided to staff and/or students, as needed.
8. Offers families and staff workshops on nutrition and health and provides written information on health, safety and nutrition to families.
9. Provides school-based health services to all children and families. Referrals for outside health services are made, as needed.
10. Works with sites to provide guidance on nutrition so that menus reflect healthy food choices.
11. Discusses and provides families with information on the importance of healthy lunches.
12. Observes students on a regular basis to detect health needs.
13. Advises on modification of the educational program to meet health needs of individual students.
14. Advises on the exclusion and readmission of students in connection with infectious and contagious diseases.

*Job Description*

*Title: Preschool Program Nurse*

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15. Advises teachers on health matters, particularly regarding screening for students' health defects.
16. Assists administration and school personnel in establishing sanitary conditions in schools.
17. Attends committee meetings and conferences regarding health service and health curriculum.
18. Performs any and all other duties which may be assigned by the Supervisor of Preschool Education Programs and the Assistant Superintendent of Special Services.

**TERMS OF EMPLOYMENT**

10 Months

Salary as per SOMEA 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 17, 2020

## **SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

Preschool Program Secretary (PEEA)

#### **MINIMUM QUALIFICATIONS**

- ☐ High school diploma or its equivalent; an Associate's Degree or its equivalent preferred
- ☐ Five years satisfactory experience as a secretary
- ☐ Bilingual (English/Spanish) preferred
- ☐ Proficient in Microsoft Office, including Word, Excel, Access, Publisher and PowerPoint
- ☐ Required criminal history background check and proof of U.S. citizenship or legal resident alien status

#### **REPORTS TO**

Preschool Program Supervisor

### **PRIMARY RESPONSIBILITIES**

1. Review, sort and route incoming correspondence
2. Obtain pertinent material from files and from other sources and put it into usable form for the review and use of the Supervisor of Preschool Education Programs.
3. Screen and route telephone calls to the appropriate party.
4. Maintain a schedule of appointments and the daily engagement calendar of the Supervisor of Preschool Education Programs.
5. Prepare the agenda of meetings and, when necessary, take, transcribe and put into official form, the minutes of meetings.
6. Assemble materials required for reports, memoranda and the preschool Self-assessment Validation System (SAVS).
7. Maintain mailing lists and make the required revisions thereto.
8. Maintain confidential, personal correspondence and other records and files, including a follow-up file.
9. Monitor, update and manage databases (e.g. PowerSchool).
10. Work with the Office of Registration to establish and maintain an organized system regarding preschool registration and the retention of student documents.
11. Read and interpret department regulations, programs, standards and procedures. Organize secretarial work, sometimes of a confidential nature.
12. Use correct English, to spell correctly and to use correct sentence and paragraph structure.
13. Communicate with visitors, schedule appointments and process requests for information in accordance with established procedures.
14. Take minutes of meetings and transcribe them into the appropriate form.
15. Prepare statistical and other reports.
16. Prepare routine correspondence.
17. Performs any and all other duties as assigned by the Supervisor of Preschool Education Programs and Assistant Superintendent of Special Services.

*Job Description*

*Title: Preschool Program Secretary*

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**TERMS OF EMPLOYMENT**

12 Months

Salary as per SOMEA 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 17, 2020

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**Community Outreach Liaison (PEEA)**

**MINIMUM  
QUALIFICATIONS**

- Bachelor's degree preferred but not required
- Experience coordinating and facilitating family involvement plans and activities
- Excellent organizational, communication, and interpersonal skills
- Ability to facilitate activities, plans, and communications with community agencies and providers
- Knowledge of community resources
- Experience in facilitating parent workshops
- Require criminal background check
- Proof of U.S. citizen or legal resident alien status

**REPORTS TO**

Supervisor of Preschool Education Programs

**PRIMARY RESPONSIBILITIES**

1. Leads the ongoing community recruitment of preschools students, family outreach, registration and enrollment.
2. Works collaboratively with preschool agencies and institutions in the community.
3. In conjunction with the supervisor, the CPIS is responsible for facilitating meetings of the Early Childhood Advisory Council (ECAC).
4. Plans and oversees parent involvement activities for district and other private provider programs.
5. Works with instructional staff, social workers, family workers, and parent liaisons on parent/community involvement activities.
6. Provides trainings and workshops for families and other early childhood staff in accordance with the District's Preschool Program Plan.
7. Assists instructional staff and program staff in facilitating parental follow up with other district personnel and outside agencies.
8. Leads, manages and facilitates preschool community family assessment & data reporting.
9. Works to support families through the registration process.

*Job Description*

*Title: Community Outreach Liaison*

*Page 2 of 2*

10. Organizes and supports the transition process for preschool students.
11. Organizes outreach flyers and correspondence to promote and increase enrollment.
12. Conducts sites visits to community providers/partners.
13. Organizes and distributes resources for students and families.
14. Plans and facilitates Family Worker meetings.
15. Supports research and resources needed to complete the Department's yearly community/parent needs assessment and parent engagement plan.

