

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

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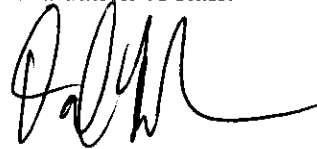
**JOB DESCRIPTION**

- I. Title: Administrative Applications Coordinator
- II. Qualifications:
- A. Ability to analyze, write, and document programs and procedures for database applications for Financial, Human Resources, Staff Evaluation Systems, and other District Administrative Systems.
  - B. Proven experience with integrating Microsoft Office Suite applications.
  - C. College education, as well as experience in computer systems, including programming, database structures, system design, and document reporting.
  - D. Minimum of five years' administrative experience with Financial and Human Resources Systems.
  - E. Ability to work with a wide variety of people to design and implement information systems for the district.
  - F. Effective and proven project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
  - G. Ability to communicate and work effectively with staff, administration, and other school district constituencies.
  - H. Ability to analyze a situation accurately, diagnose the problem, adopt, and implement an effective course of action that resolves the problem.
  - I. Such alternatives to the above qualifications, as the Board may find acceptable.
- III. Position Summary:
- The Administrative Applications Coordinator shall be responsible for administering all aspects of the district's Financial and Human Resources System, other district administrative database systems and applications, including those used for Staff Evaluation, Business Office, and Human Resources functions, and the district.
- IV. Reports to: Director of Information Technology
- V. Major Duties and Responsibilities:
- A. Administer all aspects of our Financial and Human Resources System and related programs, Staff Evaluation Systems, and other District Administrative Systems.
  - B. Provide support to all related district administrative system users (password/login information, documentation, etc.)
  - C. Draft policies and procedures for effective use of the district administrative applications.
  - D. Evaluate and recommend new, related applications that will address the future needs of the Business & Human Resource departments.
  - E. Support Business Office and Human Resources. and maintain their software and install their upgrades.

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**Ridgewood, NJ**

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- F. Write and maintain web-based documentation and user's manuals on district administrative applications that are used in the district.
  - G. Schedule and provide training to and for Financial and Human Resources System and Staff Evaluation System users.
  - H. Import and export files to and from various database structures.
  - I. Maintain state reporting information between the databases for NJSMART Staff and Contracted Employees reports, as well as Teacher Evaluations and other required state and federal reports.
  - J. Participate in related department meetings.
  - K. Perform other duties with the scope of his/her employment, as may be assigned by his/her supervisor(s).
- VI. Terms of Employment: Twelve months
- VII. Evaluation: In accordance with Board 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: Affirmative Action Officer

II. Qualifications:

- A. New Jersey Standard Certification with administrative, instructional, or education services endorsement.
- B. Knowledge of federal and state laws pertaining to EEO/AA and disability discrimination issues.
- C. Ability to interpret district policies and aid in the investigation of alleged violations of laws applicable to discrimination and workplace harassment.
- D. Experience investigating discrimination complaints and managing institutional responses to them.
- E. Ability to work with staff and students of varied backgrounds and/or positions.
- F. Understanding of personnel policies and practices relevant to Affirmative Action.
- G. Demonstrates sound interpersonal skills to relate well with students, staff, administration, parents, and the community.

III. Position Summary:

The Affirmative Action Officer is responsible for providing, through a positive and effective affirmative action program, equal employment and equal educational opportunities for all staff and students regardless of race, color, creed, sex, and national origin, social, or economic background.

IV. Reports to: Superintendent of Schools

V. Major Duties and Responsibilities:

- A. Develops affirmative action programs for employment practices and affirmative action programs for school and classroom practices.
- B. Monitors the implementation of the approved affirmative action programs.
- C. Investigates all allegations of discrimination from employees or among students. After investigation is concluded, reports findings of facts, conclusions, and recommendation for resolutions of complaint to the Superintendent.
- D. Assures that all personnel policies are administered without regard to sex or minority status and are equal.
- E. Reviews and assesses all advertisement for equal opportunity employment practices, and supervises the assessment of textbooks, library materials, audio-visual materials and curriculum guides to identify any bias based on race, color, creed, sex, national origin, religion, or culture and to take action to eliminate any identified bias.
- F. Assists with the establishment of consistent discipline policies and procedures which provide for equitable treatment of all staff and students.

