

DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY

Public Meeting, September 29, 2016

Personnel Fiscal Resolutions

FINAL RESOLUTION No. 3462

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

3462 A. RETIREMENT

NAME	ASSIGNMENT	EFFECTIVE DATE
Rideau, Ella	Director of Special Services DIST – 1.0 FTE	3/1/17

Background

Ms. Rideau faithfully served in the public schools of South Orange and Maplewood for 16 years. In appreciation of her contribution to the educational welfare of this community, she will be given recognition at one of the June 2017 meetings.

3462 B. APPOINTMENTS

NAME	ASSIGNMENT	EFFECTIVE DATE	ACTUAL SALARY
Butler, Melissa	Interim Supervisor of English Language Arts, K-12 DIST - 1.0 FTE	TBD 6/30/17	\$98,658
Patterson, Dion	Assistant Principal MM – 1.0 FTE	11/30/16 6/30/17	\$104,142

Background

Ms. Butler is replacing *Janine Gregory*, who resigned.

Mr. Patterson is replacing *Marc Gold*, who resigned.

3462 C. APPROVE JOB DESCRIPTION

Revised: Stipend – Assistant to the Affirmative Action Officer
Director of Planning & Assessment

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

STIPEND: Assistant to the Affirmative Action Officer

**MINIMUM
QUALIFICATIONS**

- This is a non-administrative position to be filled by a full-time teacher
- A proven ability to work with and provide leadership for colleagues
- Outstanding organizational skills
- Ability to perform duties both during and outside of the school day

REPORTS TO

Assistant Superintendent for Administration

JOB GOAL(S)

To assist the Affirmative Action Officer (AAO) in helping the district to review its Affirmative Action goals to provide equal opportunity to all personnel and students regardless of gender, sexual orientation, race, religion, creed, political belief, national origin, age or disability.

PRIMARY RESPONSIBILITIES

1. Will serve as a member of the District Data Team (DDT), representing the AAO.
2. Will be the point person for students and staff filing a grievance.
3. Assist in overseeing the development and implementation of the District's Comprehensive Equity Plan as defined in N.J.A.C 6A:7.
4. Assist in monitoring implementation of the District's affirmative action plan to recruit and retain high quality teachers and administrators that reflect the diversity of the community.
5. Assist in maintaining communication with staff, students, and community.
6. Assist with coordinating/providing mandated in-service training for all certified and non-certified staff.
7. Assist in maintaining confidential records and reports data as required.
8. Assist in assuring that the District maintains fair and impartial hiring practices; attends job fairs and frequently sits in on interviews at the invitation of the Assistant Superintendent.
9. Assist in performing other duties as deemed necessary.

Job Description

Title: STIPEND: Assistant to the Affirmative Action Officer

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TERMS OF EMPLOYMENT

10 Months

Salary as per SOMEA Agreement

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: June 1987

Revised: September 29, 2016

SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD

525 Academy Street. Maplewood, NJ 07040

JOB DESCRIPTION

POSITION TITLE

Director of Planning & Assessment

MINIMUM QUALIFICATIONS

- New Jersey School Administrator or Principal Certificate
- Strong background in psychometrics, statistics and evaluation
- Strong knowledge of and experience with standardized testing and alternative forms of assessment
- Computer proficiency in database management, spreadsheets and presentation software (Windows)
- Excellent presentation, writing, interpersonal and management skills

REPORTS TO

Superintendent of Schools

JOB GOAL(S)

To provide comprehensive coordination and oversight for the district's strategic planning initiatives and assessment program, as well as the evaluation of school and district level initiatives.

JOB RESPONSIBILITY AND AUTHORITY

District Registrar, Information Systems Manager, and designated support staff

PRIMARY RESPONSIBILITIES

1. Coordinates the administration of the PARCC, NJASK, NJBCT, DLM, APA, ACCESS, and the PSAT assessments.
2. Coordinates the dates, selection, development, training, administration and scoring of district assessments.
3. Develops and maintains a database to track student progress and measure program effectiveness.
4. Communicates with district staff and members of the community about assessment activities and outcomes in a timely and professional manner.
5. Prepares and presents reports on assessment outcomes and program evaluation to staff, board of education members and the community in public forums.
6. Assists the Superintendent in the development and implementation of district goals, to include preparation of planning documentation, monitoring plan implementation and assessing plan implementation results

Job Description

Title: Director of Planning & Assessment

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7. Directs the activities of the central office personnel assigned to gather and report planning and assessment data and the centralized student registration operation.
8. Supervises the District's centralized student registration process and residency issues.
9. Coordinates the preparation and submission of the Quality Assurance Annual Report (QAAR) to the State.
10. Coordinates central office council meetings and prepares monthly Superintendent's Reports to the Board of Education on progress towards achieving the district's goals.
11. Maintains consistent regular attendance.
12. Coordinates, supports and reports on all data collections associated with state and federal monitoring.
13. Performs all other duties as assigned by the Superintendent.

**WORKING RELATIONSHIPS
OF THE POSITION**

To maintain effective relationships with teachers, administrators, supervisors, parents, students and the community at large.

TERMS OF EMPLOYMENT

12 Months
Salary to be determined by the BOARD

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: January 28, 2002

Revised: August 16, 2004; September 29, 2016