

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**Public Meeting, May 29, 2025**  
**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 4804**

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

**4804 A. RETIREMENTS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>YEARS IN DISTRICT</b>
<b>Kelly, Lynn</b>	T Multiage 1 <sup>st</sup> /2 <sup>nd</sup> SB – 1.0 FTE	7/1/25	19
<b>Lucchetta, Joseph</b>	T Math CHS – 1.0 FTE	7/1/25	25
<b>Porter, Julianne</b>	School Nurse SM – 1.0 FTE	7/1/25	17.7

**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 2025 meetings

**4804 B. RESIGNATIONS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>YEARS IN DISTRICT</b>
<b>Bell, Krista</b>	T 4 CLIN – 1.0 FTE	7/1/25	1
<b>Burbano, Pedro</b>	T WL/Spanish SOM – 1.0 FTE	7/1/25	.6
<b>Davis, Mary</b>	T SPED/INC MAR – 1.0 FTE	7/1/25	8
<b>Gaymes, Jennifer</b>	School Nurse MONT – 1.0 FTE	7/1/25	2
<b>Gervasio, Matthew</b>	T SPED/INC Gr. 5 CLIN – 1.0 FTE	7/1/25	2
<b>Giglio, Thomas</b>	Director of Facilities DIST – 1.0 FTE	7/18/25	3.8
<b>Neary, Kelsey</b>	T 3 SM – 1.0 FTE	7/1/25	.8
<b>Robinson, Deborah</b>	T SPED/INC SOM – 1.0 FTE	7/1/25	3.9
<b>Schulster, Steven</b>	T SCI/Biology CHS – 1.0 FTE	7/1/25	.8

**4804 C. APPOINTMENTS FOR THE 2025-26 SCHOOL YEAR**

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

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY	BACKGROUND
<b>Blanc, Lys</b>	<i>S4/12, Secretary (Athletics) CHS – 1.0 FTE</i>	<i>7/1/25 6/30/26</i>	<i>\$73,197</i>	<i>Filling a new position</i>
<b>Hendricks. Carlene</b>	T WL/Spanish CHS – 1.0 FTE	8/27/25 6/30/26	\$88,732	Replacing Danielle Cayo who retired
<b>MacArthur,* Caitlin</b>	T Health & Phys. Ed. CHS – 1.0 FTE	8/27/25 6/30/26	\$66,100	Replacing Aaron Allanson who resigned
<b>Taylor, Damaris</b>	<i>S4/12, Secretary CHS – 1.0 FTE</i>	<i>6/2/25 6/30/25</i>	<i>\$66,666</i>	<i>Replacing Aliyaah Lindsey who resigned.</i>
<b>Whritenour, Jessica</b>	T Health & Phys. Ed. CHS – 1.0 FTE	8/27/25 6/30/26	\$81,932	Replacing Pat Hurley who retired

\* Pending receipt of NJ Certification

**4804 D. APPOINTMENT OF LEAVE REPLACEMENT STAFF FOR THE 2025-26 SCHOOL YEAR**

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

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY	BACKGROUND
<b>Qian,* Yuxin (Jenny)</b>	<i>T Art CHS – 1.0 FTE</i>	<i>8/27/25 12/16/25</i>	<i>\$73,400</i>	<i>Filling in while Alexandra Pahalke is out on leave</i>
<b>Rosario, Bryanna</b>	<i>T Lang. Arts SOM – 1.0 FTE</i>	<i>8/27/25 11/25/25</i>	<i>\$66,100</i>	<i>Filling in while Tiffany Lord is out on leave</i>
<b>Sarker, Neelanjana</b>	<i>T Math MM – 1.0 FTE</i>	<i>8/27/25 6/18/26</i>	<i>\$66,100</i>	<i>Filling in while Megan Mitola is out on leave</i>

