

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Computer Applications Teacher
- II. Qualifications:

Holds or is eligible for a New Jersey Instructional Certificate with the appropriate teaching endorsement.
- III. Position Summary:

Responsible for teaching assigned students in accordance with system-wide goals and curriculum objectives and for performing other duties within the scope of his/her employment and certification.
- IV. Reports to: Building principal and the Manager of Information Technology
- V. Supervises: Students
- VI. Major Duties and Responsibilities:
  - A. Demonstrates the necessary teaching skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools.
    - 1. Plans effectively.
    - 2. Uses appropriate methods and materials.
    - 3. Provides motivation and challenge.
    - 4. Establishes a classroom atmosphere which encourages learning.
    - 5. Demonstrates interest in each child as an individual.
    - 6. Analyzes student progress to improve instruction.
  - B. Keeps parents informed of their child's progress and works with them to resolve pertinent problems.
  - C. Uses evaluation for self-improvement; carries out supervisory directions; and carries out individual professional improvement plan developed with supervisor.
  - D. Maintains a high level of competence in teaching field(s), and keeps abreast of developments in content and methodology.
  - E. Works collaboratively to build positive relationships with students, colleagues, and parents.
  - F. Attends and participation in faculty, departmental, grade-level, and team meetings; assists in curriculum development and selection of materials.
  - G. Contributes to the efforts to accomplish system-wide goals (e.g. academic improvement projects) and special school objectives.
  - H. Supervises student behavior in corridors, lunchroom, and school grounds, as commonly expected of all staff members and as individually assigned.
  - I. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
  - J. Technology - Teach students how to:
    - 1. Search databases using keyword strategies.

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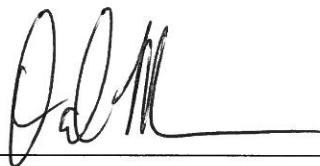
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2. Understand how the internet is organized so that s/he comprehend the layers of the information and facilitate site access.
  3. Create an internet directory featuring sites that are specifically geared for elementary school students.
- K. Graphic Design - Teach students how to:
1. Use computer design programs.
  2. Use scanner to include graphics (images from books, clip art from computer programs, their own artwork) for school projects, informational flyers, etc.
- L. TV Studio:
1. Teach students how to use the camcorder, audio/video mixer, character generator, and editing equipment to produce their own videos.
  2. Describe the role of the producer, director/assistant director, and talent; teach directing skills and terminology for on-location and studio projects.
- M. News Center:
1. Use the school's subscriptions to various newspapers to discuss the print media and how it interprets newsworthy information: describe the parts of the newspaper, reporting vs. editorial style writing, local vs. national papers, the choice of photographs, etc.

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Computer Education Resource Person – Middle School

II. Position Summary:

Assist the Principal in providing leadership to integrate technology into the school and classroom.

III. Reports to: Manager of Information Technology

IV. Major Duties and Responsibilities:

In addition to all regular job responsibilities, the holder of this stipend position performs additional responsibilities including, but not limited to, the following:

1. Provide instructional assistance to teachers within the building on the operation and instructional use of computers and computers and software.
2. Facilitate the creation and maintenance of the school's website content, where applicable.
3. Advise the principal on needs and opportunities regarding use of the computer in the curriculum, staff development, and availability of hardware and software.
4. Serve in a system-wide liaison capacity, working cooperatively with K-5 and high school staff, as it relates to instructional technology and the curriculum.

V. Terms of Employment: Ten months

VI. Evaluation:

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

VII. Salary: As negotiated with the R.E.A.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
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**JOB DESCRIPTION**

I. Title: Coordinator of Nurse/Teachers

II. Qualifications:

- A. Holds or is eligible for a New Jersey instructional certificate in Health Education and School Nursing.
- B. New Jersey Registered Nurse's license

III. Position Summary:

Planning, preparing, organizing, and implementing the health service programs.

IV. Reports to: Supervisor of Wellness (Health and Physical Education K-12)

V. Supervises: Nurses for matters related health service procedures, schedules, reports, etc.

VI. Major Duties and Responsibilities:

In addition to the duties and responsibilities listed below, the coordinator is responsible for those listed in the job description for nurse/teacher:

- A. Advises and assists the chief medical officer and school administrators in the development of health service policies and procedures.
- B. Interprets and supervises the implementation of policies and procedures with health service staff.
- C. Schedules regular student physical examinations, interscholastic sports examinations, and school physical work schedules.
- D. Calls and conducts regular meetings of nurse/teachers, provides orientation, and in-service staff development activities, as needed.
- E. Receives, reviews, and forwards to the Supervisor of Wellness/Physical Education monthly reports of services rendered by the health service staff; submits an annual report to the Supervisor of Wellness/Physical Education and reports to the State, as required.
- F. Coordinates the development and revision of all standard health service forms and coordinates medical supply orders.
- G. Cooperates with governmental and community agencies charged with public health responsibilities.
- H. Advises administrators, the Chief Medical Officer, and other health service staff on local, state, and federal regulations and guidelines.
- I. Works closely with the Director of Special Programs on matters of mutual concern.
- J. Coordinates the purchase and use of other instructional materials used in the health education program at the elementary and middle school levels.
- K. Participates in the ongoing development and revision of the health education curriculum.
- L. Represents the district at meetings and workshops sponsored by local and state agencies



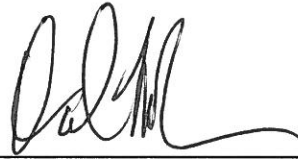
dealing in the area of school health.

M. Performs other duties, as may be assigned by supervisor.

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
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**JOB DESCRIPTION**

- I. Title: Counselor in Charge of Peer Resource Program, Including Ninth Grade Freshman Program
- II. Qualifications:
  - A. Certified Guidance Counselor experienced at the high school level.
  - B. Professional experience related to group work and peer programs.
- III. Position Summary:
  - A. To provide an enhanced sense of community at Ridgewood High School for ninth grade students through a series of activities and programs including participation and leadership from RHS juniors and seniors in the “Freshman FOCUS Program”.
  - B. To expand the “big brother/big sister” concept by linking small groups of ninth graders to an eleventh or twelfth grader (Peer Counselors) for the purpose of easing transition and building personal confidence through group discussions, mentoring, and other activities.
  - C. To design and implement programs that provides avenues for Ridgewood High School juniors and seniors to lead discussion groups for ninth graders and to participate in activities.
  - D. To begin to build a common, continuing approach to teaching social skills and conflict resolution skills within the high school.
  - E. To develop interactive programs for students and parents about the issues of transition and development which occur after grades 9-12.
- IV. Reports to: Assistant Principal: Guidance, Curriculum, and Instruction
- V. Major Duties and Responsibilities:
  - A. Coordinate Peer Resource Programs within Ridgewood High School. Expand the services of Ridgewood High School Peer Counselors.
  - B. Consult with building principal, director of guidance, counselors, and other appropriate professional staff regarding program needs.
  - C. Create a development program designed to help create a sense of community for ninth grade students through exploration of social skills, time management skills, goal-setting skills, communication skills, and conflict resolution skills. This program will supplement the Developmental Guidance Group Program that has been in effect for more than five years.
  - D. Design training to prepare juniors and seniors to lead discussion groups of ninth graders through the exploration of these topics, providing an enhanced sense of community and support within Ridgewood High School.
  - E. Select and train Ridgewood High School juniors and seniors (Peer Counselors) to lead discussion groups.
  - F. Organize the schedule of programs though the year. Coordinate schedules of ninth

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graders and upperclassmen.

- G. Develop further programs for student regarding these topics incorporating professional experts from within the staff and community.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
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**JOB DESCRIPTION**

I. Crisis Intervention Counselor

II. Qualifications:

- A. Master's degree in psychology, counseling, social work, or related field required.
- B. Experience in adolescent counseling in a private practice, school, and/or health care environment.
- C. New Jersey State certification as School Social Worker or Crisis Intervention Counselor.

