

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Assistant Business Administrator – Finance

II. Qualifications:

- A. Valid New Jersey School Business Administrator Certificate
- B. Three years of successful administrative experience, which includes budget development public fund accounting and financial reporting.
- C. Supervisory experience is preferred.
- D. An ability to effectively use the word processing and spreadsheet software currently employed in the District, as well as software relevant to specific job duties.
- E. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- G. Such alternatives to the above qualifications as may be allowed by law and acceptable to the Board.

III. Position Summary:

The Assistant Business Administrator – Finance will be responsible for assisting the School Business Administrator/Board Secretary in the audit-compliant, cost-effective, and efficient administration of financial, Business Office, and non-instructional program responsibilities. S/he will provide leadership and supervision to the operation of the Business Office; provide leadership and support to district administrators relative to financial and Business Office functions; and serve as the School Business Administrator during the School Business Administrator/Board Secretary's absence from the district.

IV. Reports to:

The Assistant Business Administrator – Finance shall take direction from and be evaluated by the School Business Administrator/Board Secretary.

V. Supervises: Accounts Payable and Receivable

VI. Major Duties and Responsibilities:

- A. Budget and Audit:
 - 1. Assists the School Business Administrator/Board Secretary in planning, preparation, and implementation of the district budget and submission to NJDOE.
 - 2. Assists district administrators with their budget planning, development, and management.
 - 3. Maintains breakdowns of accounts by cost center, instructional area, and such other categories, as may be mandated by law or directed by the School Business Administrator/Board Secretary.
 - 4. Provides regular budget status updates to district administrators.

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5. Provides timely and accurate feedback concerning financial position of specific operating units, as requested.
 6. Assists in preparing reports required for annual audit.
 7. Prepares statistical calculations on staffing, increment and salary costs for budget and negotiations purposes.
- B. Purchasing:
1. Assists with and oversees the development of bid specifications and requests for proposals, and with the advertisement, tabulation, and analysis of all bids and RFP's.
 2. Assists with the preparation of all contracts in the name of the Board.
 3. Manages all state and county contract purchasing.
 4. Manages the processing of quotation forms for textbooks and other supplies and equipment including the tabulation of costs and the preparation of purchase orders.
 5. Assists with other purchasing and supply management, as needed.
- C. Business Operations:
1. Audits all claims, invoices, and demands against the Board of Education.
 2. Prepares appropriation adjustments to ensure that budgetary line items are not over expended.
 3. Supports the activities of the school district by processing all requisitions, allocating to proper accounts, and determining availability of funds.
 4. Maintains files and storage of required forms and contracts for the Board of Education in compliance with the NJDOE Record Retention Guidelines.
 5. Provides support to the School Business Administrator/Board Secretary by performing and supervising Business Office activities and staff, as required.
 6. Reviews job documentation manuals and procedures of business Office staff members and monitors updating standardization.
 7. Informs the School Business Administrator/Board Secretary of critical concerns regarding Business Office operation and makes suggestions for improvement.
 8. Prepares financial reports for review by the School Business Administrator/Board Secretary.
 9. Supervises Business Office staff in the areas of: Accounts Receivable, Accounts Payable, Purchasing, Cash Processing, and other financial responsibilities related to district instructional support programs.
 10. Serves as general accountant of the Board and keeps a correct and detailed account of all financial transactions, as prescribed by statute and the rules and regulations of the Board.
 11. Assists in gathering information for NJDOE data collections including ASSA, School Register Summary, Debt Service, etc. for review by School Business Administrator/Board Secretary.
 12. Prepares bond redemption schedules and vouchers for the payment of bond debt.
 13. Supports the School Business Administrator/Board Secretary in managing the district's insurance and risk management programs, including liability insurance, health benefits, student accident insurance, and workers' compensation.
 14. Prepares financial reports, as required by the state and federal agencies having jurisdiction over public funds.
 15. Supports with the effective and efficient investment of district funds.
 16. Conducts research and prepares studies in the business services area to improve services in relation to specific needs (e.g., cost savings, increased use of electronic media or processes, etc.). Responds to financial questionnaires.
 17. Supervises special scholarship funds as directed.

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- 18. Assists in interpreting the financial position of the district with the School Business Administrator/Board Secretary.
 - 19. Supervises and annually evaluates Business Office staff, as directed.
 - D. Payroll Management:
 - 1. Assists in the general supervision of payroll management activities including retirement data taxes, insurance contributions, retirement annuities, social security, loan repayments, and other withholdings.
 - E. Food Services:
 - 1. Oversees the functioning of the food service management company including approval of billings, charges to user groups, preparation of all federal and state reports, and maintenance of the checking account of the schools' cafeterias.
 - F. Tuition:
 - 1. Assists in the calculation of tuition rates and non-resident fees in accordance with New Jersey Administrative Code.
 - 2. Manages the payment, billing contracting, and all other financial details related to tuition students whether sent from the district or received by the district.
 - 3. Assists in the preparation of the annual state aid application, as it relates to tuition and non-resident pupils.
 - G. Facilities, Fixed Assets, and Buildings and Grounds:
 - 1. Assists in the completion of the Facilities section of the annual QAAR.
 - 2. Assists in the development and implementation of the district's three-year Comprehensive Maintenance Plan.
 - 3. Assists in maintaining and updating the district's Long-Range Facilities Plan.
 - 4. Maintains an up-to-date inventory of all property owned by the district.
 - 5. Assists in the preparation of documents related to reimbursement of Capital Projects grants.
 - H. Other Duties:
 - 1. Performs such other duties, as may be assigned by the Assistant Superintendent for Business.
- VII. Terms of Employment: Twelve months
- VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 04/06/2009
Revised: 09/27/2010
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Assistant Principal: Administration and Student Services

II. Qualifications:

- A. Holds or is eligible for a New Jersey Principal Certificate.
- B. Master's degree required.
- C. Minimum three years of supervisory experience preferred.
- D. Such alternatives to the above qualifications that the Board of Education may find appropriate and acceptable.

III. Position Summary:

The Assistant Principal will direct, assist, and/or supervise the high school operations and programs, as they relate to the administration and student services. S/he will provide educational leadership by assisting in the formulation of goals, plans, and policies that supports the high school. S/he will collaborate and direct the instructional staff, school-level supervisors, and students, as needed to support the effective implementation and integration school programs, operations, student services, and curriculum.

IV. Reports to: High School Principal

V. Supervises: Grade Level Administrators and Librarians

VI. Major Duties and Responsibilities:

- A. Perform all duties listed on Grade Advisor job description.
- B. Oversee all aspects of school climate and student services including: policy development, staff and student training and programs, unit lunch supervision, ID cards and school ID pictures, and before and after school supervision. Assists with the planning of professional development days and other training, as it relates to school climate.
- C. Coordinate all aspects of student government; coordinate Grade Advisors to provide direction for officers and delegates at various grade levels. This includes coordinating and supervising the football game snack stand.
- D. Coordinate with Grade Advisors to plan student activities, such as dances and fundraisers.
- E. Oversee all disciplinary matters and coordinate Grade Advisors in overseeing all disciplinary actions.
- F. Coordinate the monitoring of attendance, with the assistance of the Grade Advisors, and addressing all attendance related issues including truancy, home instruction, and appeals process.
- G. Coordinate school based mental health services in collaboration with the crisis counselors and Sage personnel.
- H. Oversee the governance of the student activities accounts.
- I. Oversee and direct the planning for the annual graduation ceremony.

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- J. Coordinate and supervise annual Project Graduation celebration, as it relates to student safety.
- K. Coordinate the district EVVRS reporting including HIB.

VII. Additional Responsibilities:

- A. Schedule and supervise fire and containment drills.
- B. Assign supervisory duties for staff. Schedule and oversee duty supervision by certified staff.
- C. Assist Principal with operation of clubs and activities (i.e. organize Club Fair).
- D. Coordinate the assignment, maintenance and lock distribution of student lockers.
- E. Coordinate and supervise summer help.
- F. Work closely with Principal, Assistant Principal for Guidance, Curriculum, and Instruction, and the Athletic Director on all building leadership matters.
- G. Assist Principal in all areas of school's security and school security equipment and personnel.
- H. Act as school liaison with the Ridgewood Police and Fire Department.
- I. Work closely with the Home and School Association.
- J. Assist Principal with alumni activities.
- K. Perform teacher observations.
- L. Assume other duties and responsibilities, as assigned by the Principal.

VIII. Terms Employment: Twelve months

IX. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D.
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Assistant Principal: Guidance, Curriculum and Instruction

II. Qualifications:

- A. Holds or is eligible for New Jersey Certificates of Principal and Student Personnel Services.
- B. Master's degree in school counseling or guidance.
- C. Minimum of three years' experience as guidance counselor.
- D. Minimum of five years' supervisory experience including three in guidance.
- E. Such alternatives to the above qualifications that the Board may find appropriate and acceptable.

III. Position Summary:

The Assistant Principal will direct, assist and/or supervise the high school guidance and curriculum programs, as they relate to the administration of student counseling, guidance, and special education. S/he will collaborate and direct the instructional staff, school-level supervisors, and students, as needed to support the implementation and integration of standardized testing and student counseling.

IV. Reports to: High School Principal

V. Supervises:

VI. Department Supervisors, High School Guidance Staff, Special Education Teachers

VII. Major Duties and Responsibilities:

- A. Supervises and evaluates high school guidance staff.
- B. Participates in the recruitment and selection of guidance personnel.
- C. Directs orientation of guidance personnel.
- D. Initiates and conducts staff development activities for guidance staff.
- E. Develops and maintains a comprehensive guidance program including developmental programs in the areas of education, career, and personal counseling as required by state law and system-wide goals.
 - 1. Works with middle school guidance staff in conjunction with principals in the orientation of parents and students to the high school.
 - 2. Directs a system of subject selection which responds to the needs, expectations, and ambitions of students and parents.
 - 3. Develops and coordinates an orientation program for students and parents to facilitate movement from the middle school to the senior high school.
- F. Advises the Director of Special Programs on policies and procedures relevant to record keeping and maintenance of confidentiality of records for the system.
- G. Assists high school principal in coordinating activities of Child Study Team (CST):
 - 1. Coordinates meeting of CST.