\* Pending receipt of NJ Certification

**4804 E. LEAVES OF ABSENCE**

NAME	ASSIGNMENT	EFFECTIVE DATE
<b>Beatty, Fiona</b>	S4/12, Secretary MM – 1.0 FTE	3/14/25-7/11/25 (Unpaid Personal Leave)
<b>Fleming, Aprell</b>	T SPED/INC CHS – 1.0 FTE	4/25/25 (1/2 day)-6/2/25 (Unpaid FMLA)
<b>Hellthaler, Megan</b>	AIT MAR 1.0 FTE	3/28/25-6/2/25 (Paid Maternity Leave) 6/3/25-6/30/25 (Unpaid NJFLA) 5/27/25-10/30/25 (Unpaid NJFLA)
<b>Hess, Marianne</b>	T AIT SMA – 1.0 FTE	4/28/25 (1/2 day) – 5/5/25 (Unpaid FMLA)

<b>Lam, Dorothy</b>	T English CHS 1.0 FTE	3/10/25-4/29/25 (Paid Maternity Leave) 4/30/25-6/13/25 (Unpaid NJ FLA)
<b>Manikad, Marites</b>	T Math MM1.0 FTE	5/1/25;5/13/25;5/28/25 (1/2 day); 5/29/25 (1/2 day) (Unpaid Personal Leave)
<b>Phelan, Cynthia</b>	T WL/Spanish TUS/SB/CL – 1.0 FTE	4/25/25; 4/29/25-6/30/25 (Unpaid FMLA)
<b>Silvestri, Colleen</b>	T 4 TUS – 1.0 FTE	8/27/25-6/30/26 (Unpaid Personal Leave)
<b>Stieve, Sharon</b>	T SPED/INC Gr. 4 CLIN – 1.0 FTE	4/28/25-5/26/25 (Unpaid FMLA)
<b>Weber, Raquel</b>	T SPED/INC Gr. 4 TUS – 1.0 FTE	8/27/25-6/30/26 (Unpaid Personal Leave)

**4804 F. STIPENDS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b><i>Hicks, Marcia</i></b>	<i>National Honor Society CHS – 1.0 FTE</i>	<i>4/1/25 6/30/25</i>	<i>\$3,223</i>

**4804 G. SALARY ADJUSTMENTS**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ADJUSTMENT</b>	<b>ACTUAL SALARY</b>
<b>Cahill, Allison</b>	T PE/H CHS - .2 FTE	4/1-4/30/25 (17 days)	\$116.82 (per day)	\$1,985.94
<b>Clesmere, Lindsey</b>	T PE/H CHS - .2 FTE	4/1-4/4/25 (4 days)	\$84.65 (per day)	\$338.60
<b>Hamilton, Erik</b>	T PE/H CHS - .2 FTE	4/1-4/4/25 (4 days)	\$68.43 (per day)	\$273.72
<b>Hurley, Pat</b>	T PE/H CHS - .2 FTE	4/7-4/30/25 (13 day)	\$116.82 (per day)	\$1,518.66
<b>Mobley, Gary</b>	T PE/H CHS - .2 FTE	4/1-4/4/25 (4 days)	\$116.82 (per day)	\$467.28
<b>Pilone, Jr. Joseph</b>	T PE/H CHS - .2 FTE	4/1-4/4/25 (4 days)	\$123.15 (per day)	\$492.60
<b>Pruden, Christopher</b>	T PE/H CHS - .2 FTE	4/1-4/4/25 (4 days)	\$66.43 (per day)	\$265.72
<b>Shannon, Robert</b>	T PE/H CHS - .2 FTE	4/1-4/30/25 (17 days)	\$116.82 (per day)	\$1,985.94
<b>Cayo, Danielle</b>	T WL/Spanish CHS - .2 FTE	4/1-4/30/25 (17 days)	\$116.82 (per day)	\$1,985.94
<b>Giovanniello, Paul</b>	T WL/Spanish CHS - .2 FTE	4/1-4/30/25 (17 days)	\$90.43 (per day)	\$1,537.31