III. Position Summary:

To provide counseling support for secondary students who are in crisis or may be at risk for a future crisis situation.

IV. Reports to:

High School Principal/Assistant Principal, Middle School Principals, Director of Special Programs, and Supervisor(s) of Special Education.

V. Major Duties and Responsibilities:

- A. Provide counseling and/or support for secondary school students who are in crisis.
- B. Develop proactive measures to assist students who are at risk.
- C. Collaborate with administration, Guidance Counselors, Child Study Teams, and/or classroom teachers in the development of strategies that are designed to assist and identified student at risk.
- D. Provide advice and input to the school regarding potential or pending student disciplinary actions.
- E. Provide in-service opportunities for staff to help them identify student in crisis.
- F. Work with parents to address home issues that contribute to the crisis situation.
- G. Refer student and family to an outside counseling service or other outside resources, if appropriate.
- H. Maintain documentation of caseload, counseling session, and intervention outcomes.

VI. Terms of Employment: Ten months

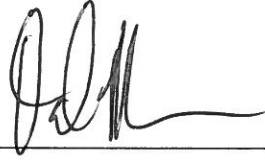
VII. Evaluation:

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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VIII. Salary: Per Board of Education – REA contract



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 05/01/2017*

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: District Behavioral Consultant

II. Qualifications:

- A. NJDOE Teacher of the Handicapped or Teacher of Students with Disabilities certification, School Psychologist, School Social Worker, and/or Learning Disability Teacher – Consultant certification(s).
- B. Master’s degree in Education, Psychology, or equivalent field.
- C. Demonstrated experience with ABA programs.
- D. Demonstrated experience with emotionally based behavior challenges.
- E. Demonstrated experience conducting Functional Behavior Assessments.
- F. Demonstrated experience in the development of Behavior Intervention Plans.
- G. Demonstrated experience consulting and collaborating with school staff on tiered interventions for students with behavior challenges.
- H. Board Certified Behavior Analyst, preferred.
- I. Appropriately credentialed to supervise Registered Behavior Technicians (RBT’s), preferred.

III. Position Summary:

To coordinate behaviorally based school programs and school and home based Parent Training supports, and to provide consultation to school staff in the observation and/or analysis of student needs and in the development of appropriate tiered interventions and behavioral programs.

IV. Reports to: Director of Special Programs and Supervisor(s) of Special Education

V. Major Duties and Responsibilities:

- A. Coordination of behaviorally
  - 1. Consult with in-district classes for developmentally and behaviorally challenged students, Pre-K – 1.
  - 2. Consult with CST with students placed Out-of-District in behaviorally based education programs.
  - 3. Conduct formal and informal student and classroom observations.
  - 4. Consult with building K-12 I&RS teams, as needed.
  - 5. Provide classroom and school-based behavior interventions and strategies to building staff.
  - 6. Assists teachers through classroom observation and conferences to enhance the management and learning climate.
  - 7. Assists in the development of programs designed to prevent, ameliorate, or modify behavioral problems.
  - 8. Train special education and general education staff in data collection, data analysis, and implanting behavior-based interventions.
- B. Parent Training Coordination
  - 1. Develop and oversee parent training procedures.

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**Ridgewood, NJ**

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2. Oversee of parent training programs.
  3. Design parent training plans, goals, and documentation in consultation with CST.
  4. Consult with CST and Region II on parent training workshops and case follow-up.
  5. Provide consultative support to families.
- C. Consultation Services to Child Study Team Members/Teachers/Families
1. Conduct classroom observations.
  2. Conduct student observations in the school environment.
  3. Provide behavior strategies and interventions to school staff.
  4. Develop Behavior Intervention Plans.
  5. Observe and monitor student progress.
  6. Provide expert advice in IEP development and program development.
  7. Attend CST, district program, and I&RS meetings, as needed.

VI. Terms of Employment: Ten months; with additional per diem work during the summer.

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Education Specialist (Teacher)/BSI

II. Qualifications:

For elementary level, a NJDOE elementary, reading, or special education teaching certificate is required; for middle school level, a teaching certificate in one of the following areas: elementary, mathematics, science, English, reading, social studies, or special education; for both levels, dual certification is preferred.

III. Position Summary:

A. Working with students individually, in small groups, or in classrooms to differentiate instruction in order to achieve districtwide curriculum goals.

B. Responsible for other duties within the scope of education.

IV. Reports to: Building Principal

V. Major Duties and Responsibilities:

A. Creates and maintains instructional program to differentiate instruction to address issues of academic support and to assist students in recognizing their full potential.

1. Uses assessment methods, techniques, and available data to diagnose student learning.

2. Uses diagnostic results to develop and implement learning plans to meet the different academic needs of students.

3. Works with school principal and district personnel to develop programmatic responses to identified needs.

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

1. Plans effectively.

2. Uses appropriate methods and materials.

3. Provides motivation and challenge.

4. Establishes a classroom atmosphere which encourages learning.

5. Demonstrates interest in each child as an individual.

6. Analyzes student progress to improve instruction.

C. Oversees building-based dyslexia screening process.

D. Works closely with Learning Disabilities Teacher-Consultant to address needs of the at-risk students.

E. Provides academic interventions and strategies to teachers.

F. Responsible for articulation with classroom teachers regarding student diagnosis and progress.

G. Responsible for coordination and implementation of assessment activities including, but not limited to, state tests, district test, and portfolios at the elementary level.

H. Keeps parents informed of their child's progress and works with them to resolve pertinent problems.

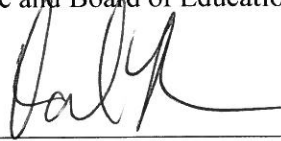


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**Ridgewood, NJ**

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- I. Uses evaluation for self-improvement; carries out supervisory directions; and carries out individual professional improvement plan developed with supervisor.
  - J. Maintains a high level of competence in teaching field(s), and keeps abreast of developments in content and methodology.
  - K. Works collaboratively to build positive relationships with students, colleagues, and parents.
  - L. Attends team meeting, as required.
  - M. Contributes to the efforts to accomplish system-wide goals (e.g. academic improvement projects) and special school objectives.
  - N. Supervises student behavior in corridors, lunchroom, and school grounds, as commonly expected of all staff members and as individually assigned.
  - O. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
  - P. Performs other duties, as required by Principals.
- VI. Terms of Employment: Ten months; adaptable to flexible schedule based on student needs
- VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 05/15/2000  
*Approved:* 10/26/2009  
*Revised:* 05/01/2017  
*Revised:* 05/06/2019

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Elementary Guidance Counselor
- II. Qualifications: Holds or is eligible for a New Jersey Certificate; School Counselor
- III. Position Summary:

Assumes responsibility for the guidance and counseling of assigned students in accordance with departmental, school, and system-wide goals.
- IV. Reports to: Building Principal
- V. Supervises: Students in the context of the guidance and counseling relationship
- VI. Major Duties and Responsibilities:
  - A. Provides guidance and counseling services for elementary students according to their needs, including those in educational and personal-social areas:
    - 1. Assists in orientation of students and parents to the school, its curriculum, and student activities.
    - 2. Supports social and emotional growth during unstructured times, such as lunch and recess activities.
    - 3. Interprets the results of standardized tests administered in the district for students, parents, and other staff.
    - 4. Provides appropriate information and activities that acquaint families with outside resources relative to social-emotional needs.
    - 5. Supports transition to middle school.
  - B. Supports the implementation of all social emotional initiatives, including Open Circle and other building-based programs.
  - C. Coordinates standardized tests administered in the district.
  - D. Helps students comply with attendance and discipline policies.
  - E. Works toward improving teacher-student relationships.
  - F. Strives to be accessible to students and parents.
  - G. Provides parent education on social and emotional issues/concerns.
  - H. Cooperates and consults with school administrators, teachers, special services personnel, and other counselors on matters which are of concern to counselees.
  - I. Cooperates, where appropriate, with various community agencies and organizations that may be involved with students.
  - J. Takes active interest in a broad range of student activities.
  - K. Communicates with Child Study Team and Crisis Intervention Counselor on students' well-being, as needed.
  - L. Writes, revises, and supports the implementation of 504 plans.
  - M. Chairs and coordinates building Intervention & Referral Services Teams.
  - N. Maintains confidentiality in order to protect student welfare.
  - O. Encourages students and parents to use guidance services.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- P. Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed in conjunction with supervisor.
- Q. Maintains a high level of competence in guidance field and keeps abreast of developments in content and methodology.
- R. Contributes to the efforts to accomplish system-wide goals and special school objectives.
- S. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- T. Performs other duties within the scope of employment as a Guidance Counselor and certification, as may be assigned by building Principal.