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2. Monitors implementation of IEP's.
 3. Communicates with parents re CST recommendations and IEP implementation.
 4. Facilitates resolution of High School special education matters.
 5. Defines the staff needs of CST.
 6. Research and develops curriculum for high school special needs program.
 7. Supervises transition program and Transition coordinator.
 8. Works in conjunction with Supervisor(s) of Special Programs.
- H. Student Services:
1. Administers the assignments of students to counselors and to appropriate schedules and effects changes to student programs, as necessary.
 2. Coordinates an information system about all area of post-secondary education, and coordinates appropriate special programs in this regard.
 3. Promotes ongoing career guidance, including the supervision of a formal Career Development Program and coordination of additional special programs in this area.
 4. Supervises a continuing process of individual and group counseling.
 5. Coordinates financial aid information and local scholarship programs.
 6. Chairs the Early Graduation Committee.
- I. Curriculum and Instruction:
1. Supervises and evaluates supplemental teachers.
 2. Supervises and evaluates collaborative teachers in conjunction with the area Supervisors and Director of Special Programs.
 3. Assists with the evaluation of all instructional staff.
 4. Assists with the development of school-based professional development activities.
 5. Reviews all requests for field trips to ensure all policy standards are adhered to.
- J. Research and Development:
1. Prepares the state follow-up report of high school graduates.
 2. Supervises the maintenance and dissemination of student records.
 3. Organizes and disseminates statistical reports: college acceptances, class ranks, class surveys (current and graduate), grade distribution reports, class size, teacher load analysis, etc.
 4. Evaluates the guidance services and recommends improvements.
 5. Coordinates the school-wide testing program.
- K. Communications:
1. Develops an ongoing communication system with community, including opportunities for counselor-parent group meetings.
 2. Coordinates a program of communication between the guidance department and other departments in the high school.
 3. Maintains communication with schools of high learning with industry and the military service.
- L. General:
1. Works on the development of the master schedule at the direction of the high school principal and in coordination with the department supervisors.
 2. Acts as a liaison between Computer Services and Ridgewood High School.
 3. Supervises and evaluates the guidance department secretarial staff, and assigns duties, as appropriate among the secretaries.
 4. Coordinates the use of equipment needed in the generation, reproduction, and storage of records.
 5. Assumes other duties and responsibilities as assigned by the principal.

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VIII. Terms of Employment: Twelve months

IX. Evaluation

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D.
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Assistant Principal (Middle School)

II. Qualifications:

Holds or is eligible for a New Jersey Principal's Certificate

III. Position Summary:

Responsible for the instructional leadership of the middle school unit including the supervision of staff, monitoring of student progress, and evaluation and development of the program.

Responsible for teaching part-time.

IV. Reports to: Principal

V. Supervises: Teachers

VI. Major Duties and Responsibilities:

A. Administration:

1. Assists in the preparation of the master schedule, the budget, the school calendar, the annual report, and all other reports required or appropriate to the administration of the school.
2. Assists in the training of students and staff in the planning for emergencies, such as fire, storms, and accidents.
3. Assists in the daily management and operation of the building (e.g., locker distribution, student transportation, work orders).

B. Curriculum and Instruction:

1. Assists the principal in the planning, developing, implementing, and evaluating all school programs and activities.
2. Approves and helps to plan the field trips, assemblies, and other special programs sponsored by the school.
3. Participates in the selection of new textbooks and instructional materials.
4. Assists in the system-wide program articulation and is responsible for the grade level articulation in the building.

C. Personnel Management:

1. Assists in the supervision of the staff by evaluating the teachers in the school and district, as needed.
2. Assists in the recruitment, selection, and orientation of all teachers in the school.
3. Participates in the planning of staff development programs.
4. Supervises substitutes and arranges coverage when substitutes are unavailable.

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- 5. Participates on the Principal's committees, as requested.
- D. Student Services:
 - 1. Administers attendance procedures for students in the house.
 - 2. Assists the Principal in developing and administering policies and procedures regarding student behavior.
 - 3. Plans, supervises, schedules, and evaluates all co-curricular activities.
 - 4. Assists the Principal and guidance staff in monitoring the progress of students in the house.
- E. Community Relations:
 - 1. Assists in the preparation of the school newsletter, student handbook, and program of studies.
 - 2. Attends school functions as directed by the Principal.
 - 3. Attends and participates in meetings in accordance with the Home and School Association.
- F. Other:
 - 1. Uses evaluation for self-improvement; carries out supervisory directions; and carries out individual professional improvement plan developed with Principal.
 - 2. Contributes to the efforts to accomplish system-wide goals (e.g., academic improvement projects) and special school objectives.
 - 3. Upholds and enforces school rules, administrative regulations, and Board policy.
 - 4. Performs other duties, as may be assigned by the principal.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D.
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Assistant Superintendent of Curriculum, Instruction and Assessment

II. Qualifications:

- A. Holds a School Administrator Certificate.
- B. Evidence of five years of successful teaching experience.
- C. Administrative experience preferred.
- D. Master's degree in curriculum or supervision or educational leadership required.
- E. Broad experience in curriculum development and coordination, student assessment, and program evaluation K-12.
- F. Recognized leadership in the area of curriculum and instruction.
- G. Such alternatives to the above qualifications and the Board may find appropriate and acceptable.

III. Position Summary:

The Assistant Superintendent will assist the Superintendent with all aspects of the development, coordination, articulation, and evaluation of the instructional programs and assessments in the district. S/he will provide leadership to district administrators, supervisors, instructional staff, parents, and community constituents, as needed to support the effective implementation of curriculum and instruction district-wide. S/he will collaboratively to align resources, materials, and programs with the state and federal standards, as well as district policies.

IV. Reports to: Superintendent of Schools

V. Supervises:

Professional Development Leaders; Supervisor of English, Supervisor of Elementary Education, Supervisor of Fine and Applied Arts, Supervisor of Mathematics and Computer Science, Supervisor of Science, and Supervisor of Wellness/Physical Education, Supervisor of Social Studies, World Language, and Business Education; co-supervises Manager of Information Technology

VI. Liaison Responsibilities:

- A. Ridgewood Education Foundation, county or state groups, as needed
- B. RAHP

VII. Major Duties and Responsibilities:

- A. Curriculum Development and Review:
 - 1. Reports regularly to the Superintendent on various aspects of the curriculum and the instructional program.
 - 2. Coordinates and initiates, where appropriate, the preparation of proposals for curriculum improvement.
 - 3. Reviews the selection of instructional materials for overall quality on an ongoing

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4. basis and reviews instructional materials for affirmative action requirements. Oversees the process used for the selection of these materials and periodically reviews their use (e.g., textbooks, supplemental materials, media).
 5. Serves as a member and key resource person on the Superintendent's Cabinet and chairs any Board Committees that deal with curriculum, instruction, and/or assessment.
 6. As directed, conducts studies regarding the impact of enrollment on course offerings and develops proposals for responding to the problem.
 7. Identifies promising instructional practices and arranges for dissemination of ideas, visitation to other school districts, speakers, etc.
 8. Assumes responsibility for developing, with staff, pilot programs and other ventures into promising practices.
 9. Attends all meetings of the Board of Education and other meetings when curriculum and instructional matters are being discussed.
 10. Responsible for all staff development, including district in-service program and district professional development days.
 11. Directs, administers, and interprets all district and state-mandated assessment activities. Uses data for decision-making and reports to the Board (Project Director for NJPAA/CREATE).
 12. Supervises all district curriculum including music, art, physical education, health, world languages.
- B. Coordination and Articulation of Program:
1. Organizes regular articulation meetings across appropriate grade levels.
 2. Identifies articulation problems and, in consultation with staff, proposes solutions.
 3. Searches out unnecessary duplication and gaps in K-12 curricular programs and proposes solutions.
 4. Develops and implements parent outreach programs.
- C. Staff Development:
1. Performs needs assessment.
 2. Develops in correlation with individual, school, and district objectives.
 3. Oversees program and course approval and monitoring of the same.
 4. Coordinates staff development programs.
 5. Evaluates staff development programs.
- D. Research and Evaluation:
1. Reviews testing instrumentation now used K-12 and recommends changes, where needed.
 2. Investigates new measures for evaluation of student performance and attainment of cognitive and affective skills.
 3. Reviews teacher-designed student assessments to determine how well they address curriculum priorities.
 4. In consultation with the Superintendent, develops research designs for evaluating the delivery of the instructional program.
 5. Gathers data from other districts in the area on curriculum and instructional practices.
 6. Assumes other responsibilities, as required by the Superintendent of schools.
 7. Coordinates New Teacher Orientation and mentoring with Human Resources.

VIII. Terms of Employment: Twelve months

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IX. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D.
Superintendent of Schools

Adopted: 05/20/1996
Revised: 04/01/2005
Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Business Comptroller – Finance

II. Qualifications:

- A. College Degree in Accounting, preferred, experience will be considered.
- B. Experience in school /public fund accounts reconciliation, reporting, expenditures and auditing.
- C. Three years of successful financial experience.
- D. Previous experience or knowledge of working in a school or district office is preferred.
- E. An ability to effectively use the word processing and spreadsheet software currently employed in the District, as well as software relevant to specific job duties.
- F. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- G. Such alternatives to the above qualifications as may be allowed by law and acceptable to the Board.

III. Position Summary:

The Business Comptroller- Finance will be responsible for assisting the School Business Administrator/Board Secretary in the audit-compliant, cost-effective, and efficient administration of financial, Business Office, and non-instructional program responsibilities. S/he will assist the School Business Administrator with the business office affairs of the district in a manner that will provide the best educational services with the financial resources available.

IV. Reports to:

The Business Comptroller – Finance shall take direction from and be evaluated by the School Business Administrator/Board Secretary.

V. Supervises: Accounts Payable and Receivable

VI. Major Duties and Responsibilities:


- 1. Assists the School Business Administrator/Board Secretary in planning, preparation, and implementation of the district budget
- 2. Maintains breakdowns of accounts by cost center, instructional area, and such other categories, as may be mandated by law or directed by the School Business Administrator/Board Secretary.
- 3. Assists the School Business Administrator with district administrators budget planning, development, and management.
- 4. Provides regular budget status updates and financial reports to School Business Administrator/ Board Secretary or district administrators, as requested.
- 5. Assists in preparing reports required for annual audit.
Assists with statistical calculations on staffing, increment and salary costs for budget and negotiations purposes.
- 6. Assist Purchasing Coordinator with all state, county contract purchases and other purchasing and supply management, as needed.
- 7. Assist with the processing of quotation forms for textbooks and other supplies and equipment including the tabulation of costs and the preparation of purchase orders.

