

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD, NEW JERSEY**  
**Public Meeting, August 28, 2025**  
**Personnel Fiscal Resolutions**

**FINAL RESOLUTION No. 4837**

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

**4837 A. MEMORIAL**

**WHEREAS**, the South Orange and Maplewood School District and the entire school community are profoundly saddened by the passing of Dr. Jane Bean-Folkes who left us on August 11, 2025; and

**WHEREAS**, Dr. Jane Bean-Folkes dedicated six years of her life to the students and staff of our district, serving with distinction as a Supervisor of English and Language Arts; and

**WHEREAS**, Dr. Jane Bean-Folkes was more than just a staff member; she was a beloved colleague, a mentor, and a friend, whose dedication and spirit touched the lives of countless individuals within our schools; and

**WHEREAS**, her unwavering commitment to our students and their positive impact on our school community will be deeply missed and forever remembered; and

**NOW, THEREFORE, BE IT RESOLVED**, that the South Orange and Maplewood School District Board of Education hereby recognizes and honors the legacy of Dr. Jane Bean-Folkes for her exceptional service and lasting contributions to our students, staff, and community; and

**BE IT FURTHER RESOLVED**, that this resolution be adopted and entered into the official minutes of the Board of Education as a permanent tribute to her memory; and

**BE IT FURTHER RESOLVED**, that a copy of this resolution be presented to the family of Dr. Jane Bean-Folkes as a token of our deepest sympathy and respect.

**4837 B. RESIGNATIONS**

NAME	ASSIGNMENT	EFFECTIVE DATE	YEARS IN DISTRICT
Andrews, Shawana	T Lang. Arts SOM – 1.0 FTE	10/17/25	10
Diaz, Diego	Buildings & Grounds Supervisor DIST – 1.0 FTE	9/17/25	10
Newman, Jessica	T PreK/SC MONT – 1.0 FTE	7/31/25	1
Terranova, Laura	T 1 TUS – 1.0 FTE	7/30/25	12

**4837 C. CHANGE IN START DATE**

NAME	ASSIGNMENT	OLD START DATE	NEW START DATE
Reneau, Tiffani	Asst. Business Administrator DIST – 1.0 FTE	8/11/25	8/7/25

**4837 D. CHANGE IN END DATE**

NAME	ASSIGNMENT	OLD END DATE	NEW END DATE
<i>Qian, Yuxin (Jenny)</i>	<i>LR T Art CHS – 1.0 FTE</i>	<i>12/16/25</i>	<i>1/30/26</i>
<b>Rowe, Amy</b>	T Lang. Arts SOM – 1.0 FTE	9/11/25	7/14/25

**4837 E. RESCIND APPOINTMENTS**

(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>Labrit-Petrewski, Nicole</b>	LR T Drama SOM – 1.0 FTE	8/27/25 1/2/26	\$88,082	Filling in for Kara Bowe while out on leave
<i>Llera, Kathryn</i>	<i>Library Media Specialist SB – 1.0 FTE</i>	<i>8/27/25 6/30/26</i>	<i>\$92,832</i>	<i>Replacing Jeffrey Cosgrave who resigned</i>
<b>Stevenson, Glen</b>	T SCI/Biology CHS – 1.0 FTE	8/27/25 6/30/26	\$106,068	Replacing Michael Steiner who resigned
<i>Toler-Stoute, Amira</i>	<i>Clerical Aide SM – 1.0 FTE</i>	<i>8/27/25 6/30/26</i>	<i>\$42,370</i>	<i>Replacing Katia Alfano who resigned</i>
<b>Tordoff, Susan</b>	LDT-C DIST – 1.0 FTE	8/27/25 6/30/26	\$108,388	Filling a new position

**4837 F. APPOINTMENTS**

(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>Baez, Leslie</b>	T SPED/INC , Gr. 3 TUS – 1.0 FTE	10/1/25 or sooner 6/30/26	\$85,662	Replacing Laura Terranova who resigned
<i>Bennett, Telia</i>	<i>Assistant Principal CHS – 1.0 FTE</i>	<i>TBD 6/30/26</i>	<i>\$123,749</i>	<i>Replacing Tracie Morrison who resigned</i>
<b>Blackburn, Rebecca</b>	Library Media Specialist MM – 1.0 FTE	8/27/25 6/30/26	\$73,400	Replacing Evyn Degnan who resigned
<i>Fleming, Kayla</i>	<i>T Dance CHS – 1.0 FTE</i>	<i>TBD 6/30/26</i>	<i>\$66,100</i>	<i>Filling a new position</i>
<b>Harris, Lamont</b>	LDT-C DIST – 1.0 FTE	10/28/25 or sooner 6/30/26	\$103,292	Filling a new position
<b>McKoy, Chasmar</b>	T SPED/INC MM – 1.0 FTE	8/27/25 6/30/26	\$80,852	Filling a new position
<b>Morgan, Paul</b>	School and Community Safety Director DIST – 1.0 FTE	TBD 6/30/26	\$125,000	Replacing Stanley Valles who resigned
<b>Queiruga-Pessoa, Maria</b>	T SCI/Biology CHS – 1.0 FTE	8/27/25 6/30/26	\$106,068	Replacing Michael Steiner who resigned
<b>Scholis, Miguel</b>	T SPED/POR SM – 1.0 FTE	8/27/25 6/30/26	\$67,532	Filling a new position