VII. Terms and Employment: Ten month

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 05/06/2019*

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Equal Educational Opportunity Officer (Part-time)

(1) Elementary; (1) Middle Schools; (1) Senior High School

II. Qualifications:

- A. Teacher and/or Supervisor's certificate.
- B. Professional approach to problem solving.
- C. Ability to work easily with people of varied backgrounds/positions and to communicate effectively.
- D. Commitment to equal rights and sensitivity to human problems.
- E. Ability to formulate realistic and constructive programs.
- F. Understanding of organizational and management structure and needs of the level assignment.

III. Position Summary: Equal Educational Opportunity/Affirmative Action activities

IV. Reports to: Superintendent of Schools and Manager of Human Resources

V. Major Duties and Responsibilities:

In addition to all regular job responsibilities, the holder of this stipend position performs additional responsibilities including, but not necessarily limited to, the following:

- A. Serving as member of the district Affirmative Action team.
- B. Monitoring programs in accomplishing affirmative action goals required by the state.
- C. Preparing reports, as needed.
- D. Developing in-service training, as needed.
- E. Establishing reasonable timetables for implementing affirmative actions.
- F. Heading affirmative action/equal educational opportunity committees, as needed.
- G. Reviewing the qualifications of employees to make certain that everyone is given full opportunity.
- H. Assuring equal access to facilities for students and staff or comparable facilities for both women and men.

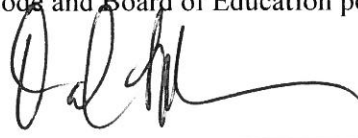
VI. Terms of Employment: Ten months

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Guidance Counselor
- II. Qualifications:

Holds or is eligible for a New Jersey Certificate in Pupil Personnel Services.
- III. Position Summary:

Assumes responsibility for the guidance and counseling of assigned students in accordance with departmental, school, and system-wide goals.
- IV. Reports to:

Assistant Principal: Guidance, Curriculum, and Instruction and the building Principal
- V. Supervises: Students, in the context of the guidance and counseling relationship
- VI. Major Duties and Responsibilities:
  - A. Provides guidance and counseling services for assigned counselees according to their needs, including those in educational, vocational, and personal-social areas:
    - 1. Orients students and parents to the school, its curriculum, and student activities.
    - 2. Assists students and parents in the selection of student programs that reflect both needs and abilities.
    - 3. Interprets to students, parents, and other staff the results of standardized tests administered in the district.
    - 4. Provides appropriate information and activities that acquaint students with post-secondary educational and vocational possibilities.
  - B. Helps students comply with attendance and discipline policies.
  - C. Works toward improving teacher-student relationships.
  - D. Strives to be accessible to students and parents.
  - E. Cooperates and consults with school administrators, teachers, special services personnel, and other counselors on matters which are of concern to counselees.
  - F. Cooperates, where appropriate, with various community agencies and organizations that may be involved with students.
  - G. Takes active interest in board range of student activities.
  - H. Communicate with Child Study Team meetings, Grade Advisor, Crisis Intervention Counselor on students' well-being, on a regular basis.
  - I. Maintains confidentiality in order to protect student welfare.
  - J. Encourages present and past students and parents to use guidance services.
  - K. Performs other duties within the scope of employment as a Guidance Counselor and certification, as may be assigned by Assistant Principal of Guidance, Curriculum, and

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- Instruction and/or the building Principal.
- L. Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed in consultation with supervisor.
- M. Maintains a high level of competence in guidance field and keeps abreast of developments in content and methodology.
- N. Contributes to the efforts to accomplish system-wide goals and special school objectives.
- O. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- P. Uses student information system to maintain student schedule and assist with the master schedule.
- Q. Uses Naviance to assist students in the college application process.
- R. Composes multiple reference letters for students for the purpose of college admissions.

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Learning Disabilities Teacher-Consultant

II. Qualifications:

Holds or is eligible for a New Jersey Department of Education Learning Disabilities Teacher-Consultant certificate.

III. Position Summary:

Responsible for performing duties of a Learning Disabilities Teacher-Consultant, as specified by state mandates and goals of the Ridgewood Public Schools in accordance with curriculum objectives.

IV. Reports to:

Building principal, Director of Special Programs, Supervisor(s) of Special Education, and other appropriate personnel if so designated by the Superintendent.

V. Major Duties and Responsibilities:

- A. Demonstrates the necessary specialized skills and personal characteristics to carry out the philosophy and instructional program of the Ridgewood Public Schools and the state mandates concerning students with disabilities student.
- B. Participates as a state-mandated member of the Child Study Team, and performs required evaluations, as needed.
- C. Provides a diagnosis and assists in establishing educational and/or management plans for the atypical learner in conjunction with other team members and staff.
- D. Develops and monitors Individualized Education Programs (IEP).
- E. Coordinates and assists in the supervision and evaluation of programs such as: supplemental instruction, home instruction, compensatory education, and basic skills instruction.
- F. Acts as teacher-consultant in curriculum planning for non-special education students who are atypical learners.
- G. Communicates creative approach to strengthen the philosophy and program of instruction to staff and administration.
- H. Distributes materials and reports relevant information gained from participation in professional meetings and conferences.
- I. Consults with I&RS, 504 committees, ESL instructors, and testing coordinator.
- J. Maintains a high level of competency and keeps abreast of developments in content and methodology.
- K. Works collaboratively to build positive relationships with students, colleagues, and parents.



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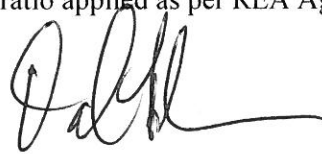
- L. Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with supervisor.
- M. Attends and participates in faculty, department, and Child Study Team meetings.
- N. Contributes to the efforts to accomplish system-wide goals, e.g., academic improvement projects and special school objectives, requires state mandated testing.
- O. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- P. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).

VI. Terms of Employment: Ten months

VII. Evaluation:

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

VIII. Salary: Teacher's salary guide placement with ratio applied as per REA Agreement.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Librarian/Media Specialist

II. Qualifications:

- A. Holds or is eligible for a New Jersey Department of Education School Library Media Specialist certificate.
- B. Associate School Library Media Specialist certificate, or one of the predecessor certificates to either.

III. Position Summary:

Responsible for the operation of the media center in accordance with system-wide goals and curriculum objectives, and for performing other duties within the scope of employment and certification.

IV. Reports to:

Building principal and, if so designated by the Superintendent or Principal, other appropriate personnel, such as Assistant Principal, head-librarian/media center supervisor, system-wide director/supervisor.

V. Supervises:

Students in the library/media center and, where appropriate, media center secretary/technician, volunteers, and/or paid aides.

