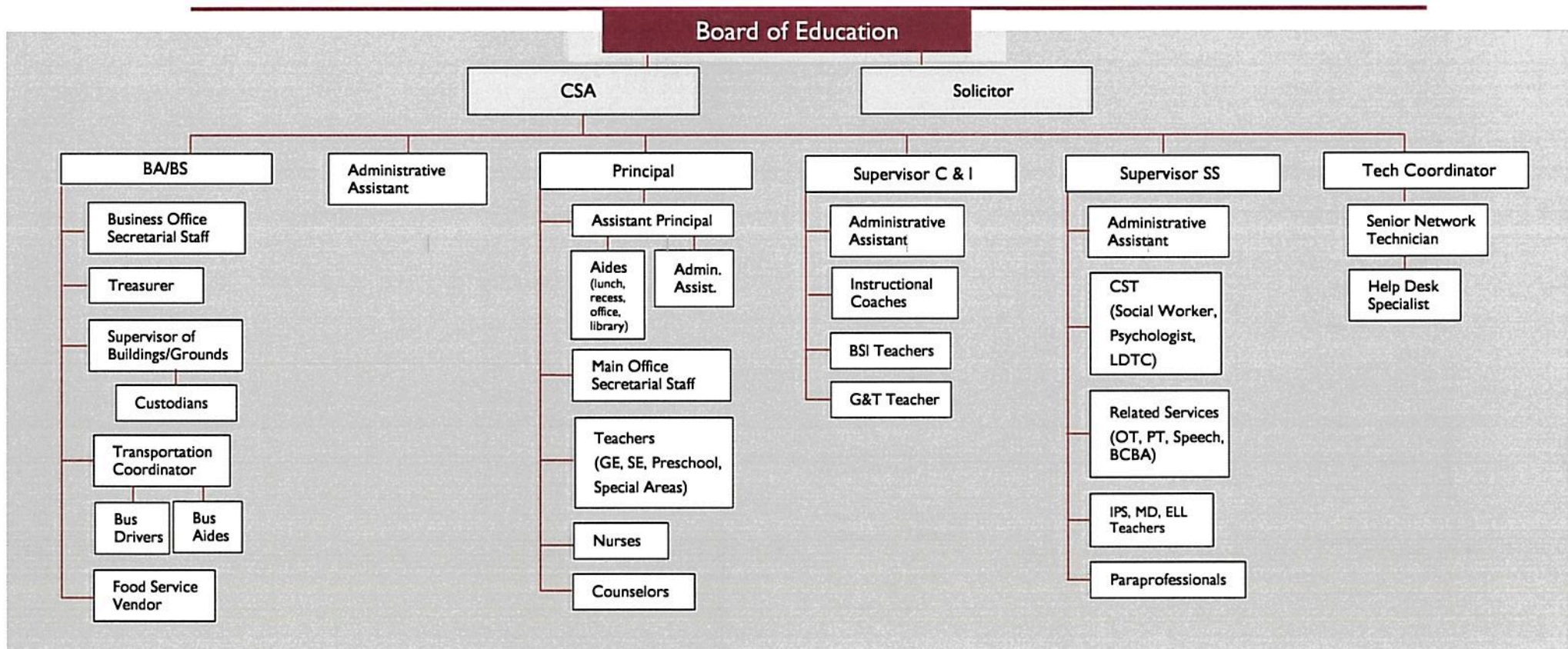


CHESTERFIELD TOWNSHIP ELEMENTARY SCHOOL

ORGANIZATIONAL CHART



Chesterfield Township School District

Job Description

Job Category:	Administrator
Title:	Supervisor of Curriculum & Instruction
Reports to:	Superintendent
Supervises:	Instructional staff as assigned
Job Goal:	To provide leadership in the development, implementation, and coordination of the District's PK-6 curricular and general education instructional programs, and collaborate with special education programs.