<b>Smith, Profit</b>	T PE/Health SOM – 1.0 FTE	8/27/25 6/30/26	\$75,532	Replacing Julia Frisch who resigned
<b>Sviben, Cameron</b>	T Lang. Arts MM – 1.0 FTE	8/27/25 6/30/26	\$73,400	Replacing Ceelea Graham who resigned
<b>Thomas, Natasha</b>	T SPED/ABA MAR – 1.0 FTE	8/27/25 6/30/26	\$114,548	Filling a new position

**4837 G. 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>Acevedo, Juan</b>	T Math MM – 1.0 FTE	8/27/25 6/18/26	\$85,782	Filling in while Megan Mitola is out on leave
<b>Gannon, Nina</b>	T SPED/INC Gr. 3 MAR – 1.0 FTE	8/27/25 1/22/26	\$66,100	Filling in while Hannah Waxman is out on leave
<b>Golden, Jeremy</b>	T 1 TUS – 1.0 FTE	8/27/25 6/18/26	\$73,400	Filling in while Raquel Weber is out on leave
<b>Guiliano, Mark</b>	T SS CHS – 1.0 FTE	TBD 12/12/25	\$73,400	Filling in for Stephanie Rivera while out on leave
<b>Hirsh, Susan</b>	T 4 MAR – 1.0 FTE	8/27/25 1/31/26	\$66,100	Filling in while Deb Bialer is out on leave
<b>Hood, Miranda</b>	T 5 SM – 1.0 FTE	8/27/25 12/31/25	\$66,100	Filling in while Vernell Conyers is out on leave
<b>Johnson,* William</b>	T SS CHS – 1.0 FTE	8/27/25 6/18/26	\$66,100	Filling in while Kristie Thomas-Enyeart is on leave
<b>Olinsky, Benjamin</b>	T Math SOM – 1.0 FTE	8/27/25 2/28/26	\$66,100	Filling in while Julia Maser is out on leave
<b>Sabba, Michela</b>	School Counselor MM – 1.0 FTE	10/1/25 12/23/25	\$73,400	Filling in while Leana Dominguez is on leave
<b>Scheper, Kelly</b>	T 1 MAR – 1.0 FTE	8/27/25 1/2/26	\$66,100	Filling in while Megan Hellthaler is on leave
<b>Seltzer, Nadia</b>	T SPED/INC MM – 1.0 FTE	8/27/25 6/18/26	\$73,400	Filling in while Jennifer Castano is on leave
<b>Stevens, Matthew</b>	T Drama SOM – 1.0 FTE	8/27/25 1/2/26	\$66,100	Filling in while Kara Bowe is out on leave

\* Pending receipt of NJ teacher certification

**4837 H. TRANSFERS/REASSIGNMENTS**

NAME	OLD ASSIGNMENT	NEW ASSIGNMENT	EFFECTIVE DATE
<b>Bolstad, Erin</b>	T SPED/EBR MAR – 1.0 FTE	T SPED/EBR MAR/SB – 1.0 FTE	9/1/25 6/30/26
<b>Burton, Amy</b>	T SPED/INC MM – 1.0 FTE	T SPED/LLD MM – 1.0 FTE	9/1/25 6/30/26
<b>Della Fave, Jaime</b>	T SPED/ERI MAR – 1.0 FTE	T SPED/ERI SB – 1.0 FTE	9/1/25 6/30/26