VI. Major Duties and Responsibilities:

- A. Demonstrates the teaching and professional skills, as well as the personal characteristics necessary to carry out the philosophy and program of instruction of the Ridgewood Public Schools.
  - 1. Plans effectively.
  - 2. Uses appropriate methods and materials.
  - 3. Provides motivation and challenge.
  - 4. Establishes a media center atmosphere which encourages learning.
  - 5. Demonstrates interest in each student as an individual.
  - 6. Analyzes student progress to improve instruction.
- B. Selects, organizes, and maintains a library/media collection that is responsive to the needs of the school community.
- C. Provides library/media services to students and faculty and instruction in the effective use of the library/media center.
- D. Uses evaluation for self-improvement; carries out directions of supervisor; and carries out

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- individual professional improvement plan developed with supervisor.
- E. Maintains a high level of competence in teaching library and media skills and keeps abreast of developments in education and appropriate curricular areas.
  - F. Works collaboratively to build relationships with students, colleagues, and parents.
  - G. Attends and participates in faculty and departmental meetings and where appropriate, team meetings; assists in curriculum development and selection of materials.
  - H. Contributes to the efforts to accomplish system-wide goals, e.g., academic improvement projects and special school objectives.
  - I. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
  - J. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisor(s).
  - K. Responsible for the administration of the state mandated testing, if applicable.

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009

*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**Job Description**

- I. Title: Multi-Sensory Reading Instructor/Staff Developer
- II. Qualifications:
- A. BA in education, special education, or other appropriate field.
  - B. Possession of Orton-Gillingham/Multi-Sensory Reading Instructor and Teacher Trainer certifications.
  - C. Demonstrated desire to work with students who have reading challenges and diagnosed learning disabilities.
  - D. Direct experience implementing specialized reading strategies during instruction of students with disabilities.
  - E. Direct experience training and mentoring teachers in the delivery of multi-sensory reading strategies.
  - F. Demonstrated successful delivery of professional development activities specific to reading disabilities and multi-sensory reading instruction and strategies.
  - G. Ability to effectively communicate and work well with students, staff, parents and administration.
  - H. Such alternatives to the above qualifications, as the Board may find appropriate.
- III. Position Summary:
- To provide direct instruction to students, consultation, staff development and training to teachers.
- IV. Reports to:
- Supervisor(s) of Special Education, Director of Special Programs, and Assistant Superintendent of Curriculum, Instruction, and Assessment
- V. Major Duties and Responsibilities:
- A. Coordinate district Dyslexia Screening process.
  - B. Train and assist personnel responsible for implementing the dyslexia screening process.
  - C. Provide direct multi-sensory reading instruction to students, when/where needed.
  - D. Provide ongoing district wide training of staff on Tier 1, Tier 2 and Tier 3 interventions for reading and writing.
  - E. Provide ongoing training of special education staff on individualization of multisensory reading instruction and best practices.
  - F. Liaise with programs providing multi-sensory reading coursework and instructor certification of general education teachers.
  - G. Liaise with programs providing multi-sensory reading coursework and instructor certification of special education teachers, elementary, middle school, and high school English teachers.
  - H. Coordinate internships for staff pursuing multi-sensory reading training and instructor certification.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- I. Train Intervention & Referral Services (I&RS) building staff in reading and writing intervention strategies, and assist with implementation and monitoring of I&RS student plans.
- J. Attend monthly Professional Learning Community (PLC) meetings of Special Education teachers on a rotating basis to provide consultation on specialized multi-sensory reading instruction including:
  - 1. Ongoing individualized assessment of special education students with reading disabilities.
  - 2. Interpretation of data.
  - 3. Designing individualized lesson plans for reading intervention and instruction.
  - 4. Review of teacher submitted case studies as a professional development tool.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 04/03/2017  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Nurse/Teacher

II. Qualifications:

- A. Holds or is eligible for a New Jersey Department of Education instructional certificate with the appropriate teaching endorsement in health education.
- B. New Jersey Department of Education School Nurse certificate.
- C. Current New Jersey Registered Nurse's License.

III. Position Summary:

Responsible for conducting a comprehensive health service program and an effective health education program.

IV. Reports to:

Principal, Coordinator of Nurse/Teachers for matters related to health service procedures, schedules, reports, etc., and to Supervisor of Wellness for matters related to health education.

V. Supervises: Students; Nurse Health Aide

VI. Major Duties and Responsibilities:

The duties and responsibilities listed below refer to the health service function of the position. As teacher of health, the nurse/teacher assumes all the duties and responsibilities listed in the job description – "Teacher."

- A. Provides emergency care for students and staff in cases of accidents and illness.
- B. Plans and conducts the screening examinations and health appraisals, as established by Board of Education policy.
- C. Identifies health problems of individual students through screening procedures and referrals from teachers, counselors, and others.
- D. Develops and carries out follow-up procedures regarding vision, hearing, and other impairments that are detected as the result of prescribed screening programs.
- E. Interprets students' health problems to parents, students, and appropriate school staff.
- F. Maintains current cumulative health records on all students.
- G. Identifies cases of students with suspected communicable diseases and makes appropriate referrals and recommendations.
- H. Administers prescribed medications to students according to written district policy.
- I. Advises the Principal on cases of suspected child abuse.
- J. Attends the child study team meetings; arranges for required medical examinations and interprets medical reports at Child Study Team meetings.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- K. Keeps informed of and advises Principal on relevant state and federal regulations and guidelines.
- L. Assists in planning and maintaining a safe and healthful school environment including the establishment and implementation of emergency care procedures.
- M. Provides information and education programs for staff and parents.
- N. Uses evaluation for self-improvement; carries out supervisory directions; and carries out individual professional improvement plan developed with supervisor.
- O. Contributes to the efforts to accomplish system-wide goals, e.g., academic improvement projects and special school objectives.
- P. Assists in upholding and enforcing school rules, administrative regulations, and district policy.
- Q. Performs other duties within the scope of health services and health teaching, as may be assigned by supervisor(s).

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Occupational Therapist
  
- II. Qualifications:
  - A. Bachelor's degree
  - B. New Jersey Department of Education certification as a School Occupational Therapist
  - C. New Jersey State License
  - D. Must be able to perform physical work which may require frequent bending and lifting:
    - 1. Independently lift up to to 40 lbs. or with assistance over 40 lbs.
    - 2. Independently carry up to 40 lbs. or with assistance over 40 lbs.
  - E. Experience working with special needs students preferred.
  - F. Such additional qualification, as the Board may deem appropriate.
  
- III. Position Summary:
  - A. To promote each student's optimum physical development skills, perceptual skills, and self-help abilities through evaluation and analysis of the student's individual needs.
  - B. Purposeful activities (physical, functional, educational, and creative) will be planned to enable each student to participate in their own treatment.
  
- IV. Reports to: Director of Special Programs and Supervisor(s) of Special Education
  
- V. Major Duties and Responsibilities:
  - A. Evaluates and analyzes each student's individual needs.
  - B. Sets up immediate and long-term goals.
  - C. Initiates a program of purposeful activities.
  - D. Administer individual and group therapy, as prescribed and indicated.
  - E. Attends to the needs of the student when necessary, including lifting and transfers to and from toilet, wheelchairs and adapted chairs or seating equipment, assisting student in the use of adaptive equipment, as needed.
  - F. Cooperates with other staff members in implementing the total program for each individual student.
  - G. Alerts principal/supervisor of special problems encountered.
  - H. Is able to adapt equipment and materials for the specific needs of each student.
  - I. Keeps records on the progress of each student.
  - J. Keeps an inventory of all equipment used.
  - K. Prepares lists of needed equipment with Director of Special Programs and Supervisor(s) of Special Education in keeping with budget constraints.
  - L. Attends all staff conferences and district meetings called by the Director of Special Programs, the Supervisor(s) of Special Education, and the Superintendent of Schools.



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- M. Attends workshops, seminars, symposiums, and lectures designated to enrich and enhance knowledge in this specialized field.
- N. Is responsible for any other duties in addition to those itemized above, as may be designated by the supervisor and Superintendent of Schools.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Physical Therapist

II. Qualifications:

- A. Bachelor's Degree
- B. New Jersey Department of Education certification as a School Physical Therapist
- C. New Jersey State License
- D. Must be able to perform physical work which may require frequent bending and lifting:
  - 1. Independently lift up to 40 lbs. or with assistance over 40 lbs.
  - 2. Independently carry up to 40 lbs. or with assistance over 40 lbs.
- E. Experience working with special needs students preferred.
- F. Such additional qualification, as the Board may deem appropriate.