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8. Audits all claims, invoices, and demands against the Board of Education.
9. Prepares appropriation adjustments to ensure that budgetary line items are not over expended.
10. Supports the activities of the school district by processing all requisitions, allocating to proper accounts, and determining availability of funds.
11. Maintains files and storage of required forms and contracts for the Board of Education in compliance with the NJDOE Record Retention Guidelines.
12. Informs the School Business Administrator/Board Secretary of critical concerns regarding Business Office operation and makes suggestions for improvement.
13. Works collaboratively with Business Office staff in the areas of: Accounts Receivable, Accounts Payable, Purchasing, Cash Processing, and other financial responsibilities related to district instructional support programs.
14. Serves as general accountant of the Board and keeps a correct and detailed account of all financial transactions, as prescribed by statute and the rules and regulations of the Board.
15. Assists in gathering information for NJDOE data collections including ASSA, School Register Summary, Debt Service, etc. for review by School Business Administrator/Board Secretary.
16. Supports the School Business Administrator/Board Secretary in managing the district's insurance and risk management programs, including liability insurance, health benefits, student accident insurance, and workers' compensation.
17. Prepares financial reports, as required by the state and federal agencies having jurisdiction over public funds. Oversees special scholarship funds as directed.
18. Assists in the general supervision of payroll management activities including retirement data taxes, insurance contributions, retirement annuities, social security, loan repayments, and other withholdings.
19. Oversees the functioning of the food service management company including approval of billings, charges to user groups, preparation of all federal and state reports, and maintenance of the checking account of the schools' cafeterias.
20. Assists in the calculation of tuition rates and non-resident fees in accordance with New Jersey Administrative Code.
21. Manages the payment, billing contracting, and all other financial details related to tuition students whether sent from the district or received by the district.
22. Assists in the preparation of the annual state aid application, as it relates to tuition and non-resident pupils.
23. Assists in the completion of the Facilities section of the annual QAAR.
24. Assists in the development and implementation of the district's three-year Comprehensive Maintenance Plan.
25. Assists in maintaining and updating the district's Long-Range Facilities Plan.
26. Maintains an up-to-date inventory of all property owned by the district.
27. Assists in the preparation of documents related to reimbursement of Capital Projects grants.
28. Performs such other duties, as may be assigned by the School Business Administrator/Board Secretary.

VII. Terms of Employment: Twelve months

VIII. Evaluation: In accordance with district policy on evaluations.



Thomas Gorman
Superintendent of Schools

Approved by Board: 04/12/2021

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Coordinator – Ridgewood Community School

II. Qualifications: College degree

III. Position Summary:

Responsible for the execution of the Community Education Program and for the maintenance of quality in continuing education by providing a program which encourages the community to participate in academic, vocational, professional enrichment courses in the fall, spring, and summer semesters; and develops programs and services for the school district and the community.

IV. Reports to: School Business Administrator/Board Secretary

V. Supervises:

Personnel in the Ridgewood Community School, Adult School, Children's Programs, and Driver Education.

VI. Major Duties and Responsibilities:

- A. Meets and consults with Community School Advisory Council and other community groups.
- B. Directs the supervision of program development in all phases.
- C. Develops outside extension division services.
- D. Directs public relations and publicity efforts.
- E. Supervises the preparation and circulation of catalogues.
- F. Directs personnel responsible for program delivery, marketing, and financial administration.
- G. Develops new programs and ventures.
- H. Interviews, hires, supervises, and evaluates personnel. Negotiates pay rates and salary schedules for personnel in the Community Education Program.
- I. Administers business operations, including preparation of budget, and supervises payroll administration management.
- J. Supervises clerical and management personnel.
- K. Coordinates relations with the Ridgewood Public Education Foundation.
- L. Prepares necessary reports.
- M. Participates in internal school district administrative functions, as appropriate.
- N. Uses evaluation for self-improvements; carries out supervisory directions; carries out individual professional improvement plan developed with the Superintendent of Schools.
- O. Assists in upholding administrative regulations and Board policy.

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P. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

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JOB DESCRIPTION

I. Title: Director of Special Programs

II. Qualifications:

- A. Holds or is eligible for New Jersey DOE School Administrator, Chief School Administrator, and Principal certificate.
- B. Certification in one or more of the following: Learning Disabilities Teacher-Consultant, Teacher of the Handicapped, School Psychologist, School Social Worker, Speech-Language Specialist, or Teacher of Students with Disabilities.
- C. Record of successful experience in Special Education.
- D. Excellent communication skills.

III. Position Summary:

Responsible for administration and supervision of Special Programs and services, including Special Education and basic skills programs.

IV. Reports to:

Superintendent of Schools and Assistant Superintendent for Curriculum, Instruction, and Assessment (evaluated by Superintendent of Schools)

V. Supervises: Special Programs Staff

VI. Major Duties and Responsibilities:

- A. Monitors Child Study Team operations and special education programs and services to ensure compliance with district policies and state regulations and to provide for maximum effectiveness and efficiency.
- B. Prepares information for the superintendent/designee and Board of Education on Child Study Team cases; advises superintendent on any special situations or problems; keeps superintendent informed on all special education matters.
- C. Assesses strengths and needs of special education operations and programs; advises superintendent in a timely manner on needs, problems, and opportunities; suggests possible solutions and courses of action.
- D. Maintains close communication and effective working relationships with principals, Child Study Team chairpersons, special education staff, parents, Home and School Association, Region I, county office, and State Department of Education.
- E. Prepares and monitors the Special Education budget.
- F. Responsible for supervision and evaluation of Child Study Team personnel and related service.
- G. Participates in the evaluation of the Special Education teachers, therapists and Education Specialists.
- H. Responsible for recruitment, selection, and orientation of Special Programs staff.

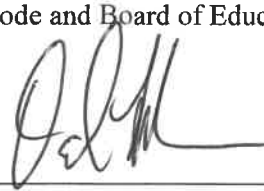
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- I. Plans and carries out staff development for Special Programs personnel. Assists the superintendent in planning and implementing staff development activities.
- J. Prepares all special education applications, reports, and Board agenda items.
- K. Monitors Special Education, BSI and ESL instruction and Social-Emotional and Crisis Intervention services. Assesses effectiveness of such programs; advises Superintendent on needs, problems, and opportunities; and suggests possible solutions and courses of action.
- L. Keeps abreast of developments in the fields of responsibility.
- M. Advises the Superintendent of policy and procedures relevant to record keeping and maintenance of confidentiality of records for the system.
- N. Responsible for all non-resident students, including private tuition students, staff children, affidavit students, in-district transfers, and questionable residencies.
- O. Uses evaluation for self-improvement; carries out supervisor directions; and carries out individualized professional improvement plan.
- P. Provides direct administrative leadership for the Preschool Disabled Program at the Glen School.
- Q. Provides direct administrative leadership for the Infant/Toddler Development Center at the Glen School.
- R. Provides direct administrative oversight of operations at the Glen School building.
- S. Acts as 504 Officer for the district. Coordinates and monitors 504 activities. Develops procedures, trains staff, and chairs 504 Committee.
- T. Acts as district DYFS liaison.
- U. Acts as district Homeless liaison.
- V. Manages any and all federal, state, and entitlement grants and/or reporting and outreach requirements related to Special Education and other at-risk students (e.g., Title I, non-public schools, Title II, IDEA., Child Find, etc.).
- W. Coordinates home instruction (regular and special education).
- X. Performs other duties within the scope of employment and certification, as may be assigned by the Superintendent.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/06/2013
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Grade 6-12 Summer School Supervisor

II. Qualifications:

- A. Valid NJDOE Administrator Certificate (or Certificate of Eligibility) with a Principal endorsement.
- B. Demonstrated leadership experience in regular and summer school educational programs.
- C. Supervisory experience is preferred.
- D. Knowledge of Ridgewood Public Schools summer school programming, as it relates to students in grades 6-12.
- E. Ability to use the job-related software that is currently employed in the District.
- F. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- G. The abilities to communicate and work effectively with staff, administrators, students, parents/guardians, vendors/consultants/professionals and others in job-related areas. This includes effective public speaking skills.
- H. The ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effect course of action.
- I. Such alternatives to the above qualifications may be allowed by law and acceptable to the Board.

III. Position Summary:

To provide operational supervision of Ridgewood Public Schools Summer School for grades 6-12

IV. Reports to:

Ridgewood High School Principal, Ridgewood Community School Coordinator and School Coordinator

V. Major Duties and Responsibilities:

- A. Supervision of Summer Program Daily Operations:
 - 1. In collaboration with the Summer School Coordinator, make decisions about running or canceling programs based on enrollment and/or other factors that apply.
 - 2. Ensure that programs promote student safety and provide high quality educational and enrichment experiences.
 - 3. Keep the Superintendent, Ridgewood High School Principal and Summer School Coordinator informed of any pertinent information about the operation of the programs.
 - 4. Keep parents informed of any pertinent information about the operation of the programs, as needed.
 - 5. Monitor class size and class lists for accuracy.

RIDGEWOOD PUBLIC SCHOOLS
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6. Monitor staff attendance, arrange for substitutes, as needed, and maintain staff attendance records.
 7. Regularly circulate through the building and solve daily problems, as they arise.
 8. Conduct fire drills and other safety exercises, as needed.
- B. Annual Close-out Activities:
1. Complete Program Reports, and submit information to the Summer School Coordinator and Ridgewood High School Principal.
- C. Other Duties:
1. Perform such other duties, as may be assigned by the Summer School Coordinator and Ridgewood High School Principal.

VI. Terms of Employment:

The Grade 6-12 Summer School Supervisor shall be annually appointed by a majority vote of the Board of Education. This is a stipend position and is not eligible for tenure.

VII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 02/14/2022

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: K-12 Summer School Principal/Special Needs Summer School (ESY) Coordinator

II. Qualifications:

- A. Valid NJDOE Administrator Certificate (or Certificate of Eligibility) with a Principal endorsement.
- B. Demonstrated leadership experience in regular and summer school educational programs.
- C. Supervisory experience is required.
- D. Knowledge of RPS summer school programming as it relates to RHS Summer School, Summer Adventure and Special Needs Summer School (ESY).
- E. Ability to use the job-related software that is currently employed in the District.
- F. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- G. The abilities to communicate and work effectively with staff, administrators, students, parents/guardians, vendors/consultants/professionals and others in job-related areas. This includes effective public speaking skills.
- H. The ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effect course of action.
- I. Such alternatives to the above qualifications may be allowed by law and acceptable to the Board.

III. Position Summary:

To provide leadership, planning, and operational supervision of cost-effective and efficient summer programs for special needs and general student students grades Pre-K-12.