<b>Dymond, Madison</b>	School Social Worker DB – 1.0 FTE	School Social Worker SB – 1.0 FTE	9/1/25 6/30/26
<b>Fox, Mara</b>	LDT-C DB – 1.0 FTE	LDT-C SB – 1.0 FTE	9/1/25 6/30/26
<b>Frost, Valerie</b>	School Social Worker SB – 1.0 FTE	School Social Worker DB – 1.0 FTE	9/1/25 6/30/26
<b>Herman, Tamar</b>	T Elem DIST – 1.0 FTE	T 1 SB – 1.0 FTE	9/1/25 6/30/26
<b>Hilongos, Francine</b>	T SPED/INC Gr 3 TUS – 1.0 FTE	T SPED/INC Gr 5 TUS – 1.0 FTE	9/1/25 6/30/26
<b>Johnson, LeShia</b>	LDT-C SB – 1.0 FTE	LDT-C DB – 1.0 FTE	9/1/25 6/30/26
<b>Melendez-Palitto, M. Laura</b>	School Psychologist DB – 1.0 FTE	School Psychologist SB – 1.0 FTE	9/1/25 6/30/26
<b>Osher, Nicole</b>	School Psychologist SB – 1.0 FTE	School Psychologist DB – 1.0 FTE	9/1/25 6/30/26
<b>Van Wert, Cynthia</b>	T SPED/EBR TUS – 1.0 FTE	T SPED/EBR TUS/DB – 1.0 FTE	9/1/25 6/30/26

**4837 I. LEAVES OF ABSENCE**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>
<b><i>Bowe, Kara</i></b>	<i>T Drama SOM 1.0 FTE</i>	<i>8/27/25-9/3/25 (Paid Sick Days) 9/4/25-11/26/25 (Unpaid NJ FLA) 11/27/25-1/2/26 (Unpaid Childcare Leave)</i>
<b>Hellthaler, Megan</b>	T 1 MAR – 1.0 FTE	10/1/25-1/2/26 (Unpaid Childcare Leave)
<b><i>Paholke, Alexandra</i></b>	<i>T Art CHS 1.0 FTE</i>	<i>8/27/25-9/12/25 (Paid Maternity Leave) 9/15/25-9/16/25 (Unpaid FMLA) 9/17/25-12/9/25 (Unpaid NJ FLA) 12/10/25-1/30/26 (Unpaid Childcare Leave)</i>

**4837 J. STIPENDS (ATHLETICS)**

<b>NAME</b>	<b>ASSIGNMENT</b>	<b>EFFECTIVE DATE</b>	<b>ACTUAL SALARY</b>
<b>Muirhead, Ryan</b>	Varsity Boys Soccer Coach CHS – 1.0 FTE	9/1/25 11/30/25	\$7,891
<b>Nichols, T. Max</b>	Asst. Coach Boys Soccer CHS – 1.0 FTE	9/1/25 11/30/25	\$5,614

<b>Hamilton, Erik</b>	Asst. Coach Boys Soccer CHS - 1.0 FTE	9/1/25 11/30/25	\$5,614
<b>D'Alessio, Giordano</b>	Freshman/Asst. Coach Boys Soccer CHS – 1.0 FTE	9/1/25 11/30/25	\$3,811
<b>Pociask, Elizabeth</b>	Asst. Coach Girls Soccer CHS – 1.0 FTE	9/1/25 11/30/25	\$5,614
<b>Rivera, Stephanie</b>	Varsity Field Hockey Coach CHS – 1.0 FTE	9/1/25 11/30/25	\$7,891
<b>Jacobi, Marissa</b>	Asst. Coach Field Hockey CHS – 1.0 FTE	9/1/25 11/30/25	\$5,614
<b>Sumner, Jacob</b>	Asst. Coach Field Hockey CHS – 1.0 FTE	9/1/25 11/30/25	\$5,614
<b>Bas, Juan</b>	Varsity Volleyball Coach CHS – 1.0 FTE	9/1/25 11/30/25	\$7,891
<b>Crouch, David</b>	Asst. Coach Volleyball CHS – 1.0 FTE	9/1/25 11/30/25	\$5,614
<b>Reichenstein, Steven</b>	Head Girls Tennis Coach CHS – 1.0 FTE	9/1/25 11/30/25	\$6,566
<b>Hollaway, Danyelle</b>	Cheerleading (Fall) CHS - .5 FTE	9/1/25 11/30/25	\$5,531

**4837 K. RETROACTIVE SALARY 2024-2025**

NAME	ASSIGNMENT	EFFECTIVE DATE	ANNUAL SALARY
<b><i>Banner, Abiodun</i></b>	<i>T Math CHS – 1.0 FTE</i>	<i>9/1/24 3/14/25</i>	<i>\$95,185</i>