III. Position Summary:

To promote each student's optimum physical development. The treatment is carried out only after referral and prescription by a licensed physician.

IV. Reports to: Director of Special Programs and Supervisor(s) of Special Education

V. Major Duties and Responsibilities:

- A. Evaluates and analyzes each student's individual needs.
- B. Sets up immediate and long-term goals.
- C. Administers the therapy program, as prescribed and indicated.
- D. Checks appliances of the individual student.
- E. Attends to the needs of the student when and if necessary, including listing and transfers to and from toilet, wheelchairs and adapted chairs or seating equipment, assisting student in the use of adaptive equipment, as needed.
- F. Cooperates with other staff members in implementing the total program for each individual student.
- G. Meets with parents regarding treatment, as needed.
- H. Alerts principal/supervisor of special problems encountered.
- I. Adapts equipment and materials for the specific needs of each student, as needed.
- J. Keeps records on the progress of each student.
- K. Keeps an inventory of all equipment used.
- L. Prepares lists of needed equipment with the Director of Special Programs and/or the Supervisor(s) of Special Education, in keeping constraints.
- M. Attends all staff conferences and district meetings called by the Director of Special Programs, the Supervisor(s) of Special Education, and the Superintendent of Schools.
- N. Attends workshops, seminars, symposiums, and lectures designated to enrich and enhance knowledge in this specialized field.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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O. Perform any other duties in addition to those itemized above, as may be designated by the supervisor and Superintendent of Schools.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Registered Nurse

II. Qualifications:

- A. License to work as a Registered Nurse in the State of New Jersey.
- B. New Jersey Substitute Teacher Certificate.
- C. Demonstrated aptitude for the tasks involved.
- D. Such alternatives to the above as the Board of Education may find appropriate and acceptable.

III. Position Summary:

The Registered Nurse will provide smooth and efficient operation of the school(s) health service in order to realize a positive impact on students and the educational environment.

IV. Reports to: Building Principal and/or Supervisor of Wellness (Health and Physical Education K-12), and School Nurse.


V. Major Duties and Responsibilities:

- A. The Registered Nurse will:
  - 1. Provide temporary care of a student or staff member suffering from an injury or illness.
  - 2. Administer prescribed medication to student(s) as specified in approved Board policy.
  - 3. Maintain a complete up-to-date health record for student(s) in his/her care.
  - 4. Utilize community health resources when necessary.
  - 5. Assist in adapting the school environment to accommodate the needs of medically limited students.
- B. Participate in professional growth activities related to the improvement of knowledge and skills.
- C. Perform other nursing/health related duties as may be required.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

Approved by Board: 05/06/2019

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: School Athletic Trainer

II. Qualifications:

- A. New Jersey Department of Education Certification
- B. State Board of Medical Examiners License (current)

III. Position Summary:

Serve as Athletic Trainer at Ridgewood High School

IV. Reports to: Athletic Director

V. Major Duties and Responsibilities:

- A. Perform duties of Athletic Trainer including:
  - 1. Apply standard first aid and basic life support techniques for the management of athletic injuries.
  - 2. Make medical referrals for injured athletes, as indicated.
  - 3. Work closely with the Team Physician and an injured athlete's own physician.
  - 4. Regularly communicates with the school nurse regarding athletic injuries, completion of accident report forms, and submits progress reports to coaches.
  - 5. Keep regular inventory and inform the Athletic Director of supplies needed.
  - 6. Perform treatments, including exercise therapy and the use of available modalities, as indicated.
  - 7. In the absence of a physician, and when requested, recommend whether an athlete may participate in practice or contests.
  - 8. Implement preventative techniques, i.e., taping, padding, bracing, equipment, as indicated.
  - 9. When requested, inform athletes of proper training protocols to follow.
  - 10. When requested, assist coaches with stretching, conditioning, and strengthening programs for their respective teams.
  - 11. Organize and lead staff development programs in the care and prevention of the athletic injuries for coaching staff and community youth sports leaders.
  - 12. Perform other duties, as required by the Athletic Director.

VI. Terms of Employment

Staff members in this position will be assigned to physical education sections and must be available until the completion of the regular athletic teams' practices on weekdays and on weekends, as required by the Athletic Director. The Athletic Director will establish the actual schedule. Regular training room hours will be set by the Athletic Director and posted.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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The workweek for this position is 40 hours. Position requires weekday, weekend, holiday, and/or evening work. Time worked over 40 hours will be taken in compensatory time or paid at the regular rate of pay as determined by the Athletic Director. Compensatory time will be limited to 50 hours per month. Compensatory time must be taken or paid at the discretion of the Athletic Director prior to June 30. Compensatory time may not be carried over from year-to-year.

The Athletic Trainer is required to work up to three weeks during the pre-season, which is defined as August (for training activities). The actual schedule and hours required will be determined by the Athletic Director. For any time worked during the pre-season, the Athletic Trainer will be compensated at the after school recreation rate. Work during the pre-season is a job requirement.

The Athletic Trainer must also be available up to ten days during the school recess periods. The Athletic Director will determine the days and hours worked and such time is not subject to extra compensation but is included as part of the base pay.

VII. Work Year:

Starting date in August, as defined by NJSIAA.

VIII. Evaluation:

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

IX. Salary: REA guide – other terms and conditions of employment, as described above.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: School Psychologist

II. Qualifications:

Holds or is eligible for a New Jersey Department of Education School Psychologist certificate.

III. Position Summary:

Responsible for psychological evaluation of students in accordance with system-wide goals and educational objectives.

IV. Reports to:

Director of Special Programs, Supervisor(s) of Special Education, building principals, and other appropriate personnel if so designated by the superintendent.

V. Major Duties and Responsibilities:

A. Conducts psycho-diagnostic evaluation with includes:

1. Intellectual assessment
2. Personality assessment
3. Perceptual functioning
4. Development maturity

B. Participates in Child Study Team efforts in compliance with state mandates concerning students with disabilities with particular attention to:

1. On-going student evaluation.
2. Developing education plans for students with learning and behavior problems.
3. Annual follow-up of special education placements.

C. Makes referrals to the mental health professional in consultation with the Child Study Team and acts as liaison among the team, the parents, other school personnel, and the mental health professional.

D. Assists teachers through classroom observation and conferences to enhance the management and learning climate.

E. Assists in the development of programs designed to prevent, ameliorate, or modify education and behavioral problems.

F. Confers with parents, teachers, and administrators, either individually or with other team members to:

1. Report results of student evaluation.
2. Gather pertinent information for analyzing student needs.
3. Recommend appropriate agencies or private practitioners when indicated.

G. Engages in counseling with students and parents, either individually or in groups, consistent with educational objectives.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- H. Maintains liaison with private practitioners as well as with mental health and vocational or rehabilitation agencies.
- I. Maintains a high level of competence in school psychology and keeps abreast of development in methodology.
- J. Makes referrals to the mental health professional in consultation with the Child Study Team, and act as a liaison among the team, the parents, other school personnel, and the mental health professional.
- K. Works collaboratively to build positive relationships with students, colleagues, and parents.
- L. Uses evaluation for self-improvement; carries out supervisory directions; and carries out individual professional improvement plan developed with supervisor.
- M. Attends and participates in faculty, departmental, and Child Study Team meetings.
- N. Contributes to the efforts to accomplish system-wide goals; works on school and district-wide committees.
- O. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- P. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisors.
- Q. Develops behavior intervention plans.
- R. Provides behavior strategies and interventions to school staff.
- S. Provides IEP based counseling as a related service.
- T. Provides counseling with students and parents, either individually or in groups consistent with educational objectives.
- U. Assists teachers through classroom observations and conferences to enhance the management and learning climate.
- V. Maintains liaison with private practitioners, as well as with mental health and vocational or rehabilitation agencies.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: School Social Worker

II. Qualifications:

Holds or is eligible for a New Jersey Department of Education School Social Worker certificate.