IV. Reports to:

Director of Special Programs, Ridgewood High School Principal, and Ridgewood Community School Coordinator

V. Major Duties and Responsibilities:

- A. Annual Preparation Activities (beginning in December or January each year):
 - 1. Goal-setting for Summer Adventure Program brochure.
 - 2. Establish Summer Adventure Program course offerings, write course descriptions; and collaborate on brochure development with the Ridgewood Community School Coordinator.
 - 3. Complete state forms for all summer programs.
 - 4. Identify the program sites, and determine room allocations.
 - 5. Recruit, interview, and recommend summer program staff (e.g., supervisors, teachers, aides, secretary, nurse).
 - 6. Obtain Board of Education approval for programs and staff.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

7. In collaboration with the Director of Special Services and Ridgewood High School Principal, identify and anticipate student "Summer Program" needs.
 8. Inform parents of district special needs students in self-contained classes of summer program opportunities.
 9. Establish and maintain communications with district LDT-Cs and Special Education teachers in the elementary schools and at other grades, as may be needed.
 10. Develop program budgets and obtain budget approvals, as appropriate.
 11. Order materials in accordance with approved budgets and ensure proper distribution to program staff.
 12. Conduct staff training, as needed.
 13. Promote summer programs in the schools and the community, and answer questions from staff members and parents.
 14. In collaboration with the Ridgewood Community School Coordinator, make decisions about running or canceling programs based on enrollment and/or other factors that apply.
 15. Troubleshoot at all locations.
- B. Supervision of Special Needs Summer School (ESY):
1. Ensure that programs promote student safety and provide high quality educational and enrichment experiences.
 2. Keep the Superintendent and Principals informed of any pertinent information about the operation of the programs.
 3. Keep parents informed of any pertinent information about the operation of the programs, as needed.
 4. Coordinate operations between all summer program locations to maximize effectiveness and efficiency.
 5. Monitor class size and class lists for accuracy.
 6. Monitor staff attendance, arrange for substitutes, as needed, and maintain staff attendance records.
 7. Regularly circulate through all summer program locations, and solve daily problems, as they arise.
 8. Conduct fire drills and other safety exercises, as needed.
- C. Annual Close-out Activities:
1. Complete Program Reports, and submit information to the Superintendent and Principals.
 2. Report to the Board of Education.
- D. Other Duties:
1. Perform such other duties, as may be assigned by the Director of Special Program, Ridgewood High School Principal, and Ridgewood Community School Coordinator.

VI. Terms of Employment:

The Summer School Coordinator/Special Needs Summer Program Principal shall be annually appointed by a majority vote of the Board of Education. This is a stipend position and is not eligible for tenure.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 12/07/2009
Revised: 05/01/2017
Revised: 02/14/2022

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Manager of Human Resources/Director of Human Resources
- II. Qualifications:
 - A. Undergraduate degree required.
 - B. Graduate work preferred.
 - C. Broad human resources experience including contract negotiations, related federal/state law and mandates, contract management, and health benefits administration required.
 - D. Director must hold School Administrator endorsement
- III. Position Summary:

To plan, administer, and supervise the operations of the Personnel/Human Resources department of the Ridgewood Public Schools.
- IV. Reports to: Superintendent
- V. Supervises: Human Resources Department staff
- VI. Major Duties and Responsibilities:
 - A. Monitors staff evaluation program, assesses effectiveness of evaluation practices in local schools, and ensure compliance of the district's policies and standards on staff evaluation.
 - B. Plans, directs, and participates in the recruitment, selection, and assignment of all professional and non-certificated personnel.
 - C. Develops job descriptions and vacancy announcements for position openings.
 - D. Maintains contact with school placement officials through active participation in state, regional, and national associations.
 - E. Determines personnel needs of the district through cooperation with building principals and central office administrators, and helps develop the annual school budget.
 - F. Supervises the development and maintenance of all personnel records, including personnel data stored by computer services for active and former employees.
 - G. Supervises the program of fringe benefits.
 - H. Monitors course enrollments and the tuition refund program.
 - I. Organizes, supervises, and evaluates the substitute service program for professional and secretarial staff.
 - J. Issues contracts or salary notifications to staff, recommends personnel for appointment in accordance with approved procedures, certifies salary classifications, and verifies eligibility for salary guide adjustments.
 - K. Supervises the processing of applications for New Jersey teacher and substitute certification in accordance with state codes.
 - L. Establishes and monitors the provisional program.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

- M. Prepares statistical data relevant to negotiations, assists in the drafting of board proposals, plans negotiation strategies, and serves as a Board negotiator.
- N. Administers contracts negotiated with all employee associations.
- O. Authorizes the monthly payroll including adjustments, deductions, and substitute payment.
- P. Monitors staff absences.
- Q. Updates policies and contracts to conform to the Board action and/or negotiated agreements.
- R. Maintains district enrollment data and projections.
- S. Serves as a continuing member of the Personnel Policies Council and Superintendent's Cabinet.
- T. Participates in Board meetings, and advises the Superintendent and Board in areas of responsibility.
- U. Responds to surveys requesting information on the district's personnel program and to requests of district personnel on matters not clearly covered by regulation, policy, or legislation.
- V. Supports the Superintendent in his overall administrative efforts; interprets his ideas and decisions to staff and public; keeps him informed of pertinent personnel developments; and seeks his counsel or decision, as necessary.
- W. Advocates and promotes the rights of all persons, with particular reference to the personnel department activities.
- X. Assumes responsibility for staff development in relation to acclimating new staff in consultation with the Assistant Superintendent.
- Y. Coordinates the application and selection process for Governor's Teacher Recognition Award and Lloyd Ashby Award.
- Z. Oversees district compliance with PEOSHA blood borne pathogens and other mandated training requirements.
- AA. Chairs the committees for calendar development and career leaves.
- BB. Works with Business Administrator in area of Payroll and benefits.
- CC. Performs other duties or responsibilities, as assigned by the Superintendent of Schools.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

IX. Salary: Competitive and negotiable



Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017
Revised 06/13/2022

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Manager of Information Technology

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a School Administrator or Principal endorsement.
- B. Demonstrated knowledge of hardware, software, applications, on-line services and resources, networking, and other technology systems and media relevant to the districts educational and operations programs.
- C. Demonstrated knowledge of effective methods for integrating technology across the curriculum.
- D. Experience in an educational setting is preferred.
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Manager of Information Technology (Manager) will serve as the Chief Information Officer for the district. The Manager will provide leadership in the development, implementation and coordination of the districts information technology (IT) plans. S/he will assist administrators and other staff in effective implementation of education technology and technology literacy instruction across the curriculum. S/he will also provide district-wide leadership and support for the effective and efficient integration and implementation of management and operations technology. The Manager will collaborate with district administrators, faculty and staff, and other district constituencies as needed to accomplish the goals of the position.

IV. Reports to:

The Manager shall take direction from, be responsible to, and be evaluated by the Superintendent of Schools and is co-supervised by the School Business Administrator/Board Secretary and Assistant Superintendent of Curriculum, Instruction and Assessment. S/he shall work collaboratively with other administrators and staff.

V. Supervises: Information Technology Department Staff

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VI. Major Duties and Responsibilities:

- A. Supervise the identification, evaluation, acquisition, development, implementation, and maintenance of all educational applications and operating systems for the storage, management, and processing of data for the district.
- B. Ensure or support the development, revision, and implementation of programs and resources to deliver district curricula in all areas, including, but not limited to, technology and technology literacy. Provide consultation to administrators and teachers on integrating technology into curriculum including guidance and expertise in the purchase, implementation, and maintenance of classroom hardware, software, applications, and other resources.
- C. Develop, recommend, and implement short-term and long-range plans for acquiring and effectively implementing information technology hardware, software and applications, networks, and protocols to promote academic achievement, holistic student growth, and fiscal and operational efficiencies throughout the district. Develop, revise, and implement the district's technology plan and support the development of schools' technology plans.
- D. Develop and administer a district budget for information technology. Provide guidance and support to building administrators in their requests for, and use of, building-level IT budget funding.
- E. Recruit, recommend, supervise, support, and evaluate the performance of district-level, non-certified information technology staff. Provide guidance and support to building administrators in their performance of these responsibilities with building-level information technology staff.
- F. Develop, recommend, and implement effective professional development programs for information technology staff and for all district staff related to their particular job responsibilities and needs.
- G. Collaborate with and support other district administrators and staff in their development and implementation of professional development. as needed.
- H. Ensure the accurate and timely completion of mandated local, county, state, and federal reports and data submissions. Ensure timely, effective information technology department guidance and support for other district staff relative to their completion of such reports and submissions.
- I. Ensure the effective and efficient establishment, revision, accuracy, and maintenance of district databases related to student, staff and financial information, and such other databases, as may be needed. Ensure timely, effective information technology department guidance and support for other district staff relative to their accurate maintenance and use of such databases.
- J. Manage and update the entire technology infrastructure of the district, including file servers, mail server, domain controllers, wireless networks, storage area network, backups, switch configurations, mail archives, firewalls, spam filtering, anti-virus, printing, and all other network devices and software.
- K. Research and recommend options for electronic data storage, protection, and retrieval relative to disaster recovery, litigation retrieval, and other operational needs of the district. Ensure or support the effective implementation of electronic data storage, protection and retrieval options that are adopted by the district.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

- L. Ensure the effective and efficient establishment, revision, and maintenance of district communications systems including fiber optic and other wired and wireless transmission media, LANs/WANs, telephones, and e-mail. Ensure timely, effective information technology department guidance and support for other district staff relative to their maintenance and use of such systems.
- M. Research and recommend options for distance learning within the district and with outside agencies. Ensure or support the effective implementation of distance learning initiatives that are adopted by the district.
- N. Provide leadership in the development of district policies related to the use of instructional technology, computer software, and on-line services.
- O. Chair the district's Technology Committee and participate on such other district committees, as may be needed. Serve as liaison with community groups as required.
- P. Plan and participate in information sessions for the Board and the public, as needed.
- Q. Represent the district on panels, advisory groups, and committees related to technology use and education in schools on the local and state levels (e.g., NJDOE School Leaders in Educational Technology Group).
- R. Assume responsibility for the writing and implementation of technology grant proposals, including E-rate applications.
- S. Maintain inventories of hardware, software, applications, subscriptions, license agreements, and copyright permissions adequate to support all of the districts information technology operations.
- T. Provide leadership in the development of district policies related to the use of instructional technology, computer software and on-line services.
- U. Direct and/or collaborate with consultants, vendors, and other agencies, as they relate to the responsibilities of this position.
- V. Assist with publicizing district technology efforts and accomplishments.
- W. Perform other duties, as may be assigned.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2013
Revised: 05/20/2013
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Manager of Maintenance and Custodial Services
- II. Qualifications:
 - A. Shall be at least a high school or vocational school graduate with a minimum of five years' experience in the building trades.
 - B. Must be certified as an Educational Facilities Manager in accordance with the regulations of the New Jersey Department of Education, and must obtain the necessary continuing education credits to maintain this certification.
 - C. Black Seal License is required, and must be obtained in the first six months.
 - D. Working knowledge of a personal computer is essential.
 - E. Demonstrate knowledge of architecture, school construction, engineering, plant operation, maintenance and management, and school safety. Experience in project estimation of labor and materials and the ability to supervise and coordinate the activities of contracted staff.
 - F. In addition to the skills needed for coordinating jobs and staff, must be willing to be on call 24 hours a day, seven days per week to deal with emergencies which occur in and around school buildings at night.
- III. Position Summary:
 - A. Shall be an integral part of the central office staff under the immediate supervision of the School Business Administrator/Board Secretary.
 - B. Regular monthly reports which summarizes the operation of Facility Operations to be made directly to the School Business Administrator/Board Secretary and at such other times, as a situation may deem it advisable.
 - C. Subject to the approval of the Board of Education and Superintendent of Schools, shall be the responsible head of the manager's department and is delegated the authority to initiate such action as may be necessary to carry out the duties and responsibilities of the position.
- IV. Reports to: School Business Administrator/Board Secretary
- V. Major Duties and Responsibilities:
 - A. Shall administer, coordinate, and supervise all functions pertaining to the custodian, maintenance, and repair of the buildings and grounds that comprise the Ridgewood School System.
 - B. Shall develop, update, and maintain the Long-Range Facility Plan and the Three-Year Comprehensive Maintenance Plan according to the guidelines developed by the New Jersey Department of Education.
 - C. Provide preventative care, maintenance, repair, and record keeping for all school facilities.
 - D. Make recommendations to the Superintendent of Schools and the Board of Education of ways and means to achieve maximum efficiency and productivity within the department.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