**4837 L. CO-CURRICULAR STIPENDS** (see attached list)

**4837 M. CURRICULUM WRITERS** (see attached list)

**4837 N. APPROVED JOB DESCRIPTIONS** (see attached list)

Revised: Assistant Principal Elementary School

Assistant Principal Middle School

Assistant Principal High School

Principal Elementary School

Principal Middle School

Principal High School

## 2025-2026 CO-CURRICULAR STIPEND APPOINTMENTS

8/28/25

LAST	FIRST	STIPEND ASSIGNMENT	LOCATION	FTE	FROM	TO	SALARY
Lopez	Rocio	Assembly	CHS	1.0	9/1/25	6/30/26	\$ 2,834
Post	Randall	Astronomy	CHS	1.0	9/1/25	6/30/26	\$ 3,323
Bauer	Peter	Brass Ensemble	CHS	1.0	9/1/25	6/30/26	\$ 3,419
Campiglia	Anthony	Channel 35	CHS	1.0	9/1/25	6/30/26	\$ 6,533
Ezzo	Jacob	Choral	CHS	1.0	9/1/25	6/30/26	\$ 3,323
Knystautas	Raysa	F.L.E.S Advisor	CHS	0.5	9/1/25	6/30/26	\$ 2,257
Meng	Liping	F.L.E.S Advisor	CHS	0.5	9/1/25	6/30/26	\$ 2,257
Skrivanic	Julie	Freshman Class Advisor	CHS	1.0	9/1/25	6/30/26	\$ 3,323
Buckholtz	Carly	Guildscript	CHS	0.5	9/1/25	6/30/26	\$ 1,661.50
Cahill	Allison	Intramural (F/T)	CHS	1.0	9/1/25	6/30/26	\$ 4,552
Bauer	Peter	Jazz Ensemble	CHS	1.0	9/1/25	6/30/26	\$ 3,323
Sampson	Mercedeh	Junior Class Advisor	CHS	1.0	9/1/25	6/30/26	\$ 4,126
Bauer	Peter	Marching Band (P/T)	CHS	1.0	9/1/25	6/30/26	\$ 4,966
Abdelhadi	Mazin	Math Comp Lab	CHS	1.0	9/1/25	6/30/26	\$ 9,128
Karis	Katerina	Model UN Advisor	CHS	1.0	9/1/25	6/30/26	\$ 2,834
Dalton	Jennifer	Newspaper	CHS	1.0	9/1/25	6/30/26	\$ 6,533
Diaz	Nicholas	Orchestra	CHS	1.0	9/1/25	6/30/26	\$ 3,323
Johannsen	George Rem	Parnassian	CHS	1.0	9/1/25	6/30/26	\$ 4,126
Lopez	Rocio	POWER	CHS	1.0	9/1/25	6/30/26	\$ 3,323
Bale Dyer	James	Production	CHS	1.0	9/1/25	6/30/26	\$ 4,711
Campiglia	Anthony	Public Announcer	CHS	1.0	9/1/25	6/30/26	\$ 2,834
Falk	Suzanne	Robotics	CHS	1.0	9/1/25	6/30/26	\$ 3,248
Cahill	Allison	Senior Class Advisor	CHS	1.0	9/1/25	6/30/26	\$ 4,966
Cohen	Robert	Set Painting	CHS	1.0	9/1/25	6/30/26	\$ 2,834
Pociask	Elizabeth	Sophmore Class Advisor	CHS	1.0	9/1/25	6/30/26	\$ 4,063
Johnson	Beth	Spectrum Club	CHS	0.5	9/1/25	6/30/26	\$ 1,661.50
Murphy	Kelly	Spectrum Club	CHS	0.5	9/1/25	6/30/26	\$ 1,661.50
Bernard-Awume	Joana	STEP	CHS	1.0	9/1/25	6/30/26	\$ 3,223
Giusti	Ryan	Student Activities	CHS	1.0	9/1/25	6/30/26	\$ 4,865
Bennet	Telia	Student Council	CHS	1.0	9/1/25	6/30/26	\$ 5,719
Williams	Janine	Students for Justice	CHS	1.0	9/1/25	6/30/26	\$ 3,223
Johnson	Monica	Subject Leader - ELA MS	MM	1.0	9/1/25	6/30/26	\$ 3,335.00
Dynega	Nicole	Elementary Subject Leader: ELA	SMA	0.5	9/1/25	6/30/26	\$ 1,667.50
Prisco	Kristen	Elementary Subject Leader: ELA	SMA	0.5	9/1/25	6/30/26	\$ 1,667.50
Ezzo	Jacob	Choral	SOM	1.0	9/1/25	6/30/26	\$ 3,323