<b>Hernandez, Luis</b>	T WL/Spanish CHS - .2 FTE	4/1-4/30/25 (17 days)	\$90.43 (per day)	\$1,537.31
<b>Lemos, Gonzalo</b>	T WL/Spanish CHS - .2 FTE	4/1-4/30/25 (17 days)	\$116.82 (per day)	\$1,985.94
<b>Lopez, Pamela</b>	T WL/Spanish CHS - .2 FTE	4/1-4/30/25 (17 days)	\$64.43 (per day)	\$1,095.31
<b>Lucchetta, Joseph</b>	T Math CHS - .2 FTE	4/1-4/4/25 (4 days)	\$116.82 (per day)	\$467.28
<b>Marrese, Jaclyn</b>	T Math CHS - .2 FTE	4/1-4/4/25 (4 days)	\$64.43 (per day)	\$257.72
<b>Michels, Ray</b>	T Math CHS - .2 FTE	4/1-4/4/25 (4 days)	\$100.65 (per day)	\$402.60
<b>Pociask, Elizabeth</b>	T Math CHS - .2 FTE	4/1-4/4/25 (4 days)	\$87.54 (per day)	\$350.16
<b>Bennett, Telia</b>	T English CHS - .2 FTE	4/1-4/30/25 (17 days)	\$101.76 (per day)	\$1,729.92
<b>Comerchero, Jill</b>	T English CHS - .2 FTE	4/1-4/30/25 (17 days)	\$98.87 (per day)	\$1,680.79
<b>Johnson, Beth</b>	T English CHS - .2 FTE	4/1-4/30/25 (17 days)	\$106.04 (per day)	\$1,802.68
<b>Martling, Lori</b>	T English CHS - .2 FTE	4/1-4/30/25 (17 days)	\$125.37 (per day)	\$2,131.29
<b>Whitaker, Thomas</b>	T English CHS - .2 FTE	4/1-4/30/25 (17 days)	\$123.15 (per day)	\$2,093.55
<b>Benning, Avery</b>	T SPED MM - .2 FTE	4/1-4/30/25 (17 days)	\$81.76 (per day)	\$1,389.92
<b>Klein, Betsy</b>	T SPED MM - .2 FTE	4/1-4/30/25 (17 days)	\$81.76 (per day)	\$1,389.92
<b>Reiss, Deborah</b>	T SPED MM - .2 FTE	4/1-4/30/25 (17 days)	\$87.54 (per day)	\$1,488.18
<b>Soto, Nikki-James</b>	T SPED MM - .2 FTE	4/1-4/30/25 (17 days)	\$74.43 (per day)	\$1,265.31
<b>Strauss, Brittany</b>	T SPED MM - .2 FTE	4/1-4/30/25 (17 days)	\$78.87 (per day)	\$1,340.79
<b>Blackford, Meghan</b>	T SPED MM - .2 FTE	4/1-4/11/25 (9 days)	\$90.43 (per day)	\$813.87
<b>Hesse, Melissa</b>	T SPED MM - .2 FTE	4/1-4/11/25 (9 days)	\$81.76 (per day)	\$735.84
<b>Mincer, Ebony</b>	T SPED MM - .2 FTE	4/1-4/11/25 (9 days)	\$103.09 (per day)	\$927.81
<b>Silva, Debra</b>	Academic Intervention MM - .2 FTE	4/1-4/11/25 (9 days)	\$116.82 (per day)	\$1,051.38
<b>Vorona, Heather</b>	T SPED MM - .2 FTE	4/1-4/11/25 (9 days)	\$81.76 (per day)	\$735.84

#### **4804 H. REINSTATE ABOLISHED POSITION**

**BE IT RESOLVED**, that the Board of Education, upon recommendation of the Superintendent, hereby reinstates the position of Director of Guidance, Counseling, Social Work Grades 6-12, which previously abolished on May 9, 2024, due to district reorganization. The position is reinstated effective July 1, 2025.