**TERMS OF EMPLOYMENT**

12 Months

Salary and benefits as per SOMEA 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 17, 2020

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**SOCIAL WORKER PRESCHOOL INTERVENTION  
REFERRAL TEAM (PIRT) PEEA**

**MINIMUM  
QUALIFICATIONS**

- NJ School Social Worker Certification required, New Jersey Learning Disabilities Teacher Consultant Certification required.
- Three (3) to five (5) years of experience in education, at least half in special education
- Strong interpersonal and communication skills.
- Knowledge of research-based behavior modification technique
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- All applicants must meet NJ Residency requirements as per "New Jersey First Act", N.J.S.A. 52:14-7 (L.2011, Chapter 70)

**REPORTS TO**

Supervisor of Preschool Education Programs

**PRIMARY RESPONSIBILITIES**

1. Supports classroom teachers to provide strategies for students who are exhibiting academic or behavior challenges in the classroom as indicated through the screening process or the observation of the classroom teacher and master teacher.
2. Supports classroom teachers, including modeling strategies in the classroom when appropriate, provides professional development and consultation.
3. Provides support for parents and administrators.
4. Provides ongoing professional development based upon PBS (Positive Behavior Support) pyramid for district and community provider staff (i.e. administrators, master teachers, teachers, child study team and paraprofessionals).
5. Coordinates data from ESI-R screenings and follows through with the referral process for children scoring re-screen and refer.
6. Facilitates transition of all PIRT (Preschool Intervention Referral Team) case files to other programs as necessary (i.e. Kindergarten, Child Study Team).
7. Consults with necessary professionals as applicable (i.e. classroom teacher, master teacher, administrators, social workers, family workers, parents).



*Job Description*

*Title: SOCIAL WORKER (PIRT) PEEA*

*Page 2 of 2*

8. Creates and implements a PIRT intervention plan for which each child a RFA is received.
9. Conducts classroom visits as necessary to implement the PIRT intervention plan. These visits may include observations, providing feedback regarding the child or support plan, providing recommendations and modeling strategies when appropriate.
10. Modifies and adapts the PIRT intervention plan as necessary throughout the year.
11. Participates in the Early Childhood Advisory Council.
12. Coordinates transition activities, programs and services between community provider and district programs.
13. Evaluates the progress of students, and if necessary, facilitates a written referral to the District's Child Study Team as set forth in N.J.A.C. 6A:14.
14. For students with persistent behavior-related difficulties, develops and implements the PIRT behavior support plan, as outlined in PIRT Guidelines.
15. Coordinates and conducts any follow through related to the developed PIRT behavior support plan.
16. Performs other duties that may be assigned by the administrator of records.

**TERMS OF EMPLOYMENT**

10 Months

Salary as per SOMEA 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 17, 2020

## **SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

**STIPEND: Special Education Low Incidence (Autism and Multiple Disabilities) Teacher Leader**

- (1) Pk-12

#### **MINIMUM QUALIFICATIONS**

- NJ Standard Instructional Certificate: Teacher of the Handicapped or Teacher of Students with Disabilities required.
- Experience with teaching Autism and/or ABA

#### **REPORTS TO**

Assistant Superintendent of Special Services

#### **JOB RESPONSIBILITY**

The primary responsibilities of the position are to provide guidance and support for department staff members. In this role, the Special Education Low Incidence Teacher Leader will assist staff in the continuing effort to improve instructional opportunities and outcomes for students. The Special Education Low Incidence Teacher Leader will promote effective professional development of instructional staff members. The position of Special Education Low Incidence Teacher Leader is a non-administrative stipend position, which is to be filled by a teaching staff member.

### **PRIMARY RESPONSIBILITIES**

1. Provide leadership for the K-12 Low incidence (Autism and Multiple Disabilities) special education teachers by coordinating activities, reviewing curriculum and serving as a liaison between the team members, non-team members, the school administration, and the Assistant Superintendent of Special Services.
2. Collaborate with K-12 Low incidence (Autism and Multiple Disabilities) special education teachers and school administration in the development of an interdisciplinary approach to the curriculum delivery.
3. Participate in ongoing reflection and planning of professional development for the Department of Special Services.
4. Meet regularly with the special education staff members, building and/or departmental administrators, and the Assistant Superintendent of Special Services to coordinate activities.
5. Perform all other duties as assigned by the Assistant Superintendent of Special Services.

#### **TERMS OF EMPLOYMENT**

10 Months Stipend Position  
Salary as per SOMEA 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 17, 2020

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

**Public Board Meeting**

**August 17, 2020**

**Summer Curriculum Writers @ \$34.00 Per Hour**

Cadet, Jason
Rivera, Stephanie