2025-2026 CO-CURRICULAR STIPEND APPOINTMENTS

8/28/25

LAST	FIRST	STIPEND ASSIGNMENT	LOCATION	FTE	FROM	TO	SALARY
Noble	Elyssia	Intramural	SOM	0.5	9/1/25	6/30/26	\$ 4,797
Smith	Profit	Intramural	SOM	0.5	9/1/25	6/30/26	\$ 4,627.50
Noble	Elyssia	MLKA	SOM	0.5	9/1/25	6/30/26	\$ 1,417
Salaam-Goodwin	Fajr	MLKA	SOM	0.5	9/1/25	6/30/26	\$ 1,367
Pane	Cassandra	Model UN	SOM	1.0	9/1/25	6/30/26	\$ 2,734
Harris	Elizabeth	Musical/Drama	SOM	1.0	9/1/25	6/30/26	\$ 6,533
Pasquale	Chelsea	Orchestra	SOM	0.5	9/1/25	6/30/26	\$ 1,661.50
Wilson	Claire	Orchestra	SOM	0.5	9/1/25	6/30/26	\$ 1,624
Chance	RaeMona	Production	SOM	1.0	9/1/25	6/30/26	\$ 4,865
Harris	Elizabeth	Scenery Design	SOM	1.0	9/1/25	6/30/26	\$ 2,834
Abella	Linda	Science Fair	SOM	1.0	9/1/25	6/30/26	\$ 3,223
Maderna	Lisa	Student Council	SOM	0.5	9/1/25	6/30/26	\$ 1,367
Ward	Amanda	Student Council	SOM	0.5	9/1/25	6/30/26	\$ 1,367
Abella	Linda	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Chirlo	Nicole	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Crane	Anna	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Guastella	Frank	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Hampton	Talaya	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Keegan	Lauren	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
LiPuma	Elizabeth	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
McGlotten	Lynn	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Squires	Jessica	Team Leader	SOM	1.0	9/1/25	6/30/26	\$ 5,944
Catalano	Giulia	Yearbook	SOM	1.0	9/1/25	6/30/26	\$ 2,834

<b>2025-2026 Curriculum Writers</b>		
<b>Last</b>	<b>First</b>	<b>Department</b>
Tapia Vargas	Arelis	Social Emotional Learning K-5



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

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

#### **ELEMENTARY SCHOOL ASSISTANT PRINCIPAL**

#### **MINIMUM QUALIFICATIONS**

- New Jersey Principal's Certificate
- Master's Degree in one of the recognized fields of leadership or management
- Five years teaching/administrative experience at the elementary school level
- Evidence of instructional leadership
- Experience with program development, implementation and evaluation
- Commitment to multicultural education
- Commitment to a collegial leadership style
- Computer proficiency
- Experience with master schedule preferred

#### **REPORTS TO**

PRINCIPAL

### **PRIMARY RESPONSIBILITIES**

1. Provides for the supervision and evaluation of staff under the direction of the building principal.
2. Implements and evaluates curriculum at the building level under the direction of the building principal.
3. Assists the principal in the operation of the building intervention team.
4. Assists the principal in implementing the testing and assessment program under the direction of the Director of Planning & Assessment.
5. Be in charge of lunch duty to be scheduled by the principal.
6. Supervise and support district personnel in implementing the standardized testing program.
7. Work with the principal and staff in planning programs that support parents as partners in their children's education, including after-school and evening activities.
8. Assists the building principal in providing staff development by teaching, modeling and coaching in the use of a variety of instructional strategies.
9. Organizes and implements staff development activities in support of specific district and building goals.
10. Works with staff to promote appropriate student behavior and enable students to develop academically, physically, socially, and emotionally.

*Job Description*

*Title: Elementary School Assistant Principal*

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- 11.** Organizes and supervises the school wide programs as directed by the principal.
- 12.** Works with colleagues across the district to coordinate activities and promote program articulation.
- 13.** Works with the principal and staff in planning, implementing and supervising after-school and evening activities.
- 14.** Acts as the principal in that person's absence.
- 15.** Reports directly to and perform all other duties as assigned by the principal.

**WORKING RELATIONSHIPS  
OF THE POSITION**

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

**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:** October 19, 1998

**Revised:** April 20, 2009; August 28, 2025

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

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

MIDDLE SCHOOL ASSISTANT PRINCIPAL

#### **MINIMUM QUALIFICATIONS**

- New Jersey Principal's Certificate
- Master's Degree in one of the recognized fields of leadership or management
- Five years teaching/administrative experience at the middle school level
- Experience with program development, implementation and evaluation
- Commitment to multicultural education
- Commitment to a collegial leadership style
- Computer proficiency
- Experience with master schedule preferred

#### **REPORTS TO**

PRINCIPAL

### **PRIMARY RESPONSIBILITIES**

1. Implements and evaluates curriculum at the building level under the direction of the building principal.
2. Assumes prime responsibility for the master schedule, master calendar and overall school operations.
3. Directs, in collaboration with team leaders and district and building-level program leaders, the development of interdisciplinary instruction.
4. Develops, under the direction of the principal and in collaboration with program leaders, the program portion of the building budget.
5. Assists the building principal in providing staff development by teaching, modeling and coaching in the use of a variety of instructional strategies.
6. Organizes and implements staff development activities in support of specific district and building goals.
7. Works with staff and team leaders to promote appropriate student behavior and to develop in students a positive sense of self worth.
8. Provides for the supervision and evaluation of staff under the direction of the building principal.
9. Organizes and supervises the following school wide programs:
  - a. Intramural Program
  - b. Student Council
  - c. Student Leadership
  - d. Student clubs and activities
  - e. Grade-level activities

c. Standardized Testing

f. Intervention Team (Chairperson)