**4804 I. APPROVE JOB DESCRIPTIONS** (see attached)

New: Assistant Director of Early Childhood  
Part-Time Painter  
HVAC Energy Management Coordinator

Revised: Director of Guidance, Counseling, and Social Work 6-12

**4804 J. APPROVE 2025 SUMMER HIRES** (see attached list)

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**ASSISTANT DIRECTOR OF EARLY CHILDHOOD EDUCATION**

**MINIMUM  
QUALIFICATIONS**

- NJ Principal or School Administrator certification
- Teacher certification in Preschool through Grade 3
- Five years of teaching and/or administrative experience at the early childhood level
- Experience in implementing developmentally appropriate preschool curricula
- Demonstrates an understanding of the learning needs and educational programs available to support preschool children
- Demonstrate ability to perform the areas of responsibility

**REPORTS TO**

Director of Early Childhood Education

**PRIMARY RESPONSIBILITIES**

1. Supervises all building staff and performs administrative job responsibilities as identified by the South Orange and Maplewood School District
2. Directs/monitors activities of the Early Childhood Department staff
3. Assists with preparing and administering the school budget in collaboration with the Director of Early Childhood
4. Assists with the preparation of reports, records, lists, and all other paperwork as required by law or Board policy, or appropriate to the District's administration
5. Ensures compliance with all regulations and statutes related to the delivery of services to preschool students
6. Assists in the implementation of the district in-service educational program for the instructional staff
7. Works with administrators and teachers in developing the total school curriculum, and assists in the formulation of a philosophy and objectives for the instructional plan
8. Ensures the coordination of all of the elements of a high-quality preschool program within the school district
9. Attends State mandated meetings (Office of Early Childhood), about Early childhood initiatives
10. Facilitates workshops of developmentally appropriate practices for the preschool staff

*Job Description*

*Title: Assistant Director of Early Childhood Education*

*Page 2 of 2*

- 11.** Works with the Office of Registration and Director of Early Childhood in planning and implementing the registration procedures for preschool enrollment
- 12.** Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent of Schools

**TERMS OF EMPLOYMENT**

11 months; Salary as per ASCA Agreement

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

**Initial Approval:** May 29, 2025

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

525 Academy Street, Maplewood, NJ 07040

## **JOB DESCRIPTION**

### **POSITION TITLE**

#### **Part-Time PAINTER**

### **MINIMUM QUALIFICATIONS**

- Hold a high school diploma or equivalent.
- Have successfully completed an apprentice painting program approved by the United States.
- Department of Labor, Bureau of Apprenticeship and Training, or three years of general painting.
- Work involving job content comparable to such an approved apprentice painting program.
- Have previous experience as a painter.
- Hold and maintain a valid driver's license with no serious violations.
- Have excellent integrity and demonstrate good moral character and initiative.
- Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.
- Required criminal history background check and proof of U.S. citizenship or legal resident/immigrant status.

### **REPORTS TO**

Director of Facilities

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

The Painter works under direction and applies paint and other coating materials to various surfaces from ground level and/or scaffolds, platforms, and ladders at various heights by using brushes, rollers, and spray guns, and follows accepted methods and uses proper materials and/or tools to prepare various surfaces for painting, and cares for and cleans standard painting tools.

## **PRIMARY RESPONSIBILITIES**

1. Prepare surfaces utilizing various methods using sandpaper, wire brushes, or steel wool and remove loose and old paint from surfaces using paint remover, scrapers, or wire brushes so that the coating material will properly cover and adhere to the surface.
2. Fill nail holes, cracks, and joints with putty, spackle, or other fillers to make a suitable surface for the finish coat.