III. Position Summary:

Provides appropriate intervention aimed at: preventing and ameliorating personal and environmental problems of the student; enhancing personal and social functioning; advocating the improvement of family, social, and economic conditions as they affect the school adjustment of students.

IV. Reports to:

Director of Special Programs, Supervisor(s) of Special Education, building principals, and other appropriate personnel if so designated by the Superintendent.

V. Major Duties and Responsibilities:

- A. Interviews parents, students, and appropriate school and community personnel for Child Study Team social case study evaluation.
- B. Evaluates the configuration of factors within the home, community, and school, as related to a student's current social and academic adjustment.
- C. As a member of the Child Study Team, interprets the implications of significant social findings, and participates in educational planning and monitoring IEPs for exceptional students.
- D. Consults with administration and staff regarding social adjustment factors of students in school, at home, and in the community.
- E. Assists in the development of programs designed to prevent, ameliorate or modify educational and behavioral problems.
- F. Maintains an ongoing relationship with family for the purpose of:
  - 1. Sharing information regarding education planning and programming for the student.
  - 2. Assisting the family in utilizing appropriate community resources.
  - 3. Providing counseling to family members and/or students to facilitate social adjustment.
- G. Collaborates with school and social service agencies representatives in defining and planning for unmet community social service needs.
- H. Assists school and community groups in developing and implementing community mental health programs, as needed.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- I. Maintains a high level of competence in school social services and keeps abreast of developments in methodology.
- J. Makes referrals to the mental health professional in consultation with the Child Study Team, and act as a liaison among the team, the parents, other school personnel, and the mental health professional.
- K. Works collaboratively to build positive relationships with students, colleagues, and parents.
- L. Uses evaluation for self-improvement; carries out supervisory directions; and carries out individual professional improvement plan developed with supervisor.
- M. Attends and participates in faculty, departmental, and Child Study Team meetings.
- N. Contributes to the efforts to accomplish system-wide goals; works on school and district-wide committees.
- O. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- P. Develops behavior intervention plans.
- Q. Provides behavior strategies and interventions to school staff.
- R. Provides IEP based counseling as a related service.
- S. Provides counseling with students and parents, either individually or in groups consistent with educational objectives.
- T. Assists teachers through classroom observations and conferences to enhance the management and learning climate.
- U. Maintains liaison with private practitioners, as well as with mental health and vocational or rehabilitation agencies.
- V. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisors.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Speech and Language Therapist
- II. Qualifications:

Holds or is eligible for a New Jersey Department of Education Speech-Language Pathologist certificate.
- III. Position Summary: Responsible for providing speech and language therapy.
- IV. Reports to:

Director of Special Programs, Supervisor(s) of Special Education, building principals, and other appropriate personnel if so designated by the superintendent.
- V. Supervises: Students
- VI. Major Duties and Responsibilities:
  - A. Demonstrates the necessary skills of a speech correctionist to provide diagnostic evaluation of:
    - 1. Speech production
    - 2. Language
    - 3. Hearing acuity and/or auditory perceptual disorders
  - B. Determines pupil eligibility for speech and language services and establishes an appropriate therapy service. Assesses, analyzes, and classifies students' communication competencies and characteristics. Plans, prepares, and delivers treatment programs for children eligible for speech and language services.
  - C. Provides direct therapy services on an individual or small-group basis for disorders in articulation, voice, dysfluency, language, hearing, and auditory perception.
  - D. Maintains close working relationship with classroom and supplemental teachers and Child Study Team members.
  - E. Contributes to the Child Study Team efforts to implement state mandates concerning students of disabilities.
  - F. Provides referrals to community and private agencies or individuals for services not offered in the schools.
  - G. Serves as a resource person in the area of speech and language development and disorders to teachers, parents, administrators, and the Child Study Team.
  - H. Assists with the development selection of educational programs designed to ameliorate speech/language/communication handicaps.
  - I. Reports pupil progress to parents and counsels parents in regard to the application of speech/language therapy procedures at home.
  - J. Maintains a high level of competence and keeps abreast of developments in methodology.
  - K. Works for harmonious relationships with students, colleagues, and parents.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- L. Uses evaluation for self-improvement; carries out supervisory directions; carries out individual professional improvement plan developed with supervisor.
- M. Attends and participates in faculty, departmental, Child Study Team meetings, I&RS committee.
- N. Contributes to the efforts to accomplish system-wide goals; works on school and district-wide committees.
- O. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- P. Performs other duties within the scope of his/her employment and certification, as may be assigned by his/her supervisors.

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Teacher

II. Qualifications:

Holds or is eligible for a New Jersey instructional certificate with appropriate teaching endorsement.

III. Position Summary:

Responsible for teaching assigned students in accordance with system-wide goals and curriculum objective and for performing other duties within the scope of his/her employment and certification.

IV. Reports to:

Building principal and, if so designated by the Superintendent or Principal, other appropriate personnel, such as Assistant Principal, department head/coordinator, system-wide director/supervisor.

V. Supervises: Students

VI. Major Duties and Responsibilities:

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

1. Plans effectively.
2. Uses appropriate methods and materials.
3. Provides motivation and challenge.
4. Establishes a classroom atmosphere which encourages learning.
5. Demonstrates interest in each child as an individual.
6. Analyzes student progress to improve instruction.

B. Keeps parents informed of their child's progress and works with them to resolve pertinent problems.

C. Uses evaluation for self-improvement, carries out supervisory directions; carries out individual professional improvement plan developed with supervisor.

D. Maintains a high level of competence in teaching field(s) and keeps abreast of developments in content and methodology.

E. Works collaboratively to build positive relationships with students, colleagues, and parents.

F. Works to ensure that classroom and school environments foster respect for differences and valuing of diversity (i.e., race, gender, ethnicity, age, differently abled, and sexual orientation).

G. Attends and participates in faculty, departmental, grade-level, and team meetings; assists in curriculum development and selection of materials.

- H. Contributes to the efforts to accomplish system-wide goals (e.g., academic improvement projects) and special school objectives.
- I. Supervises student behavior in corridors, lunchroom, and school grounds, as commonly expected of all staff members and as individually assigned.
- J. Assists in upholding and enforcing school rules, administrative regulations, and Board policy.
- K. Creates an effective environment for learning through functional and attractive displays, bulletin boards, and classroom.
- L. Maintains specific learning objects and prepares weekly lesson plans.
- M. Maintains records of student progress through grade books or other data collections.
- N. Provides extra help in addition to regularly scheduled class time.

VII. Terms of Employment: Ten months

VIII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Teacher/Coordinator – Early Childhood Programs
- II. Qualifications:  
Certified Teacher or Child Study Team member
- III. Position Summary:  
Duties as defined in instructional job description and to serve as a liaison person between the early childhood programs housed at Glen School, the Director of Special Programs, and other district personnel.
- IV. Reports to: Director of Special Programs
- V. Major Duties and Responsibilities:
  - A. Performs all duties attached to regular instructional position.
  - B. Serves as a contact person for issues involving physical plant, maintenance, payroll, scheduling, personnel, safety issues, training, and staff development.
  - C. Coordinates and promotes interaction between the various early childhood programs.
  - D. Communicates building and program needs of early childhood programs to the Director of Special Programs.
  - E. Provides open communication between the programs, the community, and district personnel.
- VI. Terms of Employment: Ten months
- VII. Evaluation:  
In accordance with New Jersey Administrative Code and Board of Education policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 08/30/2000  
*Approved:* 10/26/2009  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Teacher (Lead Grade Advisor)

II. Qualifications:

- A. NJDOE teacher certification.
- B. Three years' successful teaching experience.
- C. Graduate work in administration, supervision, or guidance preferred, but not necessary.
- D. Minimum of 5 years Teacher Grade Advisor experience

III. Position Summary:

In addition to working with students, also works with Teacher Grade Advisors to promote positive student behavior and implement the Board of Education's attendance policy. Provides guidance and training to Teacher Grade Advisors.