- 10.** Works with colleagues in the other middle school to coordinate activities and promote program articulation.
- 11.** Works with the principal and staff in planning, implementing and supervising after-school and evening activities.
- 12.** Acts as the principal in that person's absence.
- 13.** Reports directly to and perform all other duties as assigned by the principal.

**WORKING RELATIONSHIPS  
OF THE POSITION**

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

**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:** June 24, 1994

**Revised:** February, 1998; December 20, 2004; August 28, 2025

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

525 Academy Street. Maplewood, NJ 07040

### **JOB DESCRIPTION**

#### **POSITION TITLE**

**ASSISTANT PRINCIPAL – HIGH SCHOOL**

#### **MINIMUM QUALIFICATIONS**

- NJ Principal Certification.
- Master's Degree in one of the recognized fields of leadership or management
- Five years teaching and administrative experience at the high school level preferred.
- Proven record of improving student achievement and quality of instruction.
- Ability to provide administrative leadership and support to the high school principal.
- Ability to maintain an optimal learning environment within the school.
- Deep knowledge of issues pertaining to diversity and equitable practices in education.
- Ability to work with the administrative team in collaboration with the school's leadership council and faculty.
- Demonstrated ability to promote a positive relationship between the school and community, and ensure family outreach and involvement.
- Ability to communicate openly and effectively with administration, staff, students, and community (Verbal/Written)
- Excellent technical and data analysis skills.
- Self-starter, innovator, risk-taker
- Well-informed of new information, innovative ideas, and techniques that support ongoing professional growth

#### **REPORTS TO**

High School Principal

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

To assist in the development and implementation of instructional programs, initiatives, and services that ensure students' achievement and success.

#### **SUPERVISES**

Building Staff

### **PRIMARY RESPONSIBILITIES**

#### ***1. Program and Curriculum Leadership***

- Assists in providing professional leadership to organize, administer, supervise, and evaluate an effective school program
- Collaborates in specialized areas relative to curricular improvement, teacher selection, supervision, and evaluation
- Serves as instructional support for assigned departments as designated by the principal

- Serves as a primary evaluator and conducts classroom observations and teacher evaluations as assigned by the principal
- Implements and utilizes technology as a learning tool.
- Promotes staff development activities for the faculty aimed at increasing student achievement and learning.
- Works in partnership with the building leadership in the development and implementation of state mandates and special initiatives
- Serves on the Columbia High School Leadership Team

## **2. School Administration**

- Takes an active role in the general management and supervision of the school
- Works collaboratively in maintaining a school environment which will result in optimum staff and student participation and commitment to the school's goals
- Coordinates and collaborates with the school's administrative team with regards to
  - Home School Relations
  - Special Schedules
  - Emergency Management
  - School Climate
  - Special Initiatives
- Assumes a leadership role in charge of administrative functions in the absence of the principal

## **3. Student Administration**

- Provides mentoring and support
- Works specifically with assigned grade level(s)
- Coordinates and maintains follow-up on student attendance issues as they relate to the attendance policy by grade levels as assigned by the principal
- Works with the administrative team with regards to the general supervision of students

## **4. Co-Curricular Administration**

- Works collaboratively with the Office of Athletics and Activities
- Assists in the supervision of evening activities, which include athletic events, and co-curricular and extracurricular programming

## **WORKING RELATIONSHIPS OF THE POSITION**

### **TERMS OF EMPLOYMENT**

12 Months

Salary and benefits 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 1996

**Revised:** February 25, 2019; August 25, 2028

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**ELEMENTARY SCHOOL PRINCIPAL**

**MINIMUM  
QUALIFICATIONS**

- New Jersey Principal Certification
- Master's Degree in one of the recognized fields of leadership or management
- Five years Teaching/administrative experience at the elementary school level
- Demonstrates understanding of the learning needs of elementary and educational programs to meet those needs
- Commitment to multicultural education
- Commitment to a collegial leadership style in working with a team of principals and supervisors
- Commitment to parent involvement
- High energy level
- Computer proficiency

**REPORTS TO**

Superintendent of Schools

**JOB GOAL(S)**

To lead the school staff in developing and implementing appropriate programs for elementary level students.