Qualifications:

- Valid New Jersey Supervisor, School Administrator, Principal Certificate or Certificate of Eligibility
- Knowledge of Current NJ Curriculum and best practices in teaching
- Demonstrated leadership in school improvement, program development, program evaluation, and curriculum integration, and application of technology across the curriculum
- Ability to plan, organize, and administer a district level professional development plan
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- Strong interpersonal and communication skills

Performance Responsibilities:

1. Works with the superintendent, principal, assistant principal, subject matter specialists, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for curriculum and instruction.
2. Oversees the development and timely revision of district curriculum aligned with state regulations.
3. Develops and maintains a system for monitoring student progress data, including school wide diagnostic screening as required by regulation, and other data focused on improving student progress in learning the state curriculum.
4. Keeps up-to-date with state and federal regulations pertaining to the evaluation of teaching staff and collaborates with administrative staff in developing and implementing a district program of teacher evaluation in accordance with applicable laws.

5. Plays a key role in the development of a program of professional development for staff, and school improvement aligned with state regulations.
6. Studies, evaluates, and recommends to the superintendent instructional materials, teaching methods, programs, evaluations, and data monitoring methods.
7. Provides leadership in the development of the PK-6 instructional program, specifically methods of teaching, for all areas of the curriculum.
8. Assists in the development and implementation of the district's in-service education program for the instructional staff.
9. Participates in the work of regional, state, and national curriculum study organizations and groups.
10. Recommends to the superintendent the addition of new courses and grade placement.
11. Produces curriculum bulletins, guides, or directories to be distributed to the staff as required.
12. Schedules and organizes grade level and departmental meetings in order to affect horizontal and vertical continuity and articulation of the instructional program of the school.
13. Plans and presents meetings as required for the purpose of interpreting to the board of education and to the parents and public at large the educational program of the school.
14. Maintains curriculum resources for the use of the staff, including materials such as state DOE provided information, informational articles, samples of various instructional materials, textbooks, and curriculum guides.
15. Coordinates the selection of hardcopy and digital instructional materials throughout the district, makes use of faculty committees as necessary, and recommends those selected to the superintendent for adoption by the board of education.
16. Keeps abreast of and interprets to the staff the current research and state requirements in the area of curriculum and instruction.
17. Recommends teacher attendance at conferences and meetings planned for professional development and growth.
18. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the superintendent.
19. Assists in the development and coordination of the sections of the budget that pertain to overall programing and staffing, with specific emphasis on and curriculum and instruction.

20. Assists in the recruitment, screening, hiring, training and assigning of instructional personnel.
21. Assumes responsibility for reviewing and evaluating results of district-wide testing programs and for other evaluative measures used by the school.
22. Provides leadership in the development and monitoring of the general education system of Response-to-Intervention methods and processes.
23. Participates in the development and delivery of in-service programs and parent seminars related to effective teaching methods.
24. Strives to maintain and improve professional competence and to keep abreast of latest professional practice/methods and law.
25. Performs other related duties as assigned by the superintendent.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of NJ Achieve.

Chesterfield Township School District

Job Description

Job Category:	Administrator
Title:	Supervisor of Special Services
Reports to:	Superintendent
Supervises:	Instructional and paraprofessional staff as assigned
Job Goal:	To provide leadership in the development, implementation, and coordination of the District's PK-6 special education and other programs related to students with specialized learning characteristics.

Qualifications:

- Valid New Jersey Supervisor, School Administrator, Principal Certificate or Certificate of Eligibility. Additional certification as School Psychologist, School Social Worker, or Learning Disabilities/Teacher Consultant preferred.
- Knowledge of NJ Special Education regulations, and other federal and state laws pertaining to special areas such as Section 504, and Title III.
- Demonstrated leadership in school improvement, program development, program evaluation, and curriculum integration, especially as related to students with learning differences.
- Ability to plan, organize and administer a district level professional development plan, with a focus on special services.
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
- Strong interpersonal and communication skills

Performance Responsibilities:

1. Works with the superintendent, principal, assistant principal, supervisor of curriculum and instruction, and teachers in developing overall school procedures, school curricula, and the formulation of a philosophy and objectives for the instructional plan, with major responsibility for special education and other special programs.
2. Arranges for a comprehensive program for the evaluation and education of students eligible for services under NJ special education regulations. Maintains a program in compliance with related regulations.
3. Oversees district programs which address special learning circumstances and the positive learning impact of the development of the whole child, including academic and social emotional areas. These include but are not limited to special education, counseling and guidance, and programs for those students eligible for 504, and Title III (ESL).