IV. Reports to: Assistant Principal: Administration and Student Services

V. Nature of the Position:

An applicant for this position should be someone who is willing to assume the challenging responsibility of leading the Teacher Grade Advisors team and monitoring student behavior in a consistent and assertive manner. The individual must be willing to work equally well as part of a team and as an individual. Responsibilities will include working with students to organize social functions, fundraisers, and other class activities. The applicant must enjoy this type of work and understand that the position requires a significant time commitment outside of school hours.

VI. Major Duties and Responsibilities:

- A. For the Teacher Grade Advisors.
  - 1. Provides guidance and leadership to Teacher Grade Advisors.
  - 2. Provides training to Teacher Grade Advisors as needed.
  - 3. Coordinates and organizes the Teacher Grade Advisor team.
- B. For the classes (grade levels) for which responsible:
  - 1. Administers attendance procedures.
  - 2. Works with Assistant Principal: Administration and Student Services and Principal in developing and administering policies and procedures regarding student behavior.
  - 3. Works with the Assistant Principal: Administration and Student Services in regard to student government and class activities.
  - 4. Works closely with Principal on school-wide issues.
  - 5. Works with guidance department, crisis intervention counselors, and Child Study Team on student/parent programs.
  - 6. Implements discipline and attendance policies.
  - 7. Maintains appropriate records relative to disciplinary and attendance activities.
  - 8. Works to establish closer relationships between the school and families.



**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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9. Works to identify and support at-risk students.
10. Coordinates class assembly programs.
11. Coordinates distribution of ID cards.
12. Performs other duties as assigned by the Assistant Principal: Administration and Student Services.

VII. Terms of Employment: Ten months; teaches one class.

VIII. Evaluation:

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

IX. Salary: Teacher's salary guide placement with ratio applied as per REA Agreement.



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Dr. Leonard Fitts  
Interim Superintendent of Schools

*Approved by Board: 01/09/2023*

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Teacher (Grade Advisor)

II. Qualifications:

- A. NJDOE teacher certification.
- B. Three years' successful teaching experience.
- C. Graduate work in administration, supervision, or guidance preferred, but not necessary.

III. Position Summary:

Promote positive student behavior and implement the Board of Education's attendance policy.

IV. Reports to: Assistant Principal: Administration and Student Services

V. Nature of the Position:

An applicant for this position should be someone who is willing to assume the challenging responsibility monitoring student behavior in a consistent and assertive manner. The individual must be willing to work equally well as part of a team and as an individual. Responsibilities will include working with students to organize social functions, fundraisers, and other class activities. The applicant must enjoy this type of work and understand that the position requires a significant time commitment outside of school hours.

VI. Major Duties and Responsibilities:

- A. For the classes (grade levels) for which responsible:
  - 1. Administers attendance procedures.
  - 2. Works with Assistant Principal: Administration and Student Services and Principal in developing and administering policies and procedures regarding student behavior.
  - 3. Works with the Assistant Principal: Administration and Student Services in regard to student government and class activities.
  - 4. Works closely with Principal on school-wide issues.
  - 5. Works with guidance department, crisis intervention counselors, and Child Study Team on student/parent programs.
  - 6. Implements discipline and attendance policies.
  - 7. Maintains appropriate records relative to disciplinary and attendance activities.
  - 8. Works to establish closer relationships between the school and families.
  - 9. Works to identify and support at-risk students.
  - 10. Coordinates class assembly programs.
  - 11. Coordinates distribution of ID cards.
  - 12. Performs other duties as assigned by the Assistant Principal: Administration and Student Services.

VII. Terms of Employment: Ten months; teaches one class.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Title: Teacher (Special Education)
- II. Qualifications:

Holds/or is eligible for NJDOE Teacher of the Handicapped certificate, or for NJDOE Teacher of Students with Disabilities certificate and appropriate NJDOE regular education Elementary and/or subject area certificate.
- III. Position Summary:

To provide each assigned student with a program that will enable him/her to reach his/her fullest physical, emotional, psychological, and behavioral potential.
- IV. Reports to: Building Principal or other appropriate personnel, such as Assistant Principal, department head/coordinator, system-wide director/supervisor.
- V. Supervises: Students and special education aides in the classroom
- VI. Major Duties and Responsibilities:
  - A. Demonstrates the necessary teaching skills and personal characteristics to carry out the philosophy and program of instruction of the Ridgewood Public Schools:
    - 1. Plans effectively.
    - 2. Uses appropriate methods and materials.
    - 3. Provides motivation and challenge.
    - 4. Establishes a classroom atmosphere which encourages learning.
    - 5. Demonstrates interest in each child as an individual.
    - 6. Analyzes student progress to improve instruction.
  - B. Works with individual students in devising sequences of educational experiences that may be expected to lead the students to achievement of their specified goals.
  - C. Employs instructional methods and materials that are most appropriate for achieving state IEP goals and objectives.
  - D. Utilizes Special Education aides in the classroom to assist the student(s), to whom assigned, in such physical tasks as putting on and taking off of outwear, moving from room-to-room, using the lavatory, and transfers between specialized pieces of equipment, as needed.
  - E. Accompanies the student(s), to whom assigned, when trips to the nurse are necessary.
  - F. Provides a basic core program for assigned special education students consistent with state education code requirements to the degree appropriate.
  - G. Works cooperatively with regular education teachers who have assigned students in regular classes, interpreting the abilities and disabilities of these students to the appropriate staff, and assisting the students with modified assignments.
  - H. Communicates frequently with parents and professional staff members regarding the educational, social, and personal goals of assigned students.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Teacher (Staff Developer)

II. Qualifications:

- A. NJDOE instructional certification and a firm grounding in the district balanced literacy framework are required.
- B. Possess a master's degree in education.
- C. A minimum of five years' elementary teaching experience.
- D. Experience with district mathematics initiatives is helpful.
- 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:

This position is a leadership opportunity requiring strong pedagogical skills and the energy, organizational skills, and interpersonal skills to work collaboratively with district elementary teachers. The Staff Developer will work under the direction of the Supervisor of Elementary Education.

IV. Reports to:

Supervisor of Elementary Education

V. Major Duties and Responsibilities:

- A. Works with Supervisor of Elementary Education and Principals to develop and execute relevant professional learning activities for elementary staff.
- B. Develops and conducts workshops, model lessons, and other professional activities related to district initiative.
- C. Facilitates the work of Local Professional Development Committee, and participates in the development of the district Professional Development Plan.
- D. Co-leads the new teacher mentoring program.
- E. Interprets, analyzes, and uses the results of student work, and/or of individual and group assessment data for the purpose of informing professional development.
- F. Such other responsibilities, as may be assigned.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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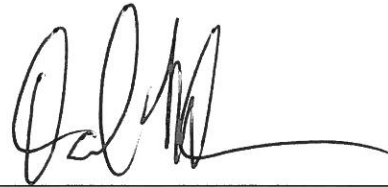
VI. Terms of Employment:

The Teacher (Staff Developer) shall be appointed annually by a majority vote of the Board of Education. The position shall be a ten-month position and eligible for tenure as such. The assignment itself is not subject to tenure. The assignment involves work outside of the contractual work day and/or work year.

VII. Evaluation:

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

VIII. Compensation: As negotiated with the REA



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 06/28/2010  
*Revised:* 05/01/2017

RIDGEWOOD PUBLIC SCHOOLS  
Ridgewood, NJ

**JOB DESCRIPTION**

I. Title: Technology Innovation Specialist

II. Qualifications:

- Holds or is eligible for New Jersey Instructional Certificate.
- Possesses strong problem-solving, decision-making, and communication skills.
- Is viewed by peers and administration as an informal educational leader and excellent educator.
- Works collaboratively with colleagues on a regular basis.
- Demonstrates commitment to remaining current/takes a self-directed approach to learning about innovative ways to use technology to meet students' needs.

III. Position Summary:

- Assists colleagues in identifying, analyzing, learning about, and implementing new technology resources (hardware and software) for the enhancement of student learning and the district curriculum.
- Assists colleagues in enhancing their technology skills.
- Models' lessons in which technology is infused into instruction.
- Provides professional development opportunities for colleagues before and after school and during in-service days on the use of technology in the classroom.