**JOB RESPONSIBILITY AND  
AUTHORITY**

Supervises all building staff

**PRIMARY RESPONSIBILITIES**

**1. Program**

- A. Collaborates with district chairs and directors in the development, revision and evaluation of the curriculum.
- B. Assumes responsibility for the implementation of the curriculum.
- C. Develops the master teaching schedule.

**2. Staffing**

- A. Projects staffing needs.
- B. Participates in the recruitment process.
- C. Collaborates with district chairs and directors in recommending staff for appointment.
- D. Determines teaching and special assignments.
- E. Collaborates with appropriate supervisors in the evaluation of staff.

**3. Staff Development**

- A. Orients newly assigned staff members and assists in their development.

*Job Description*

*Title: Elementary School Principal*

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- B. Plans and participates in the formative supervision of staff.
- C. Conducts faculty meetings.
- D. Provides for other building level development opportunities - e.g. team meetings, workshops.
- E. Collaborates with district staff in planning and carrying out in-service programs.

**4. Students**

- A. Provides a physically and emotionally safe learning environment for students.
- B. Provides opportunities and guidance for the social and psychological development of students.
- C. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions and co-curricular events.
- D. Maintains high standards of student conduct and enforces discipline as necessary.

**5. Parents and Community**

- A. Conducts regular meetings of Parent Advisory Committee.
- B. Serves as advisor and liaison to the P.T.A.
- C. Provides opportunities for the active involvement of parents at building and classroom level.
- D. Confers with parents who have concerns.
- E. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and program; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

**6. Finance**

- A. Prepares and administers the school budget in collaboration with district supervisors.
- B. Supervises the handling of the school activity account.
- C. Oversees fundraising by students in accordance with Board policy 5830.

**7. Facilities**

- A. Provides for a safe and clean learning environment.
- B. Supervises the daily use of the school facilities for both academic and non-academic purposes.
- C. Provides for adequate inventories of property and for the security and accountability for that property.
- D. Identifies areas in need of repair, remodeling or alteration to suit the educational program.

**8. Administration**

- A. Ensures that the District Belief Statement is followed at the building level.
- B. Assumes responsibility for all official school correspondence.
- C. In consultation with the Superintendent and the district's Communications Coordinator assumes responsibility for all official news releases to the media.
- D. Interprets and enforces district policies, administrative regulations and contractual requirements.
- E. Supervises the maintenance of accurate records on the attendance of student



*Job Description*

*Title: Elementary School Principal*

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and staff.

- F. Prepares or supervises the preparation of reports, records, lists, and all other paperwork as required by law or Board policy, or appropriate to the school's administration.
- G. Plans and supervises required fire drills.

**WORKING RELATIONSHIPS  
OF THE POSITION**

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

**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.

**Date Developed:** April 16, 2004

**Initial Approval:** May 3, 1994

**Revised:** July 19, 2004; August 28, 2025

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**MIDDLE SCHOOL PRINCIPAL**

**MINIMUM  
QUALIFICATIONS**

- New Jersey Principal Certification
- Master's Degree in one of the recognized fields of leadership or management
- Five year's teaching/administrative experience at the middle school level
- Demonstrates understanding of the learning needs of early adolescents and educational programs to meet those needs
- Commitment to equity and multicultural education
- Commitment to a collegial leadership style in working with a team of principals and supervisors
- Commitment to parent involvement
- High energy level
- Computer proficiency

**REPORTS TO**

Superintendent of Schools

**JOB GOAL(S)**

To lead for equity and excellence in teaching and learning so that every child in every class receives a quality education every day and is prepared for a rigorous high school instructional program. To lead school staff in developing and implementing appropriate programs for middle level students.

**JOB RESPONSIBILITY AND  
AUTHORITY**

Supervises all building staff

**PRIMARY RESPONSIBILITIES**

**1. Program**

- A. Collaborates with district supervisors in the development, revision and evaluation of the curriculum.
- B. Assumes responsibility for the implementation of the curriculum.
- C. Develops the master teaching schedule.

**2. Staffing**

- A. Projects staffing needs.
- B. Participates in the recruitment process.
- C. Recommends staff for appointment, with support and input from supervisors and assistant principals as appropriate.
- D. Determines teaching and special assignments
- E. Leads the evaluation of all staff, with support and input from supervisors and

assistant principals as appropriate.

**3. Staff Development**

- A. Orients newly assigned staff members and assists in their development.
- B. Plans and participates in the formative supervision of staff.
- C. Conducts professional development and faculty meetings.
- D. Provides for other building level development opportunities - e.g. team meetings, workshops.
- E. Collaborates with district staff in planning and carrying out in-service programs.