3. Use premixed paints or prepares paints to match specific colors by mixing required portions of tints and colorants to obtain proper colors, hues, and shades.
4. Thin, stir, and mix paint according to specific directions to obtain proper consistency.
5. Apply paint or other coating materials to various surfaces with brushes, rollers, and spray guns, and observe that the paint finish meets surface protection requirements.
6. Apply various coating materials such as varnish, stain, shellac, lacquer, or enamel using brushes and/or other related tools, methods, and techniques to refinish cabinets, desks, chairs or doors, or to decorate and protect interior or exterior surface, trim, and fixtures of buildings and other structures.
7. Paint various surfaces including cramped and hard to reach places from ladders, scaffolds, and platforms at varied heights using brushes, rollers, or spray guns.
8. Erect various types of scaffolding such as prefabricated metal or aluminum.
9. Receive work orders from supervisory personnel through written or oral instruction outlining the work to be done and methods to be used to accomplish the job according to specifications.
10. Clean and care or various kinds of brushes, rollers, and other equipment using water, turpentine, paint thinner, or other cleaning materials to ensure that tools are kept in good condition.
11. Use computers and/or electronic equipment to fulfill job functions.
12. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
13. Participate in appropriate in-service and workshop programs and attend any required meetings.
14. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
15. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
16. May be asked at time to perform other work duties as they relate to building and grounds maintenance: IE, weed whacking, furniture set ups and moves, general buildings maintenance.
16. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Frequently lift up to fifty (50) pounds alone and one hundred (100) pounds with assistance.
2. Occasionally work from ladders or scaffolding at heights over ten (10) feet.

*Job Description*

*Title: Part-Time PAINTER*

*Page 3 of 3*

3. Sit, stand and walk for required periods of time.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**TERMS OF EMPLOYMENT:**

Work Year: 12 months part-time  
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:** May 29, 2025

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

525 Academy Street, Maplewood, NJ 07040

## **JOB DESCRIPTION**

### **POSITION TITLE**

### **HVAC ENERGY MANAGEMENT COORDINATOR:**

### **MINIMUM QUALIFICATIONS**

- High School Diploma or equivalent.
- Valid NJ driver's license.
- Experience in commercial/industrial/educational setting preferred
- Black Seal (low pressure) boiler operator license a plus.
- Knowledge in safety procedure: lock out tag out, ladder safety, trips and falls, fire safety systems.
- Ability to read blueprints and wiring schematics as they relate to HVAC control wiring.
- Ability to work independently and with a team.
- Experience with Building Management Systems (BMS) and controls.
- HVACR License a plus.
- Supervisory experience a plus.
- Required criminal history background check and proof of U.S. citizenship or legal resident/immigrant status.

### **REPORTS TO**

Director of Facilities

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

The South Orange and Maplewood BOE seeks an individual with the desire to lead the district's HVAC service and maintenance program. The district has recently invested in new HVAC district wide and seeks an experienced individual to join our team to maintain and service this investment.

We are seeking a candidate that has a basic mechanical aptitude directly related to heating, ventilation and air conditioning along with general knowledge of building energy management systems.

The candidate must also display a skill set aligned with preventative maintenance measures, emergency and routine repair practices and troubleshooting/diagnostic methods for commercial/ industrial HVAC equipment.

Our objective is to adequately maintain the South Orange and Maplewood school districts HVAC systems with a high focus on energy management all while providing the most comfortable environment for our students and staff.

### **PRIMARY RESPONSIBILITIES**

1. Maintain, repair, assemble, and install condensers, compressors, motors, heat exchangers, heat pumps, stationary boilers, cooling towers, and other units of heating, ventilating, and air conditioning equipment.
2. Assemble and connect pipes and ducts used in piping refrigerants, steam, hot water, and warm or conditioned air.
3. Must be familiar with and able to manipulate open architecture and proprietary building management system.
4. Overhaul and repair pumps, compressors, controls, piping, ducts, and other equipment used in heating, ventilating, and air conditioning systems.
5. Assist with ordering of replacement parts and obtaining repair quotes and services from outside vendors.
6. Keep records and files.
7. Use the principles of refrigeration cycles and temperature measurement in repairing and maintaining air conditioning equipment.
8. Repair and maintain a variety of refrigeration unit systems.
9. Use standard tools, materials, methods, and practices involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
10. Protect against occupational hazards and safety precautions involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
11. Protect against occupational hazards and safety precautions involved in the repair and maintenance of heating, ventilating, and air conditioning equipment.
12. Organize assigned work and develop effective work methods.
13. Take needed safety precautions in performing the work.
14. Take care of tools, equipment, materials, and supplies.
15. Use computers and/or electronic equipment to fulfill job functions.
16. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.
17. Participate in appropriate in-service and workshop programs and attend any required meetings.
18. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school.
19. Adhere to New Jersey school law, State Board of Education rules and regulations, State and local health agency requirements, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
20. Perform any duties and responsibilities that are within the scope of employment, as assigned by their supervisor, and not otherwise prohibited by law or regulation.

#### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

*Job Description*

*Title: HVAC ENERGY MANAGEMENT COORDINATOR*

*Page 3 of 3*

1. Frequently lift to fifty (50) pounds alone and one hundred (100) pounds with assistance.
2. Occasionally work indoor and outdoor from ladders or scaffolding at heights over ten (10) feet and on building roofs.
3. Sit, stand and walk for required periods of time.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**TERMS OF EMPLOYMENT:**

Work Year: 12 months

Salary as per 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:** May 29, 2025

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

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

Director of Guidance, Counseling, and Social Work, 6-12

#### **MINIMUM QUALIFICATIONS**

- As established by the Board of Education in accordance with state certification laws.
- Master's Degree in Counseling.
- Experience in Guidance and Counseling programs at a variety of grade levels.
- New Jersey Certifications: Director of Student Personnel Services, New Jersey Supervisor Certificate
- Experience preferred in developing computerized master schedules.
- Computer proficient.
- Strong leadership and communication skills.

#### **REPORTS TO**

High School Principal

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

Provide leadership to counselors and social worker in:  
Academic Development – Implement strategies and activities to support and maximize each student's ability to learn.  
Career Development – Provide the foundation for the acquisition of skills, attitudes and knowledge that enable students to make successful transition from school to the world of work and from job to job across their life span  
Personal/Social Development – Provide the foundation for personal and social growth as students progress through school in to adulthood.

#### **JOB RESPONSIBILITY AND AUTHORITY**

The primary responsibilities of the director are to lead staff in the development and implementation of the guidance and counseling program, 6-12 and the development of the master schedule, the scheduling of all students. The director evaluates the 6-12 counselors and the guidance secretarial staff at Columbia High School.

### **PRIMARY RESPONSIBILITIES**

1. Develops, implements, coordinates and evaluates the guidance and counseling programs and services, 6-12.
2. Provides developmental opportunities and supervision for counselors.
3. Lead the high school in the development and maintenance of its master schedule and processing of related data, e.g. individual student schedules, class lists, grade reporting.
4. Evaluates all counseling personnel, counselors, secretaries and registrar at Columbia High School. Assists middle school principals in the evaluation of middle school counselors and the middle school social worker.
5. Collaborate with principals in recommending guidance counselors and social workers for

*Job Description*

*Title: Director of Guidance, Counseling, and Social Work, 6-12*

*Page 2 of 2*

- employment and assignment.
6. Supervises the middle school social worker in conjunction with the two middle school principals.
  7. Provides daily management of departmental affairs.
  8. Facilitates weekly department meetings.
  9. Serves as liaison between counselors and administrators including department chairpersons.
  10. Maintain linkage between the guidance program and other program areas, as well as and between other professional community groups.
  11. Assists building principals and the Assistant Superintendent for Instruction and Learning in the preparation of the budget, inventory and ordering of the counseling supplies to support the guidance and counseling program, 6-12.
  12. Remain abreast of research in guidance and counseling and define the educational conditions under which such developments should be considered in the district.
  13. Maintain standardized tests results for all students.
  14. Conduct surveys, as appropriate to assess guidance services.
  15. Create appropriate ongoing communication with parents and students as to counseling services and programs.
  16. Maintain active and continuous contact with colleges and universities.
  17. Works closely with the principal on varied projects and initiatives.
  18. Manages the Perkins Grant on behalf of the district.
  19. Coordinates the district Career & Technical Education programming.