- E. Direct management of the third party maintenance and custodial contract shall be a primary duty.
- F. Manage a system of checks on all mechanical units to prevent malfunction and breakdown.
- G. Manage the processing of all work order requests submitted by authorized personnel, and assign staff and equipment to achieve maximum performance and productivity.
- H. Manage the purchase of custodial and maintenance supplies, following the regular purchasing procedure.
- I. Manage a systematic inventory of equipment and supplies, including Right to Know MSD sheets and labeling where applicable.
- J. Identify and submit to the School Business Administrator/Board Secretary and Superintendent of Schools qualified people for appointment, as the need may arise.
- K. Keep a current directory of staff, materiel and services, which may be required to implement the total program of the Facility Operations department.
- L. Strive to expand his own personal knowledge and understanding of the various areas of specialization within the scope of the department so as to perform his role with ever increasing ability and expertise.
- M. Represent the Board of Education and safeguard its interests in the proceedings involving architects, engineers and contractors during any construction, remodeling or repair of school facilities.
- N. Assumes responsibility for implementing facility related energy saving measures.
- O. Interacts with accounting system to monitor/facilitate Facilities budget and purchasing activity.
- P. Perform such other tasks and duties, as delineated by the School Business Administrator/Board Secretary and Superintendent of Schools.

VI. Terms of Employment: Twelve Months

VII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

VIII. Salary: Competitive and negotiable



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Principal
- II. Qualifications:
New Jersey Principal's Certificate; master's degree; and three years' teaching experience.
- III. Position Summary:
Provide leadership, supervision, and coordination of the educational program within the school.
- IV. Reports to:
Superintendent and Assistant Superintendent of Curriculum, Instruction, and Assessment
- V. Supervises:
Students, teachers, and all professional, paraprofessional, and non-certificated staff attached to the school.
- VI. Major Duties and Responsibilities:
 - A. Supervises the planning, development, implementation, and evaluation of all school program and activities.
 - B. Conducts, supervises, or participates in the evaluation of all certificated and non-certificated staff members attached to the school.
 - C. Interviews candidates for professional and non-professional positions; recommends appointments to the Superintendent; and provides orientation programs.
 - D. Conducts, supervises, or participates in staff development and curriculum improvement efforts.
 - E. Organizes and supervises systems for monitoring student progress; directs modification to programs, methods, and materials indicated by monitoring efforts.
 - F. Provides effective leadership in efforts to accomplish system-wide goals and objectives.
 - G. Establishes and maintains an effective learning climate in the school; maintains high standards of student conduct; carries out necessary disciplinary actions in accordance with state regulations, district policy, and due process.
 - H. Prepares or supervises the preparation of reports, records, lists, and all other paperwork required or appropriate to the administration of the school and to keeping the Superintendent apprised of problems, incidents, and activities.
 - I. Insures that student record keeping procedures comply with state and federal law and district policy. Establishes procedures for safe storage and integrity of all school records.
 - J. Participates in Child Study Team meetings or delegates that responsibility to another administrator (e.g., Assistant Principal or Director of Guidance and Student Personnel Services); ensures that procedures followed comply with state regulations.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

- K. Provides for effective communication with, and active involvement of, parents and the school community; supervises efforts to keep parents informed of their child's progress and works with them to resolve problems.
- L. Prepares and administers the school budget; supervises school finances and the maintenance of school funds.
- M. Establishes procedures for the security and accountability of all school facilities, property, and equipment. Assumes responsibility for health, safety and welfare of students and staff, including the planning for such emergencies as fire, storms, accidents and the training of students and staff in the procedures to be followed.
- N. Attends school-sponsored activities, functions, athletic events, and special events held to recognize student achievement.
- O. Serves as a member of such task forces and committees, and attends such meetings, as the Superintendent shall direct.
- P. Assumes responsibilities for the implementation and observance of all Board policies and regulations by the staff and students.
- Q. Delegates authority to responsible personnel to assume responsibility for the school in the absence of the Principal.
- R. Keeps abreast of changes and developments in the profession by attending professional meetings, reading professional journals and other publications; carries out individual professional improvement plan required by N.J.A.C. 6:3-1.21.
- S. Performs other duties and carries out other responsibilities that may be assigned by the Superintendent.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: School Business Administrator/Board Secretary

II. Qualifications:

Holds or is eligible for NJDOE Administrative certificate with School Business Administrator endorsement.

III. Position Summary:

School Business Administrator/Board Secretary will serve as Chief Financial Officer for the district. The School Business Administrator/Board Secretary will provide leadership in the development and management of the financial and business operations district-wide. S/he will assist with the effective and efficient implementation of financial activities including accounting procedures, payroll, facilities operations, food services, purchasing, and budget planning, administration and reporting. S/he will collaborate with administrators, staff, other district constituencies, and the Board to accomplish the financial and business goals of the district.

IV. Reports to: Superintendent of Schools

V. Supervises:

Assistant Business Administrator – Finance, Assistant Board Secretary, Business Office staff, Payroll department staff, Community School Coordinator, School Resource Officer, Manager of Maintenance and Custodial Services, Assistant Superintendent of Curriculum, Instruction, and Assessment, Manager of IT, Transportation Coordinator, and Food Service contractor.

Liaison with: Town Manager, Village of Ridgewood

VI. Major Duties and Responsibilities:

A. Finance:

1. Is responsible for the integrity of the financial affairs of the district.
2. Oversees the development and management of the budget.
3. Supervises accounting procedures.
4. Supervises the collection, safekeeping, and distribution of all funds and proper cash flow.
5. Administers the food service, plant operation, maintenance, engineering, construction, insurance, purchasing, inventory, bidding, and transportation programs for the district.
6. Acts as adviser to the Superintendent on all questions relating to the business and financial affairs of the district.
7. Assists in recruiting, hiring, training, supervising, and evaluating all business office personnel.
8. Arranges for the internal auditing of school accounts and works with the external auditing firm.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

9. Interprets the financial concerns of the community.
 10. Prepares and presents all necessary and required monthly, calendar year, fiscal year, and special financial reports.
 11. Is authorized to approve all purchase orders, Board-approved contracts, Board-approved agreements, and other official Board-approved documents on behalf of the Board of Education.
 12. Performs other duties, as directed by the Superintendent.
- B. Other District Operations:
1. Oversees compliance with all Open Public Records Act (OPRA) requests.
 2. Works with the Community School coordinator to direct the Ridgewood Community School, including budgeting, staffing and daily operations.
 3. In conjunction with the School Resource Officer, reviews and addresses, as appropriate, all complaints concerning the residency status of students attending the Ridgewood schools.
 4. Performs official duties as the Secretary to the Board.
 5. Works with the Director of Information Technology to ensure all information and technology issues are addressed in an appropriate manner.
 6. Works with the School Resource Officer and vendors, where necessary, to review safety and security measures and make recommendations to the Board for any necessary improvements.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Legal References

NJSA 18A:4-14	Uniform system of bookkeeping for school districts
NJSA 18A:17-14.1 through 14.3	Appointment of school business administrator; may act as secretary; duties, etc.
NJSA 18A:33	Facilities in general
NJSA 18A:39	Transportation to and from schools
NJAC 6:3-1-1.18	School business administrator
NJAC 6:8-49(a) 1	Evaluation of elements and standards (planning)
NJAC 6:8-4.3(a) 5	Evaluation of elements and standards (facilities)
NJAC 6:8-4.3(a) 10	Evaluation of elements and standards (financial)
NJAC 6:8-8.3(b)5	Procedures for evaluation and certification (facilities)
NJAC 6:8-8.3(b)11	Procedures for evaluation and certification (financial)
NJAC 6:20-2	Bookkeeping and accounting in local school districts
NJAC 6:21	Pupil transportation
NJAC 6:22	School facilities planning services
NJAC 6:79	Bureau of Child nutrition programs

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ



Daniel Fishbein, Ed.D.
Superintendent of Schools

Adopted: 11/21/1988 *Ridgewood Board of Education Regular Public Meeting*
Amended: 12/21/1992
Reaffirmed: 01/21/2001
Reaffirmed: 06/19/2006 (*draft*)
Approved by Board: 10/26/2009
Revised: 04/22/2013
Revised: 05/17/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Superintendent of Schools

II. Qualifications:

- A. At least ten years' experience in teaching and school administration.
- B. An earned master's degree with a major in educational administration; preferable the completion of one year of graduate study beyond the master's degree.
- C. A valid school administrator's certificate issued by the State of New Jersey.
- D. Such additional qualifications, as the Board may deem appropriate.

III. Position Summary:

To direct the overall operation of the Ridgewood Public Schools within the policies and guidelines of the Ridgewood Board of Education.

IV. Reports to: Board of Education

V. Supervises:

Central office and administrative staff and, indirectly, all staff employed by the Ridgewood Public Schools.