4. Provides leadership to special services and general education staff to encourage the use of evidence-based best practices, grounded in monitored student data, and aimed toward all students achieving mastery of grade level curriculum or above.
5. Monitors, assigns, and maintains supervisory and evaluation responsibility for Child Study Team members, special education teachers, and other related staff.
6. Oversees the appointing of case managers for students referred for special education.
7. Reviews student records to determine appropriate placement of students eligible for special education in district and out-of-district programs.
8. Oversees the maintenance and completion of mandated reports, and records, including State reports and compliance indicators. Coordinates the maintenance of student records necessary for evaluation and appropriate documentation of required procedures for all students under guidelines of the respective New Jersey codes.
9. Oversees the development and implementation of Individualized Education Programs (IEP) for the effective and efficient provision of programs and services for students with disabilities in the least restrictive environment.
10. Attends county and state Child Study Team and other meetings as necessary to maintain quality services.
11. Studies, evaluates, and recommends to the superintendent instructional materials, methods, programs, evaluations, and data monitoring methods, with special emphasis on applications for students along the entire spectrum of learning abilities. Oversees evaluation and materials and methods used in determining eligibility for special education.
12. Collaborates in the development of the PK-6 instructional program for all areas of the curriculum, with specific input regarding considerations for and possible modifications for students with disabilities.
13. Oversees professional development of staff in areas of special instruction, including the CST, special education teachers, ELL teachers, and paraprofessionals.
14. Assists in the implementation of the district's in-service and professional development programs for the instructional staff, including recommending workshops, and works with other administration on the improvement of individual staff competencies in special education.
15. Participates in the work of state and national organizations and groups relating to special education and other special instructional areas.
16. Recommends to the superintendent the addition of new courses and grade placement, especially providing input relating to special services.
17. Coordinates a special education and special areas reference library for the use of the staff.

18. Collaborates with administrative staff on the selection of hardcopy and digital instructional materials throughout the district with consideration of students with learning differences.
19. Keeps abreast of and interprets to the staff the current research in related to special education and other specialized teaching areas.
20. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the superintendent.
21. Assists in the development and coordination of the sections of the budget that pertain to overall programing and staffing, with specific emphasis on special education.
22. Assists in the recruitment, screening, hiring, training, and assigning of instructional personnel. Oversees these activities as it relates to special services.
23. Assists in reviewing and evaluating results of district-wide testing programs, and for other evaluative measures used by the school, including screening for special areas required by NJ code such as Title III and dyslexia.
24. Assists other administrators with the development of a file of resource persons whose special knowledge is available to the school.
25. Keeps up-to-date in the field of special education, 504, and other special areas including Title III education.
26. Participates in the development and delivery of in-service programs and parent seminars related to learning differences and effective teaching methods.
27. Strives to maintain and improve professional competence and to keep abreast of latest professional practice/methods and law.
28. Performs other related duties as assigned by the superintendent.

Terms of Employment: Salary and work year to be determined by the board of education.

Evaluation: Performance of this job will be evaluated annually in accordance with the provisions of NJ Achieve.

Chesterfield Township School District

Job Description

Title: Assistant Principal

Reports to: Principal

Job Goal: To assist the principal in providing leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each student.

Qualifications:

- Valid New Jersey Principal Certificate or Certificate of Eligibility
- Successful teaching experience at the elementary and/or middle school level
- Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement
- Strong interpersonal and communication skills.

Performance Responsibilities:

A. Instructional Leadership – assists the principal as follows:

- Serves as principal in the absence of the principal.
- Exercises leadership in school-level planning for improvement of instructions.
- Establishes and maintains an effective learning climate in the school.
- Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program.
- Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs.
- Plans, organizes and supervises curricular and extracurricular activities;
- Serves as the chairperson of the school's Intervention & Referral Services Team
- Reviews teacher lesson plans and provides written feedback;
- Oversees/schedules student teaching placements.

B. Student Services – assists the principal as follows:

- Ensures the safekeeping of student files and other confidential records and documents and the destruction of public records in accordance with law and regulations.

- Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process.
- Notifies immediately the parent or guardian and the principal to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
- Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code.
- Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment.
- Supervises and participates in the planning and delivery of intervention and referral services for pupils who are having difficulty in their classes and who have not been classified in need of special education.
- Implements a positive program of self-esteem in conjunction with conduct, safety and discipline of students.
- Is actively involved in the attendance, conduct, safety and discipline of students.
- Coordinates student safety patrol.

C. School Community Relations – assists the principal as follows:

- Plans and supervises regularly scheduled parent/teacher conferences and makes arrangements for special conferences as necessary.
- Attends school and community sponsored activities and functions.
- Serves with parent, faculty and student groups, as requested, in advancing educational and related activities and objectives.

D. Personnel Administration – assists the principal as follows:

- Supervises and evaluates the performance of school employees and assists them in achievement of their job goals.
- Conducts observations of teaching staff members, aides, and administrative support staff and prepares written comments and offers constructive suggestion for improvement when appropriate.
- Encourages an ongoing program of staff in-service and keeps staff apprised of workshops and meetings as they relate to overall staff development.

E. Planning – assists the principal as follows:

- Assists in the development of the master teaching schedule.
- Plans and supervises fire and other emergency drills as required by law and board policy.
- Prepares or supervises the preparation of reports, records and other paperwork required or appropriate to the school's administration.

- Conducts staff meetings, as necessary, for the proper functioning of the school.
- Develops and oversees the lunch/recess aide schedule.
- Develops and oversees the duty schedule.
- Works cooperatively with the facilities manager and business administrator to schedule community use of the school building and grounds.
- Plans, organizes and supervises curricular and extracurricular activities.
- Coordinates all aspects of student transportation programs.

F. Financial Management – assists the principal as follows:

- Prepares and submits the school's budget requests and monitors the expenditure of funds. Establishes and maintains an efficient office system to support the administrative functions of the school.
- Ensures the proper collection, safekeeping and accounting of school activity funds.

G. District Anti-Bullying Coordinator — assists the as follows:

- Develops and implements a process for discussing the district's HIB policy with students: N.J.S.A. 18A:37-17(b).
- Coordinates and implements training on the distribution of the HIB policy and procedures for reporting of HIB for BOE members, school employees, contracted services personnel, students, administration, and school volunteers.
- Establishes, implements, documents and assesses HIB prevention programs in consultation with school staff, students, administration, volunteers, parents, law enforcement and community members.
- Collaborates with anti-bullying specialists.
- Provides data, in collaboration with the superintendent, to the NJDOE regarding HIB of students.
- Executes such other duties related to school HIB as requested by the superintendent.
- Meets at least twice a school year with the school anti-bullying specialists in the district to discuss and strengthen procedures and policies to prevent, identify, and address HIB in the district.

H. Other Responsibilities – assists the principal as follows:

- Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations.
- Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
- Keeps the principal informed of school activities and needs and works cooperatively with the principal on matters relating to the school and district.

- Performs other duties which may be assigned or required by law, code, regulation/board policy and as are directed by the principal.

Chesterfield Township School District

Job Description

Job Category:	Administrator
Title:	Principal
Reports to:	Superintendent
Supervises:	All certified and non-certified staff assigned to the school.
Job Goal:	To provide leadership and managerial oversight to the instructional program and school operations to ensure a school climate that fosters the educational development of each pupil student.

Qualifications:

- Valid New Jersey Principal Certificate or Certificate of Eligibility
- Successful teaching experience at the elementary and/or middle school level
- Demonstrated leadership skills in the areas of curriculum development and program evaluation; staff development and school improvement
- Strong interpersonal and communication skills

Performance Responsibilities:

A. Instructional Leadership

- Exercises leadership in school-level planning for improvement of instruction as described in Achieve NJ including the development of the socio-emotional needs of learner and educator;
- Establishes and maintains an effective learning environment in the school that is developmentally appropriate;
- Assists in the selection of appropriate instructional materials and monitors delivery of the instructional program;
- Participates in the development, evaluation and revision of curriculum and assumes responsibility for the implementation of approved programs;
- Makes programmatic or instructional decisions based on data analysis;
- Reviews teacher lesson plans and provides written feedback;
- Provides for curriculum articulation among grades in the school.