**WORKING RELATIONSHIPS  
OF THE POSITION**

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

**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:** April 27, 1995

**Revised:** October 13, 1999; August 16, 2004, May 29, 2025

**Summer Employment 2025**  
**\$50.00 Per Hour - Employment pending enrollment**

**Columbia High School STEM Summer Programs**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Weiland	Elaine	Algebra support
Pociask	John	Personal Finance online
Pociask	Elizabeth	Algebra 2
Pociask	John	Lead Teacher/Advanced Math
Cudmore	Jennifer	Aviation Program Teacher

**SOMS Summer Experience**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Ezzo	Jake	Lead Summer Experience
Salaam-Goodwin	Fajr	Summer Experience
Hampton	Talaya	Summer Experience
Quatrone	Brianna	Summer Experience
Ward	Amanda	Summer Experience
Squires	Jessica	Summer Experience
Diaz	Kaitlin	Summer Experience
Chance	RaeMona	Summer Experience
Crane	Anna	Summer Experience
Abella	Linda	Summer Experience

**SOMS Summer Bridge Programs**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Harris	Elizabeth	Lead Summer Bridge



Chance	RaeMona	Summer Bridge
Maderna	Lisa	Summer Bridge
Ward	Amanda	Summer Bridge
Walsh	Lauren	Summer Bridge
Crane	Anna	Summer Bridge
Robinson	Christina	Summer Bridge
<b><u>K-5 Learning Jubilee Program</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Miloscia	Magda	Lead Jubilee Teacher
Gergel	Jill	Lead Jubilee Teacher
DeVomecourt	Courtney	Jubilee Prep Work for SM & Jubilee Academic Intervention
Thomas	Jennifer	Jubilee Prep Work for TUS
Friedrich	Donna	Jubilee Academic Intervention
Peart	Nathan	Jubilee ICS Teacher
Bathmann	Nancy	Jubilee ICS Teacher
Stoessel	Marisa	Jubilee Prep Work for Bolden & Jubilee ICS Teacher
Quick	Teresa	Jubilee STEM Teacher
Lillman	Angeli	Jubilee Social Worker
Arelis	Tapia	Jubilee Social Worker
Sinclair	Claire	Jubilee Teacher - Kindergarten
Wheeler	Laura	Jubilee Teacher - Kindergarten
Wasserman	Jan	Jubilee Teacher - Grade 1
Fitzgibbons	Rhonda	Jubilee Teacher - Grade 1
Martinez	Josue	Jubilee Prep Work for Marshall & Jubilee Teacher - Grade 2

Marano	Tara	Jubilee Teacher - Grade 2
Makasakit	Christine	Jubilee Teacher - Grade 3
Ducharme	Michele	Jubilee Teacher - Grade 3
Carlsen-Gaffney	Kathleen	Jubilee Teacher - Grade 4
Buono	Kristin	Jubilee Teacher - Grade 4
Maciorowski	Krista	Jubilee Teacher - Grade 5
Drechsel	Michael	Jubilee Teacher - Grade 5

### **Summer Music Enrichment**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Croce	Domenic	Lead /String Teacher
Bradshaw	Regina	Vocal Teacher
Balas	Chris	Band Teacher

### **ISTEP Planning and Program Coordinators**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Pitucco	Amy	ISTEP (MMS)
Vorona	Heather	ISTEP (MMS)

### **ELL Program K-5 and 6-12**

<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Gelin	Antoinette	ML Teacher and Lead teacher K-5 Program
Fearon	Kate	ML Teacher K-5 Program
Pomares	Nathasha	ML Teacher K-5 Program
Simpson	Mary Katherine	ML Teacher 6-12 Program
Parks	Melissa	ML Teacher and Lead teacher 6-12 Program