VI. Major Duties and Responsibilities:

- A. Administration (Organization, evaluation, development, and research)
 - 1. Serves as the chief executive officer of the school system.
 - 2. Directs the operation of all schools.
 - 3. Directs the development of the budget.
 - 4. Directs the operation and control of the budget.
 - 5. Directs the personnel program in compliance with the policies of the Board of Education.
 - 6. Develops, in cooperation with the president of the Board of Education, the agenda for Board meetings.
 - 7. Recommends annual goals.
 - 8. Directs the development of plans to accomplish annual goals.
 - 9. Directs the preparation of reports to the Board of Education, the State Department of Education, and the federal government.
 - 10. Advises and assists the Board of Education in all aspects of the school system.
- B. Instruction (Staff organization, evaluation, development, and research)
 - 1. Serves as the instructional leader of the school system.
 - 2. Directs the instructional program of the system.
 - 3. Directs the supervision and evaluation of all staff.
 - 4. Directs the staff improvement program.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

- 5. Directs the development of plans for instructional research.
- C. Curriculum (Program organization, evaluation, development and research)
 - 1. Directs the planning and development of all general instructional programs.
 - 2. Directs the planning and development of all special programs.
 - 3. Directs the planning of a system of curriculum evaluation and research.
 - 4. Directs the coordination and articulation of the elementary and secondary programs.
- D. Pupil Services (Organization, evaluation, development and research)
 - 1. Directs the planning and operation of a system for monitoring the progress of all students.
 - 2. Directs the planning and operation of the Child Study Teams and of the Special Education program.
 - 3. Directs the planning and development of all state and federally funded compensatory education services, including English-as-a-Second-Language services.
 - 4. Coordinates school services with community services, as appropriate, for providing unified services.
- E. School/Community Relations (Organization, evaluation, development, and research)
 - 1. Promotes effective communication between parents and the schools.
 - 2. Directs the development of plans to promote good relations between the schools and the community.
 - 3. Uses talent from the community to further the educational goals of the school system.
 - 4. Keeps the public informed about modern educational practices, educational trends, and the policies, practices, performance and problems of the local public schools.
- F. Statutory Responsibilities
 - 1. Reports to the Board of Education re-educational program and facilities of the district - NJSA 18A:17-20.
 - 2. Serves as a non-voting member of the Board of Education - NJSA 18A:17-20.
 - 3. Provides general supervision of district schools - NJSA 18A:17-20.
 - 4. Is responsible for supervision of instruction - NJAC 6:3-1.12(b).
 - 5. Selects and recommends all textbooks, equipment, supplies and other educational materials for Board of Education approval - NJAC 6:3-1.12 (f).
 - 6. Visits district schools and keeps informed of their condition and progress - NJAC 6:3-1.12(a).
 - 7. Reports to the Commissioner and County Superintendent on or before August 1 of each year on matters relating to the district schools in a form directed by the Commissioner - NJSA 18A:17-21.
 - 8. Is responsible for discipline and conduct of schools - NJAC 6:3-1.12(b).
 - 9. Has authority to suspend staff - NJSA 18A:25-6.
 - 10. Has authority to appoint office personnel - NJAC 6:3-1.12(d).
 - 11. Ascertains teacher certification - NJAC 6:3-1.12(d).
 - 12. Reports to the Board of Education progress of the district in complying with equal educational opportunity/affirmative action mandates - NJAC 6:4-1.2(c).
 - 13. May serve as high school principal when high school enrollment does not exceed 300 - NJAC 6:27-1.6(b).

RIDGEWOOD PUBLIC SCHOOLS
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14. Directs the development of policies and procedures to accomplish the evaluation of all tenured teaching staff members - NJAC 6:3-1.21.
 15. Directs the development of policies and procedures to accomplish the evaluation of all non-tenured teaching staff members - NJSA 12A:27-3.1.
 16. Implements all state requirements and district policies related to Ch.212, P.L. 1975 (NJAC 6:8-2.1 et seq).
- G. Personal Growth
1. Uses evaluation for self-improvement; carries out individual improvement plan developed with the Board of Education.
 2. Maintains a high level of competence in the field of education.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Adopted: 07/14/1980 *Ridgewood Board of Education Regular Public Meeting*
Reaffirmed: 11/21/1988
Reaffirmed: 01/08/2001
Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

- I. Title: Supervisor of Elementary Education
- II. Qualifications:
- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
 - B. Possess valid New Jersey instructional certification.
 - C. Possess a master's degree in education.
 - D. A minimum of five years' elementary teaching experience.
 - E. Effective project-management, problem-solving, organization, human relations, and written and verbal communications skills.
 - F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
 - G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
 - H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Elementary Education (Supervisor) will be responsible for instructional leadership across departments and schools in grades K-5. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with the district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of education. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

K-5 Staff Developer and K-5 Teachers, in conjunction with Principals

RIDGEWOOD PUBLIC SCHOOLS
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VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.

- A. Instructional Supervision
 1. Supervises and evaluates K-5 staff members in conjunction with Principals.
 2. Monitors instruction of Board approved curricula.
 3. Works with teachers in all aspects of instruction, including articulation from grade to grade.
 4. Leads teachers in monitoring the progress of students through analysis of assessment results.
 5. Works collaboratively with teachers to integrate instruction across content areas.
 6. Leads the integration of technology across curricular areas.
 7. Supervises Technology Coaches in conjunction with Principals.
 8. Supervises and evaluates K-5 Staff Developer.
- B. Curriculum Development and Revision
 1. Provides leadership in the development of K-5 curricula.
 2. Develops and carries out long-range plans for K-5 instructional programs.
 3. Works with Principals in all aspects of K-5 curricula, including articulation from grade to grade.
 4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.
 5. Leads the integration of technology across curricular areas.
 6. Manages Board approved curricula in textbooks in K-5.
- C. Professional Development
 1. Conducts orientation and training for new K-5 staff members.
 2. Provides for ongoing professional development of all K-5 staff.
 3. Provides leadership for and manages professional development activities, including in-services courses, partnerships, committees and professional development days for grades K-5 and for grades 6-12, as assigned.
 4. Maintains a high level of expertise in elementary education; keeps abreast of current research and recommendations; and leads study of same.
 5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
 6. Coordinates annual programming for K-5 Staff Developer in conjunction with A.S.C.I.A and Principals.
- D. Administration and Operations
 1. Participates in the recruitment and selection of personnel, as required.
 2. Chairs system-wide committees and study groups, as required.
 3. Plans and participates in information sessions for Board and public, as required.
 4. Serves as liaison with community groups, as required.
 5. Contributes to efforts to accomplish system-wide goals and school objectives.
 6. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
 7. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

RIDGEWOOD PUBLIC SCHOOLS
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VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 06/25/2013
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Elementary Education: English Language Arts and Social Studies

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess a valid New Jersey instructional certification.
- C. Possess a master's degree in education.
- D. A minimum of five years' elementary teaching experience.
- E. Effective project-management, problem-solving, organization, human relations, and written and verbal communications skills.
- F. Ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Ability to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Elementary Education: English Language Arts and Social Studies (Supervisor) will be responsible for instructional leadership across departments and schools in grades K-5. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with the district administrators, supervisors, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. The Supervisor shall work collaboratively with Principals in the day-to-day and long-term supervision of education. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

K-5 Teachers, in conjunction with Principals.

RIDGEWOOD PUBLIC SCHOOLS
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VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.

A. Instructional Supervision of English Language Arts and Social Studies, with appropriate cross-curricular subjects

1. Supervises and evaluates K-5 staff members in conjunction with Principals.
2. Monitors instruction of Board approved curricula.
3. Works with teachers in all aspects of instruction, including articulation from grade to grade.
4. Leads teachers in monitoring the progress of students through analysis of assessment results.
5. Works collaboratively with teachers to integrate instruction across content areas.

B. Curriculum Development and Revision

1. Provides leadership in the development of K-5 curricula for English language arts, social studies, and other cross-curricular subjects when appropriate.
2. Develops and carries out long-range plans for K-5 instructional programs in English language arts, social studies and other cross-curricular subjects when appropriate.
3. Works with Principals in all aspects of K-5 English language arts and social studies, including articulation from grade to grade.
4. Works collaboratively with Principals and 6-12 Supervisors to articulate transitions between the elementary and secondary level.
5. Works collaboratively with Elementary Supervisor for Math and Science to coordinate all components of the K-5 academic program.
6. Leads the integration of technology across curricular areas.
7. Manages Board approved curricula in textbooks in K-5 for English language arts and social studies.
8. Advances equity in academic programming for all students.
9. Coordinates Gifted and Talented programming in English language arts, social studies, and other cross curricular subjects when appropriate.

C. Professional Development

1. Conducts orientation and training for new K-5 staff members.
2. Provides for ongoing professional development of all K-5 staff.
3. Provides leadership for and manages professional development activities, including in-service courses, partnerships, committees and professional development days for grades K-5 and for grades 6-12, as assigned.
4. Maintains a high level of expertise in elementary education, especially as it pertains to English language arts and social studies; keeps abreast of current research and recommendations; and leads study of same.
5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
6. Leads and coordinates the district mentoring program.
7. Assists with the technology coaches' programming as needed.

D. Administration and Operations

1. Participates in the recruitment and selection of personnel, as required.
2. Chairs system-wide committees and study groups, as required.
3. Plans and participates in information sessions for Board and public, as required.

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4. Serves as liaison with community groups, as required.
5. Contributes to efforts to accomplish system-wide goals and school objectives.
6. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
7. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Dr. Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 04/26/2021

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Elementary Education: Math and Science

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess a valid New Jersey instructional certification.
- C. Possess a master's degree in education.
- D. A minimum of five years' elementary teaching experience.
- E. Effective project-management, problem-solving, organization, human relations, and written and verbal communications skills.
- F. Ability to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Ability to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Elementary Education: Math and Science (Supervisor) will be responsible for instructional leadership across departments and schools in grades K-5. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with the district administrators and supervisors, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. The supervisor shall work collaboratively with Principals in the day-to-day and long-term supervision of education. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

K-5 Teachers, in conjunction with Principals.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.

- A. Instructional Supervision of Math and Science, with appropriate cross-curricular subjects
 1. Supervises and evaluates K-5 staff members in conjunction with Principals.
 2. Monitors instruction of Board approved curricula.
 3. Works with teachers in all aspects of instruction, including articulation from grade to grade.
 4. Leads teachers in monitoring the progress of students through analysis of assessment results.
 5. Works collaboratively with teachers to integrate instruction across content areas.
- B. Curriculum Development and Revision
 1. Provides leadership in the development of K-5 curricula for math, science, and other cross-curricular subjects when appropriate.
 2. Develops and carries out long-range plans for K-5 instructional programs in math, science and cross-curricular subjects when appropriate.
 3. Works with Principals in all aspects of K-5 math and science, including articulation from grade to grade.
 4. Works collaboratively with Principals and 6-12 Supervisors to articulate transitions between the elementary and secondary level.
 5. Works collaboratively with Elementary Supervisor for ELA and Social Studies to coordinate all components of the K-5 academic program.
 6. Leads the integration of technology across assigned curricular areas.
 7. Manages Board approved curricula in textbooks in K-5 for math and science.
 8. Advances equity in academic programming for all students.
 9. Coordinates Gifted and Talented programming in math, science, and other cross curricular subjects when appropriate.
- C. Professional Development
 1. Conducts orientation and training for new K-5 staff members.
 2. Provides for ongoing professional development of all K-5 staff.
 3. Provides leadership for and manages professional development activities, including in-service courses, partnerships, committees and professional development days for grades K-5 and for grades 6-12, as assigned.
 4. Maintains a high level of expertise in elementary education, especially as it pertains to math and science; keeps abreast of current research and recommendations; and leads study of same.
 5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
 6. Supervises Technology Coaches in conjunction with Principals.
 7. Assist with the district mentoring program as needed.
- D. Administration and Operations
 1. Participates in the recruitment and selection of personnel, as required.
 2. Chairs system-wide committees and study groups, as required.
 3. Plans and participates in information sessions for Board and public, as required.
 4. Serves as liaison with community groups, as required.
 5. Contributes to efforts to accomplish system-wide goals and school objectives.

