

RIDGEWOOD PUBLIC SCHOOLS

Office of Human Resources

JOB DESCRIPTIONS



Education Center ♦ 49 Cottage Place ♦ Ridgewood, NJ

RIDGEWOOD PUBLIC SCHOOLS
Office of Human Resources
Ridgewood, NJ

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Section 1: Administration

Assistant Business Administrator - Finance
Assistant Principal: Administration and Student Services
Assistant Principal: Guidance, Curriculum, and Instruction
Assistant Principal: Middle School
Assistant Superintendent of Curriculum, Instruction, and Assessment
Business Comptroller - Finance
Coordinator – Ridgewood Community School
Director of Special Programs
Grade 6-12 Summer School Supervisor
K-12 Summer School Principal/Special Needs Summer School (ESY) Coordinator
Manager of Human Resources/Director of Human Resources
Manager of Information Technology
Manager of Maintenance and Custodial Services
Principal
School Business Administrator/Board Secretary
Special Needs Summer Program Principal/Summer Adventure Program Director
Superintendent of Schools
Supervisor of Elementary Education
Supervisor of Elementary Education: English Language Arts and Social Studies
Supervisor of Elementary Education: Math and Science
Supervisor of English
Supervisor of Fine and Applied Arts
Supervisor of Mathematics and Computer Science
Supervisor of Science
Supervisor of Social Studies, World Languages and Business
Supervisor of Special Education
Supervisor of Wellness (Health and Physical Education K-12)

Section 2: Aides

ABA/Behavior Instructional Aide
Bus Driver-Aide – STEPSS Program
Instructional Aide
Instructional Aide/Braillist 1:1
Instructional Aide/Job Coach
Lunchroom Aide
Nurse Health Aide

Section 3: Co-curricular

Assistant Coach
Athletic Director
Club/Activity Advisor
Head Coach
Season Site Manager

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Section 4: Secretarial

Accounts Payable Administrative Assistant
Administrative Assistant to Elementary School Principal
Administrative Assistant – Guidance Department – High School
Administrative Assistant to the High School or Middle School Principal
Administrative Assistant/Information Technology Coordinator
Administrative Assistant (Technical Assistant) Special Programs
Benefits Coordinator
General Secretary – Elementary School
General Secretary – High School and Middle School
Guidance Secretary – High School
Guidance Secretary – Middle School
Guidance Secretary/Registrar
Lead Secretary
Lead Secretary – Business Office
Lead Secretary – Department of Curriculum, Instruction, and Assessment
Lead Secretary – High School Main Office
Ridgewood Community School Registrar
Ridgewood Community School Part-time Secretary
Secretary – Child Study Team

Section 5: Support

Administrative Applications Coordinator
Affirmative Action Officer
Assistant Board Secretary
Assistant to the Business Administrator and Manager of Information Technology
Assistant Database System Administrator
Associate Systems Administrator
Behavior Analyst/Coordinator
Confidential Administrative Assistant to the Assistant Superintendent for Curriculum,
Instruction, and Assessment
Budget, Accounting and Reporting Specialist
Confidential Administrative Assistant – Human Resources
Coordinator of Federal Grants and Standardized Testing
Data Coordinator – Ridgewood High School
Database Systems Administrator
Director Infant/Toddler Development Center of the Ridgewood Board of Education
District Coordinator School-Based Mental Health Services
District Utility Person/Painter
Energy Specialist
Executive Confidential Administrative Assistant to the Superintendent of Schools
Executive Confidential Administrative Assistant to the Superintendent of Schools and
Assistant to Board Secretary
Instructional Technology Specialist Technician
K-8 Technology Coordinator
Late Afternoon/Evening Makerspace Coordinator at Ridgewood High School

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Payroll Specialist/Bookkeeper
Payroll Supervisor
Public Information Officer and Special Projects
Registered Nurse
Residency Investigator
School Physicians
School Security Officer
Senior Systems Administrator
Supervisor of Transportation and Operations
Technology Applications Coordinator – Ridgewood High School
Technology Coordinator – Ridgewood High School

Section 6: Teaching Staff

Computer Applications Teacher
Computer Education Resource Person – Middle School
Coordinator of Nurse/Teachers
Counselor in Charge of Peer Resource Program Including Ninth Grade Freshman FOCUS Group
Crisis Intervention Counselor
District Behavioral Consultant
Education Specialist (Teacher)/BSI
Elementary Guidance Counselors
Equal Educational Opportunity Officer (Part-time)
Guidance Counselor
Learning Disabilities Teacher – Consultant
Librarian/Media Specialist
Multi-Sensory Reading Instructor/Staff Developer
Nurse/Teacher
Occupational Therapist
Physical Therapist
School Athletic Trainer
School Psychologist
School Social Worker
Speech and Language Specialist
Teacher
Teacher/Coordinator – Early Childhood Programs
Teacher (Lead Grade Advisor)
Teacher (Grade Advisor)
Teacher (Special Education)
Teacher (Staff Developer)
Technology and Innovation Teacher
Technology Innovation Specialists
Transition Coordinator