### **Nurses**

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>
Harrigan	Joann	School Nurse
Sikora	Kimberly	School Nurse
Shook	Gretchen	School Nurse
Chernoff	Robin	School Nurse

### **Columbia High School Summer Staff**

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>
Knystautas	Raysa	Credit Recovery - Spanish
Simon	Kenneth	Credit Recovery Biology (ICS)
Clesmere	Lindsey	Credit Recovery Driver's Ed/PE
Stevens	Molly	Credit Recovery - US History I
Hamilton	Erik	Credit Recovery - Health/PE
Picillo	Nicholas	Credit Recovery - PE
Davis	Rashad	Credit Recovery English I/II
Soliman	Monica	Credit Recovery - World History 2
Obasi	Mabel	Credit Recovery - Algebra I (SPED)
Fleming	Aprell	Credit Recovery - Math/Science (SPED)
Jones	Cory	Credit Recovery Guidance Counselor
Faison	Kendra	Credit Recovery - US History II
Bennett	Telia	Credit Recovery English III/IV
Wilson	Veronica	Credit Recovery - 21st Century
Passanate	John	Credit Recovery - World History 2 (ICS)
Biasucci	Amy	Credit Recovery - Biology
Berry	Rashida	Credit Recovery - Geometry
Hatchell	Lucinda	Credit Recovery Algebra I/II (SPED)
Post	Randall	Credit Recovery Physics

### **Columbia High School AP English Prep Courses Virtual ONLY**

<u>Last Name</u>	<u>First Name</u>	<u>Position</u>
Martling	Lori	AP Literature
Bennett	Telia	AP Language
Commerchero	Jill	AP Seminar
<u>Summer Child Study Team</u>		
<u>Last Name</u>	<u>First Name</u>	<u>Position</u>
Frost	Valerie	CST Member
Johnson	Leshia	CST Member
King	Denisha	CST Member
Kalafatis	Nicholas-Pothitos	CST Member
Murray	Carolyn	CST Member
Rodriques	Sabrina	CST Member
Serpico	Maria	CST Member
Palmieri	Samantha	CST Member
Sanchez	Yolanda	CST Member
Zarabi	Michael	CST Member
Carter	Leigh	CST Member
Nicosia	Nicole	CST Member
Velder	David	CST Member
Franza	Dana	CST Member
Petchers	Penny	CST Member
Kuperman	Jennifer	CST Member
Smith	Lori	CST Member (Speech)
Robinson	Melissa	CST Member (Speech)
Guariglia	Lisa	CST Member (Speech)
DeGironimo	Jillian	CST Member (Speech)

<b><u>Extended School Year Coordinators</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Keniff	Tivoli	Preschool/Elementary Coordinator
Giusti	Ryann	Secondary Coordinator
<b><u>CST Summer Coordinator</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Sanchez	Yolanda	Coordinator
<b><u>Post ESY/CST Related Services Summer Coordinator</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
King	Denisha	Coordinator
<b><u>Extended School Year Related Services Coordinator</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Stelmakh	Ilana	Coordinator
<b><u>Substitute</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
VanTine	Claire	Jubilee Teacher Substitute
Kavanaugh	Tami	Jubilee Teacher Substitute
Mondacci	Jessica	Jubilee Teacher Substitute
Boryeskne	Kimberly	Jubilee Teacher Substitute
Koes	Melissa	Jubilee Teacher Substitute
Rickard	Kathryn	Jubilee Teacher Substitute
D'Alessio	Tara	CHS Credit Recovery Substitute
Hayes	Jaime	Sub School Nurse
Anderson	Tanisha	Sub School Nurse

White	LaWanda	Sub School Nurse
<b><u>Department of Early Childhood</u></b>		
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Milligan	Rebecca	Preschool PIRT Specialist
<b><u>Last Name</u></b>	<b><u>First Name</u></b>	<b><u>Position</u></b>
Kelly-Lewis	Tashmirah	Preschool Master Teacher