B. Student Services

- Ensures the safekeeping of student files and other confidential records and documents and the destruction of public records in accordance with law and regulations;
- Maintains high standards and developmentally appropriate student conduct and enforces discipline as necessary in accordance with board policy and the students' rights to due process;
- Notifies immediately the parent or guardian and the superintendent to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids;
- Reports incidents of violence, vandalism and substance abuse. Ensures the removal of students in possession of firearms from the general education program and provides notification as required by law and administrative code;
- Works cooperatively with law enforcement authorities in maintaining a safe and drug-free school environment;
- Implements and monitors an integrative program of positive character traits development in conjunction with a positive program of self-esteem with conduct, safety and discipline of students;
- Is actively involved in and assumes a major role for the attendance, conduct, safety and discipline of students;

C. School Community Relations

- Acts as a liaison between the school, home and community; interprets policies, programs and activities and encourages broad community participation in the affairs of the school;
- Communicates information to parents and the community that is required by law or administrative code;
- Keeps superintendent informed of school activities and needs and works cooperatively with central office staff on matters relating to the school and the district;
- Plans and attends special events held to recognize student achievement and other school-sponsored activities and functions;
- Fosters and engages in open dialogue to parent stakeholders groups to serve the educational needs of the school community.

D. Personnel Administration

- Interviews, recommends for appointment, assigns, supervises and evaluates the performance of school employees and assists them in achievement of their job goals;
- Conducts observations of teaching staff members, aides, and administrative support staff and prepares written comments and offers constructive

suggestion for improvement when appropriate as described in Achieve NJ regulations;

- Plans and encourages an ongoing program of staff in-service and keeps staff apprised of workshops and meetings as they relate to overall staff development.

E. Planning

- Develops and approves the master teaching schedule and assignments;
- Develops and maintains a master schedule for the academic, extracurricular programs;
- Oversees the preparation of school opening including school calendar, staff handbook and parent handbook;
- Plans and supervises fire and other emergency drills as required by law and board policy;
- Prepares or supervises the preparation of reports, records and other paperwork required or appropriate to the school's administration;
- Plans and conducts staff meetings, as necessary, for the proper functioning of the school;
- Works cooperatively with the facilities manager and business administrator to schedule community use of the school building and grounds;

F. Financial Management

- Prepares and submits the school's budget requests and monitors the expenditure of funds;
- Establishes and maintains an efficient office system to support the administrative functions of the school;
- Ensures the proper collection, safekeeping and accounting of school activity funds.

G. Other Responsibilities

- Assumes responsibility for the management of the school in accordance with law, administrative code and board policies and regulations;
- Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications;
- Keeps the superintendent informed of school activities and needs and works cooperatively with central office on matters relating to the school and district;
- Performs other duties which may be assigned or required by law, code, regulation/board policy and as are directed by the superintendent.

Terms of Employment: 12 months. Salary determined by the Board of Education at the recommendation of the Superintendent and in line with Board Policy. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Evaluation: Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

Responsive Classroom Training

July 22, 2019 and July 24 - July 26, 2019

Nicole DiMaiuta

Judy Schwartz

Laura Flynn

Victoria Wolochow

Jennifer O'Brien

Ruben Moncada

Carla Rigolizzo

Lauren Rahey

Jennifer Feder

Joan Ferraro-Mueller

Jamie Cronin

Coletta Graham

Chris Gray

Earl Worgess

Kim Barca

Mike Mazzoni

Vicki Weisgarber

Jeanine May-Sivieri (July 22, 23, 24)

Cindy McNally (23, 24, 25)

Lori Christensen

Kristi Boyle

Melissa Sakimura

August 5 - August 8, 2019

Allan Forsyth

Maria Prince

Valerie Lydon

Leia DeLisa

Jennifer Milano-Maicher

Courtney Kovac

Robert Cochrane

Michael Brayton

Anne Lawrence

Gwendolyn McCreary

Elaine Menon

Wendy Lawrence

Karen Stryker

Melissa Midora

Scott Heino

Melissa Berger

Colleen McDermott

Julia Johnson

Antoniette DiEleuterio

Jillian Biddle

Erin Casey

Nicole Hartman

Melody Khalifa

Elizabeth Schauer

Jeanine May-Sivieri (August 8)

Lynn Booth

Mike McCann

Jen Cirillo

Gayle Poedubicky

Krista Metz