RIDGEWOOD PUBLIC SCHOOLS
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6. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
7. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.

Dr. Thomas Gorman, Ed.D
Superintendent of Schools

Approved by Board: 04/26/2021

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of English

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification with English endorsement.
- C. Possess a master's degree in English content or education.
- D. A minimum of five (5) years' secondary teaching experience in one or more of the subject areas this position supervises.
- E. Effective project management, problems solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternative qualifications, as Board may find acceptable.

III. Position Summary:

The Supervisor of English ("Supervisor") will be responsible for the instructional leadership of the English department in grades 6-12. This involves the supervision of staff (including Special Education staff), the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the positive.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction, and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction, and Assessment.

V. Supervises:

English Department staff (Gr. 6-12 Teachers and Gr. K-12 Media Specialists), in conjunction with Principals

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:

- A. Instructional Supervision
 1. Supervises and evaluates department staff members in conjunction with Principals.
 2. Monitors instruction of Board-approved curriculum in English.
 3. Works with teachers in all aspects of English instruction, including articulation from grade to grade.
 4. Leads teachers in monitoring the progress of students through analysis of assessment results.
 5. Works collaboratively with teachers to integrate instruction across content areas.
 6. Works collaboratively with Assistant Principals in the supervision of department staff members and instruction in the buildings, as needed.
- B. Curriculum Development and Revision
 1. Provides leadership in the development of English curriculum.
 2. Develops and carries out long-range plans for the English programs.
 3. Works with Principals in all aspects of the English curriculum, including articulation from grade to grade.
 4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.
- C. Professional Development
 1. Conducts orientation and training for new department staff members.
 2. Provides for ongoing professional development of all department staff.
 3. Maintains a high level of expertise in English education; keeps abreast of current research and recommendations; and leads departmental study of same.
 4. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
- D. Administration and Procedures
 1. Participates in the recruitment and selection of department personnel.
 2. Chairs system-wide committees and study groups, as required.
 3. Plans and participates in information sessions for Board and public, as required.
 4. Serves as liaison with community groups, as required.
 5. Prepares department budgets and oversees ordering and disbursement of instructional materials.
 6. Contributes to efforts to accomplish system-wide goals and school objectives.
 7. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
 8. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 06/25/2013
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Fine and Applied Arts

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification with an Art, Dance, Drama, Music or Theater endorsement.
- C. Possess a master's degree in the content or education for one or more of the subject areas this position supervises.
- D. A minimum of five (5) years' secondary teaching experience in one or more of the subject areas this position supervises.
- E. Effective project management, problem solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Fine and Applied Arts ("Supervisor") will be responsible for instructional leadership in grades K-12 in the following departments: Art and Design, Dance, Drama and Music. This involves the supervision of staff (including Special Education staff), the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the formation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction, and Assessment, as may be appropriate. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction, and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction, and Assessment.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

V. Supervises:

Fine and Applied Arts Department staff (Gr. K-12 teachers), in conjunction with Principals

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:

A. Instructional Supervision

1. Supervises and evaluates department staff members in conjunction with Principals.
2. Monitors instruction of Board-approved curricula in Art and Design, Dance, Drama, and Music.
3. Works with teachers in all aspects of Art and Design, Dance, Drama, Music, Business Education, and Family and Consumer Sciences instruction, including articulation from grade to grade.
4. Leads teachers in monitoring the progress of students through analysis of assessment results.
5. Works collaboratively with teachers to integrate instruction across content areas.
6. Works collaboratively with Assistant Principals in the supervision of department staff members and instruction in their buildings, as needed.

B. Curriculum Development and Revision

1. Provides leadership in the development of Art and Design, Dance, Drama, and Music curricula.
2. Develops and carries out long-range plans for Art and Design, Dance, Drama, and Music.
3. Works with Principals in all aspects of the Fine and Applied Arts curricula, including articulation from grade to grade. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.

C. Professional Development

1. Conducts orientation and training for new department staff members.
2. Provides for ongoing professional development of all department staff.
3. Maintains a high level of expertise in Art and Design, Dance, Drama, Music; keeps abreast of current research and recommendations; and leads departmental study of same.
4. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

- D. Administration and Operations
1. Participates in the recruitment and selection of department personnel.
 2. Chairs system-wide committees and study groups, as required.
 3. Plans and participates in information sessions for Board and public, as required.
 4. Serves as liaison with community groups, as required.
 5. Prepares department budgets, and oversees ordering and disbursement of instructional materials at the middle schools and high school.
 6. Contributes to efforts to accomplish system-wide goals and school objectives.
 7. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
 8. Provides leadership and facilitation of community celebrations and other opportunities to showcase student performance.
 9. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Appointment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 05/18/2009
Revised: 06/28/2010
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Mathematics and Computer Science

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification with a Mathematics endorsement.
- C. Possess a master's degree in Mathematics content or education.
- D. A minimum of five (5) years' secondary teaching experience in one or more of the subject areas this position supervises.
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Mathematics and Computer Science ("Supervisor") will be responsible for the instructional leadership of the Mathematics and Computer Science departments grades 6 – 12. This involves the supervision of staff (including Special Education staff), the monitoring of student progress, and the evaluation and development of program. The Supervisor will also provide leadership in the development and evaluation of K-12 curriculum. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

V. Supervises:

Mathematics and Computer Science Department staff (Gr. 6-12 teachers), in conjunction with Principals

VI. Major Duties and Responsibilities:

A. Instructional Supervision (6-12 grades)

1. Supervises and evaluates department staff members in conjunction with Principals.
2. Monitors instruction of Board-approved curricula in Mathematics and Computer Science.
3. Works with teachers in all aspects of Mathematics and Computer Science instruction, including articulation from grade to grade.
4. Leads teachers in monitoring the progress of students through analysis of assessment results.
5. Works collaboratively with teachers to integrate instruction across content areas.
6. Works collaboratively with Assistant Principals in the supervision of department staff members and instruction in their buildings, as needed.

B. Curriculum Development and Revision (6-12 grades)

1. Provides leadership in the development of Mathematics and Computer Science curricula.
2. Develops and carries out long-range plans for the Mathematics and Computer Science programs.
3. Works with Principals in all aspects of the Mathematics and Computer Science curricula, including articulation from grade to grade.
4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.

C. Professional Development

1. Conducts orientation and training for new department staff members.
2. Serves as resources to K-5 Supervisor of Education for all Mathematics and Computer Science professional development and all department staff.
3. Coordinates on-site professional development for all 6-12 Mathematics teachers in collaboration with Middle School Assistant Principal assigned to Mathematics.
4. Maintains a high level of expertise in Mathematics and Computer Science education; keeps abreast of current research and recommendations; and leads departmental study of same.
5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.

D. Administration and Operations

1. Participates in the recruitment and selection of department personnel.
2. Chairs system-wide committees and study groups, as required.
3. Plans and participates in information sessions for Board and public, as required.
4. Serves as liaison with community groups, as required.
5. Prepares department budgets and oversees ordering and disbursement of instructional materials.
6. Contributes to efforts to accomplish system-wide goals and school objectives.

RIDGEWOOD PUBLIC SCHOOLS
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7. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
8. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 06/28/2010
Revised: 08/26/2013
Revised: 05/19/2014 (*Removing Science*)
Revised: 05/01/2017
Revised: 05/06/2019

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Social Studies, World Languages, and Business

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification with a Social Studies or World Language endorsement.
- C. Possess a master's degree in Social Studies or World Language content or education.
- D. A minimum of five (5) years' secondary teaching experience in one or more of the subject areas this position supervises.
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Social Studies, World Languages and Business ("Supervisor") will be responsible for the instructional leadership of the Social Studies, World Languages and Business grades 6 – 12. This involves the supervision of staff (including Special Education staff), the monitoring of student progress, and the evaluation and development of program. The Supervisor will also provide leadership in the development and evaluation of K-12 curriculum. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

Social Studies (Gr. 6-12 Teachers), World Languages (Gr. 6-12 Teachers), and Business (Gr. 9-12 Teachers) Department staff, in conjunction with Principals.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VI. Major Duties and Responsibilities

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:

- A. Instructional Supervision (6-12 grades)
 - 1. Supervises and evaluates department staff members in conjunction with Principals.
 - 2. Monitors instruction of Board-approved curricula in Social Studies, World Languages, and Business.
 - 3. Works with teachers in all aspects of Social Studies, World Languages, and Business instruction, including articulation from grade to grade.
 - 4. Leads teachers in monitoring the progress of students through analysis of assessment results.
 - 5. Works collaboratively with teachers to integrate instruction across content areas.
 - 6. Works collaboratively with Assistant Principals in the supervision of department staff members and instruction in their buildings, as needed.
- B. Curriculum Development and Revision (6-12 grades)
 - 1. Provides leadership in the development of Social Studies, World Languages, and Business curricula.
 - 2. Develops and carries out long-range plans for the Social Studies, World Languages, and Business programs.
 - 3. Works with Principals in all aspects of the Social Studies, World Languages and Business, including articulation from grade to grade.
 - 4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.
- C. Professional Development
 - 1. Conducts orientation and training for new department staff members.
 - 2. Serves as resource for K-5 Supervisor of Elementary Education and provides for ongoing professional development of all department staff.
 - 3. Assumes on-site professional development for all 6-12 Social Studies and World Language teacher in collaboration with Middle School Assistant Principals assigned to Social Studies and World Languages.
 - 4. Maintains a high level of expertise in Social Studies, World Languages and Business; keeps abreast of current research and recommendations; and leads departmental study of same.
 - 5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
- D. Administration and Operations
 - 1. Participates in the recruitment and selection of department personnel.
 - 2. Chairs system-wide committees and study groups, as required.
 - 3. Plans and participates in information sessions for Board and public, as required.
 - 4. Serves as liaison with community groups, as required.
 - 5. Prepares department budgets and oversees ordering and disbursement of instructional materials.
 - 6. Contributes to efforts to accomplish system-wide goals and school objectives.
 - 7. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
 - 8. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

RIDGEWOOD PUBLIC SCHOOLS
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VII. Terms of Employment: Twelve months