IV. Physical Requirements (must be able to):

- Stand, walk, reach, bend, and occasionally lift between 10 and 50 pounds.
- Operate and use classroom equipment.

V. Reports to:

- K-12 Coaches report to:
  - Building Principal
  - Supervisor of Elementary Education/Tech Innovation Specialist Coordinator
- K-5 Coaches report to:
  - Building Principal
  - Supervisor of Elementary Education/Tech Innovation Specialist Coordinator

VI. Major Duties and Responsibilities:

Demonstrates competence in subject field(s) assigned and in the use of technology in the educational field, and stays current on the educational issues and trends associated with the transformative use of technology in the classroom.

**PROVIDING IN-HOUSE COLLABORATION AND COACHING**

- Schedule or provide as-needed assistance to colleagues with technology-based tools from entry to transformation as according to the Tech Integration Matrix.

RIDGEWOOD PUBLIC SCHOOLS  
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- Provide technology professional development on district in-service days, as needed.

ENGAGING IN PROFESSIONAL DEVELOPMENT

- Engage in and attend professional development training scheduled for Google Workspace for Education, Skyward, Linkit, and other tools as provided by the district or pursued on your own.
- Maintains and enhances own professional competencies related to technology integration in the classroom through readings, workshops, webinars, and professional learning networks (PLNS).
- Participates in trainings over the summer on new technology and its use:
  - (1) Globalization of learning
  - (2) Creation, collaboration, and publication of digital content
  - (3) Asynchronous learning

OTHER RESPONSIBILITIES


- Communicates, both verbal and written, effectively with administrators, teachers, support staff, parents, and students.
- Performs all other duties within the scope of the position, as may be assigned.

VII. Terms of Employment: 10 months; in accordance with negotiated agreement (Stipend/Ratio)

VIII. Funding: Stipend/Ratio

IX. Evaluation:

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

  
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Mark Schwarz  
Superintendent of Schools

*Approved by Board:* 05/05/2014  
*Revised:* 05/01/2017  
*Revised:* 08/28/2017  
*Revised:* 07/24/2023

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Technology & Innovation Teacher

II. Qualifications:

- A. Candidate should hold a certification in K-12 Technology Education (1810) and potentially hold an art, science, or math certification as well.
- B. Bachelor's degree in Art, Engineering, Industrial Design, and/or education (multi-disciplinary).
- C. Experience in creating a fun and engaging environment for students and various audiences.
- D. Experience in curriculum development.
- E. Excellent communication, public speaking, and interpersonal skills.
- F. Experience in CAD, Applied Engineering, Electronics, Interaction Design, Fashion Technology, and/ or Design Thinking preferred.

III. Reports to: Supervisor of Fine & Applied Arts

IV. Position Summary:

Teacher will plan, organize, and implement design and technology courses. Teacher will act as a lead in our newly created innovation program that supports and promotes the use of digital technology within our new Makerspace. Position requires vast knowledge of the ever-converging worlds of science, technology, engineering, art, mathematics, and culture.

V. Major Duties & Responsibilities:

- A. Teach design & technology courses to our 9-12 grade students. Such courses take the core components of the maker movement and put them into action: collaboration, iteration, and application.
- B. Delivers and leads STEM-oriented instructions through lab-based technology workshops and establish an environment conducive to creative problem solving and critical thinking.
- C. Collaborate in the research and development of our new Makerspace facility and programs to implement new, creative content, which bridges emerging technologies with the maker movement.
- D. Oversee equipment, supply inventory, and maintenance for the makerspace and woodshop.
- E. Ability to connect with students, fostering excitement about learning and making while incorporating their skills and interests into makerspace vision and strategy.
- F. In-depth understanding of the creative culture of the maker movement.
- G. Strong project management and time management skills, including the ability to manage multiple projects simultaneously.
- H. Understanding of current trends in educational technology for formal and informal education.
- I. Understanding of emerging technologies, such as digital fabrication tools, Auto Desk, Arduino, and TinkerCad, as well as traditional design and crafting skill sets.
- J. Working knowledge of Google Docs and Google Classroom.



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**Ridgewood, NJ**

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- K. Knowledge of 21st century tools and techniques, such as electronics, coding, and robotics.
- L. Strong comfort level with traditional woodshop tools and techniques.

VI. Terms of Employment: 10 months

VII. Evaluation:

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

VIII. Salary: Established by the Board of Education



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 02/06/2017  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Transition Coordinator

II. Qualifications:

- A. Holds Structured Learning Experience certificate, and holds or is eligible for NJDOE Teacher of the Handicapped certificate or NJDOE Teacher of Students with Disabilities certificate, as well as appropriate NJDOE regular education Elementary and/or subject area certificate.
- B. Demonstrated record of experience in secondary special education, vocational training, and job placement of the disabled.

III. Position Summary:

Coordinates and implements the efforts among special education students, teachers, Child Study Team members, parents, agencies, and employers in the establishment of a comprehensive school-to-work transition program.

IV. Reports to:

Director of Special Programs, Supervisor(s) of Special Education, and building administrators.

V. Major Duties and Responsibilities:

- A. Staff Interactions
  - 1. Update administration on new initiatives including transition and career components of appropriate general and special classes and curriculum.
  - 2. Coordinates responsibilities of staff assigned to transition and school-to-work initiatives.
  - 3. Provides regular training and individual consultation to staff on transition issues and school-to-work goals and objectives, as mandated by federal and state code.
  - 4. Organize and consult with faculty charged with developing curriculum and programs to integrate.
  - 5. Provide or develop curriculum materials that promote the development of self-advocacy/decision-making skills, career house, and interdisciplinary team efforts that promote transition and school-to-work skill acquisition.
  - 6. Provide training and consultation in incorporating transition issues into IEP and curriculum development from early childhood through secondary education (i.e., mobility training, responsibility, problem solving, choice making, etc.)
  - 7. Assure that students are an active participant of the transition team by providing training and technical assistance to staff and students.
  - 8. Provide information on alternatives to the traditional team-meeting format to assure active involvement of students as team members.
  - 9. Facilitate the active involvement of students in meeting desired future situations by assigning responsibilities to them.

**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**B. Parent Interactions**

1. Assure that parents are active participants in the transition team by providing support and information.
2. Provide regular training and individual consultation to parents on transition issues and the full range of adult programs available.
3. Assist Child Study Teams in collaboratively developing goals and objectives with parental and student input.
4. Access information regarding transitional/adult services that is updated annually and shared with parents.
5. Ensure that parents and students have up-to-date information on regulations pertaining to employment of individuals with disabilities.

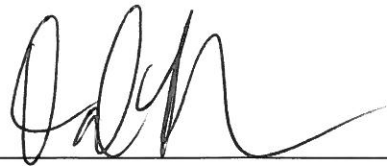
**C. Agency Interactions**

1. Develop and coordinate all transition and school-to-work programs to guarantee effective school/audit services linkages.
2. Establish ongoing working relationships with adult service providers to assure a collaborative approach to transition initiatives.
3. Determine appropriate agencies (city, state, and community-based organizations) that can provide support for students and their families (DVR, DDD, DMH, etc.)
4. Develop ongoing working relationships with state and city agencies, and create linkages between agencies and schools.
5. Develop working plans that outline process and procedures to facilitate transition.
6. Provide training and technical assistance to agencies on Ridgewood programs.
7. Assure that appropriate agency representation is available for consultation when developing transition plans.
8. Access information regarding transition/adult services that is updated annually.
9. Establish contact with social services agencies such as SSA and DSS to maintain current information.
10. Provide information to state and agencies on support needs of students and their families vis-à-vis a Needs Assessment Survey.
11. Coordinate follow-up on graduates to ascertain the success of post-school placement and to reassess school programs, policies, and procedures.

VI. Terms of Employment: Ten months

VII. Evaluation:

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



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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