**4. Students**

- A. Provides a physically and emotionally safe learning environment for students.
- B. Provides opportunities and guidance for the social and psychological development of students.
- C. Attends special events held to recognize student achievement, and attends school-sponsored activities, functions and co-curricular events.
- D. Maintains high standards of student conduct and enforces discipline as necessary.

**5. Parents and Community**

- A. Conducts regular meetings of Parent Advisory Committee.
- B. Serves as advisor and liaison to the H.S.A.
- C. Provides opportunities for the active involvement of parents at building and classroom level.
- D. Confers with parents who have concerns.
- E. Establishes and maintains favorable relationships with local community groups and individuals to foster understanding and solicit support for overall school objectives and program; to interpret Board policies and administrative directives; and to discuss and resolve individual student problems.

**6. Finance**

- A. Prepares and administers the school budget in collaboration with district supervisors.
- B. Supervises the handling of the school activity account.
- C. Oversees fundraising by students in accordance with Board policy 5830.

**7. Facilities**

- A. Provides for a safe and clean learning environment.
- B. Supervises the daily use of the school facilities for both academic and non-academic purposes.
- C. Provides for adequate inventories of property and for the security and accountability for that property.
- D. Identifies areas in need of repair, remodeling or alteration to suit the educational program.

**8. Administration**

- A. Assumes responsibility for all official school correspondence and news releases.
- B. Interprets and enforces district policies, administrative regulations and contractual requirements.

- C. Supervises the maintenance of accurate records on the attendance of students and staff.
- D. Prepares or supervises the preparation of report, records, lists, and all other paperwork required or appropriate to the school's administration.
- E. Plans and supervises required fire drills.

**WORKING RELATIONSHIPS  
OF THE POSITION**

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

**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.

**Date Developed:** April 16, 2004

**Initial Approval:** May 3, 1994

**Revised:** July 19, 2004; August 28, 2025

**SCHOOL DISTRICT OF SOUTH ORANGE AND MAPLEWOOD**

525 Academy Street. Maplewood, NJ 07040

**JOB DESCRIPTION**

**POSITION TITLE**

**PRINCIPAL – HIGH SCHOOL**

**MINIMUM  
QUALIFICATIONS**

- New Jersey Principal or School Administrator Certificate
- New Jersey Teaching Certificate, Master's Degree required.
- Five year's teaching/administrative experience in education
- Demonstrated leadership skills in instructional improvement, curriculum development and program evaluation.
- Knowledgeable of research and best practices in Secondary Education.
- Strong leadership, interpersonal and communication skills.
- Criminal history background check.
- Proof of US citizenship or legal resident alien status.

**REPORTS TO**

Superintendent of Schools

**JOB GOAL(S)**

- To provide outstanding leadership and management of the Columbia High School
- To implement a comprehensive and diversified academic, instructional, security, attendance and extra and co-curricular program; and
- To motivate and supervise staff and students to adjust and learn in a safe and secure environment resulting in high school graduation.

**JOB RESPONSIBILITY  
AND AUTHORITY**

- To lead the high school team in implementing an effective, academically and socially appropriate program.
- As the leader of the daily operations at Columbia High School, the principal shall dynamically lead the team to prepare each and every student for success in college and career.
- To communicate with appropriate district personnel on a regular basis regarding, but not limited to, academic, disciplinary, instructional, health, safety, security and maintenance issues. To communicate with appropriate district personnel on a regular basis regarding issues including, but not limited to, academics, discipline, instruction, health, safety, security and maintenance.
- Provide open access and create partnerships with community organizations, institutions and members.

**PRIMARY RESPONSIBILITIES**

1. Lead the high school program's curricular, attendance, instructional and disciplinary components.
2. Oversee the physical plant to ensure the safe operation of Columbia High School.

*Job Description*

*Title: Principal – Columbia High School*

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3. Manage the operation of the daily schedule, offices, classrooms, teacher assignments, parent outreach and community relations.
4. Provide linkage between the CHS various district staff and outside partner organization to improve co-curricular opportunities, parents and community outreach.
5. Represent the high school in professional and community activities. Coordinate the use of the high school building.
6. Ensure the safe and appropriate environmental maintenance of Columbia High School.
7. Advise appropriate staff regarding budgeting for scholastic, security, athletic, personnel and extra- and co-curricular activities.
8. Be responsible for the student environment, to promote credit attainment leading to graduation, and academic learning that assures that every graduate will qualify to take college level credit-bearing courses without the need for remediation.
9. Observe and evaluate staff assigned to Columbia High School
10. Demonstrate evidence of professional development.
11. Perform all other duties as assigned by the Superintendent.

**WORKING RELATIONSHIPS**

To maintain effective relationships with teachers, students, parents, supervisors, support staff, administrators and 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:** September 28, 1998

**Revised:** December 20, 2004, June 28, 2013; August 28, 2025