VII. Evaluation

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 06/28/2010 (Replacing Supervisor of English & Social Studies Gr. 9-12 and Supervisor of World Languages & E.S.L. Gr. K-12)
Revised: 08/26/2013
Approved by Board: 05/19/2014 (Replacing Supervisor of Humanities)
Revised: 05/01/2017
Revised: 05/06/2019

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Science

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification with a Science endorsement.
- C. Possess a master's degree in Science content or education.
- D. A minimum of five (5) years' secondary teaching experience in one or more of the subject areas this position supervises.
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Science ("Supervisor") will be responsible for the instructional leadership of the Science department grades 6 – 12. This involves the supervision of staff (including Special Education staff), the monitoring of student progress, and the evaluation and development of program. The Supervisor will also provide leadership in the development and evaluation of K-12 curriculum. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

V. Supervises:

Science Department staff (Gr. 6-12 Teachers), in conjunction with Principals

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:

- A. Instructional Supervision (6-12 grades)
 - 1. Supervises and evaluates department staff members in conjunction with Principals.
 - 2. Monitors instruction of Board-approved curricula in Science.
 - 3. Works with teachers in all aspects of Science Sciences instruction, including articulation from grade to grade.
 - 4. Leads teachers in monitoring the progress of students through analysis of assessment results.
 - 5. Works collaboratively with teachers to integrate instruction across content areas.
 - 6. Works collaboratively with Assistant Principals in the supervision of department staff members and instruction in their buildings, as needed.
- B. Curriculum Development and Revision (6-12 grades)
 - 1. Provides leadership in the development of Science curricula.
 - 2. Develops and carries out long-range plans for the Science program.
 - 3. Works with Principals in all aspects of the Science curricula, including articulation from grade to grade.
 - 4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.
- C. Professional Development
 - 1. Conducts orientation and training for new department staff members.
 - 2. Serves as resources to K-5 Supervisor for Science professional development and all department staff.
 - 3. Coordinates on-site professional development for all 6-12 Science teachers in collaboration with Middle School Assistant Principal assigned to Science.
 - 4. Maintains a high level of expertise in Science education; keeps abreast of current research and recommendations; and leads departmental study of same.
 - 5. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
- D. Administration and Operations
 - 1. Participates in the recruitment and selection of department personnel.
 - 2. Chairs system-wide committees and study groups, as required.
 - 3. Plans and participates in information sessions for Board and public, as required.
 - 4. Serves as liaison with community groups, as required.
 - 5. Prepares department budgets and oversees ordering and disbursement of instructional materials.
 - 6. Contributes to efforts to accomplish system-wide goals and school objectives.
 - 7. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.
 - 8. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VII. Terms of Employment: Twelve months

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 05/19/2014 (*Removing Science from Mathematics and Computer Science*)
Revised: 05/01/2017
Revised: 05/06/2019

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Special Education

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certificate with a Principal or Supervisor endorsement. Possess valid New Jersey certification in one or more of the following: Learning Disabilities Teacher-Consultant, Teacher of the Handicapped, School Psychologist, School Social Worker, or Speech-Language Specialist, or Teacher of Students with Disabilities.
- B. Possess a minimum of a master's degree.
- C. Record of successful experience in Special Education.
- D. Effective project management, problems solving, organizational, human relations, and written and verbal communication skills.
- E. Abilities to communicate and work effectively with staff, students, parents, and other district constituencies.
- F. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- G. Such alternative qualifications, as Board may find acceptable.

III. Position Summary:

The Supervisor of Special Education ("Supervisor") will assist the Director of Special Programs in the administration and supervision of Special Programs and Services. This involves the supervision of staff, the monitoring of student progress, and the evaluation and development of program. The Supervisor will provide leadership in the development and supervision of instructional programs for special education and students at risk. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the positive.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Director of Special Programs. S/he shall work collaboratively with Principals in the day-to-day and long-term supervisions of his/her departments. S/he shall work collaboratively with fellow Supervisors, as appropriate. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Director of Special Programs.

V. Supervises: Special Programs staff

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:

A. Administrative

1. Assists with Child Study Team (CST) operations and special education programs and services to ensure compliance with district policies.
2. Responsible for ensuring IEP's and Child Study Team reports are compliant with district policies and state regulations.
3. Maintains communication with state and federal officials concerning procedural regulations, and keeps abreast of developments in fields of responsibility.
4. Assists in preparation of all Special Education applications, reports, and Board agenda items.
5. Maintains close communications and effective working relationships with principals, CST Chairpersons, Special Education staff, and parents.
6. Prepares information for Principals and appropriate administrative personnel on CST cases.
7. Participates in the recruitment, selection, and orientation of Special Programs staff.
8. Participates in the supervision and evaluation of Special Programs staff (e.g., CST members, Special Education teachers, therapists, Education Specialists).
9. Coordinates and monitors student placements in Special Education programs.
10. Performs other duties within the scope of employment and certification, as may be assigned.

B. Instructional Leadership

1. Works collaboratively with Principals, Assistant Principals, and fellow Supervisors on all aspects of curriculum and instruction to provide Special Education expertise and advisement.
2. Responsible for the supervision of IEP development and implementation.
3. Responsible for the development of Special Education and BSI curricula and programs.
4. Responsible for the development and coordination of RTI procedures and instruction for general education students.
5. Supervises instruction in the Special Education and BSI programs.
6. Articulates the integration of interventions and modifications with instructional strategies that are aligned with district curricula.
7. Plans and carries out staff development and Special Education teacher department meetings. Assists the Superintendent in planning and implementing staff development activities.
8. Monitors student state test performance and identifies areas of instruction that require interventions and modifications to meet the expectations contained therein.
9. Responsible for the implementation and supervision of APA testing of Special Education students.
10. Coordinate and provide staff development for I&RS and 504 teams.

II. Terms of Employment: Twelve months

RIDGEWOOD PUBLIC SCHOOLS
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III. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

JOB DESCRIPTION

I. Title: Supervisor of Wellness (Health and Physical Education K-12)

II. Qualifications:

- A. Possess or be eligible for valid New Jersey administrative certification with a Principal or Supervisor endorsement.
- B. Possess valid New Jersey instructional certification with a Physical Education endorsement.
- C. Possess a master's degree in Physical Education content or education.
- D. A minimum of five (5) years' secondary teaching experience in one or more of the subject areas this position supervises.
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Supervisor of Wellness – Health and Physical Education K-12 (“Supervisor”) will be responsible for the instructional leadership of the Health, Physical Education, Family and Consumer Sciences departments and Health Services, grades K – 12. This involves the supervision of staff (including Special Education staff), the monitoring of student progress, and the evaluation and development of program. The Supervisor will also provide leadership in the development and evaluation of K-12 curriculum. The Supervisor will provide leadership in the formulation of goals, plans, policies and budgets related to his/her departments, and recommend them to Principals or the Assistant Superintendent for Curriculum, Instruction and Assessment, as may be appropriate. The Supervisor will collaborate with district administrators, faculty and staff, and other district constituencies, as needed to accomplish the goals of the position.

IV. Reports to:

The Supervisor shall take direction from, be responsible to, and be evaluated by, the Assistant Superintendent for Curriculum, Instruction and Assessment. S/he shall work collaboratively with Principals in the day-to-day and long-term supervision of his/her departments. Principals shall provide evaluative input and recommendations regarding the Supervisor's performance to the Assistant Superintendent for Curriculum, Instruction and Assessment.

RIDGEWOOD PUBLIC SCHOOLS
Ridgewood, NJ

V. Supervises:

Health, Physical Education, and Family and Consumer Science department staff (Gr. K-12 Teachers) and Nurses in conjunction with Principals. Assist site management at Ridgewood High School athletic events.

VI. Major Duties and Responsibilities:

Demonstrates the necessary leadership skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:

- A. Instructional Supervision (Gr. K-12)
 - 1. Supervises and evaluates department staff members in conjunction with Principals.
 - 2. Monitors instruction of Board-approved curricula in Physical Education, Health, and Family and Consumer Science.
 - 3. Works with teachers in all aspects of Physical Education, Health, and Family and Consumer Science instruction, including articulation from grade to grade.
 - 4. Leads teachers in monitoring the progress of students through analysis of assessment results.
 - 5. Works collaboratively with teachers to integrate instruction across content areas.
 - 6. Works collaboratively with Assistant Principals in the supervision of department staff members and instruction in their buildings, as needed.
- B. Curriculum Development and Revision (Gr. K-12)
 - 1. Provides leadership in the development of Physical Education, Health, and Family and Consumer Science curricula.
 - 2. Develops and carries out long-range plans for the Physical Education, Health, and Family and Consumer Science programs.
 - 3. Works with Principals in all aspects of the Physical Education, Health, and Family and Consumer Science curricula, including articulation from grade to grade.
 - 4. Works collaboratively with Principals and other Supervisors to integrate instruction across content areas.
- C. Professional Development
 - 1. Conducts orientation and training for new department staff members.
 - 2. Coordinates on-site professional development for all K-12 Physical Education, Health, and Family and Consumer Science teachers.
 - 3. Maintains a high level of expertise in Physical Education, Health, and Family and Consumer Science education; keeps abreast of current research and recommendations; and leads departmental study of same.
 - 4. Uses evaluation for self-improvement; carries out individual professional improvement plan developed with supervisor; and carries out other supervisory directions.
- D. Administration and Operations
 - 1. Participates in the recruitment and selection of department personnel.
 - 2. Chairs system-wide committees and study groups, as required.
 - 3. Plans and participates in information sessions for Board and public, as required.
 - 4. Serves as liaison with community groups, as required.

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5. Prepares department budgets and oversees ordering and disbursement of instructional materials.
6. Contributes to efforts to accomplish system-wide goals and school objectives.
7. Works closely with principals and athletic director in planning and monitoring after-school recreation and intramural athletic programs; assists in the orientation, supervision, and evaluation of staff involved in those programs.
8. Assists principals in preparation of annual budgets for health and physical education.
9. Advises the Coordinator of the Ridgewood Community School in planning and organizing community school programs in health, physical education, and recreation.
10. Works closely with the Athletic Director to promote cooperation with community sports programs; represents the school system and works with Village personnel in providing a community recreation program.
11. Advises the Business Administrator on all matters related to the maintenance and use of district physical education facilities including all gymnasiums, playgrounds, and playing fields.
12. Works closely with Buildings and Grounds to ensure safe conditions for the physical education program of the district.
13. Assists in upholding and enforcing school rules, administrative regulations, and Board Policy.

VII. Terms of Employment: Twelve months

VIII. Evaluation:

In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



Daniel Fishbein, Ed.D
Superintendent of Schools

Approved by Board: 10/26/2009
Revised: 03/09/2015 (*Replacing Director of Wellness – Health and Physical Education K-12*)
Revised: 05/01/2017