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**Ridgewood, NJ**

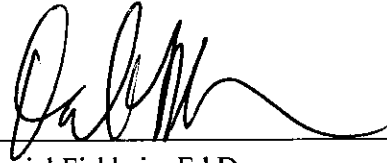
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G. Assists with the development of a plan for the regular monitoring, evaluation, and reporting of progress in the elimination of identified discrimination.

VI. Terms of Employment:

Stipend and work year to be established by the Board in accordance with the Agreement between the Ridgewood Board of Education, the Ridgewood Education Association, and or Ridgewood Administrators Association, if applicable.

VII. Evaluation:



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:*            06/26/2017

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

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**JOB DESCRIPTION**

I. Title: Assistant Board Secretary

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent. Bachelor's degree preferred.
- B. Prior office management and/or executive level support experience preferred.
- C. Effective time-management, problem-solving, organizational, human relations, written and verbal communication skills, and stenographic skills.
- D. Ability to maintain high level of confidentiality.
- E. Ability to manage multiple, complex projects simultaneously, anticipate deadlines, and set benchmarks in order to meet firm deadlines.
- F. Ability to effectively address unexpected issues, adjust readily to interruptions, and reorganize workload, as needed.
- G. Ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- H. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- I. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- J. Knowledge of operations and functions of the Board of Education and the Superintendent's Office.
- K. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- L. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary:

Assists and supports the Superintendent, School Business Administrator, and Board of Education in meeting the goals and objectives in all matters of school business. Establishes and maintains accurate and complete school district records and well documented business records, including minutes, agendas, and other correspondence.

IV. Reports to: The Superintendent and the Board Secretary

V. Major Duties and Responsibilities:

- A. Attends and takes minutes of all public meetings of the Board of Education.
- B. Prepares and distributes minutes in accordance with Board policy, administrative needs, and the laws governing meetings of public bodies.
- C. Accepts and responds to requests from the public for copies of Board policies, statements, and other informational items in accordance with policy.
- D. Handles correspondence/communications, as directed by the Superintendent or Board Secretary.

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**Ridgewood, NJ**

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- E. Prepares outline of Board Meeting agendas.
- F. Maintains Board Meeting planning calendar.
- G. Prepares agendas for Board of Education meetings; coordinates preparation of background information for the Board (packets).
- H. Assists in preparation of Superintendent's weekly "Notes" to the Board.
- I. Oversees physical arrangements for Board of Education meetings.
- J. Prepares agendas and minutes for executive sessions.
- K. Responsible for maintaining, binding, and securing original minutes, financial reports, bill lists, and Board packets.
- L. Advertises special, regular, and executive session meetings.
- M. Ensures compliance for mandated training for Board members.
- N. Posts, updates, and maintains district website for Board of Education, Business Office, Parent, Student, Community Policy Notifications, and any other pages, as needed.
- O. Collects and reviews all Professional Day and travel reimbursement requests to ensure compliance with law, Board Policy, and procedures.
- P. Assists the Superintendent's Cabinet, and follows up on issues, as needed.
- Q. Oversees ongoing update and distribution of additions/revisions of the Board Policy Manual.
- R. Coordinates arrangement for all-staff opening-day Convocation.
- S. Sends e-blasts via the electronic notification system for bussing issues and school closings, as a back-up when needed.
- T. Enters changes to student accounts for food service charges in Skyward.
- U. Assists with referendum projects, including bidding, tracking project costs and processing change orders.
- V. Supervises and delegates duties to the Education Center Administrative Assistant.
- W. Enters users and events and approves events in School Dude, as a back-up when needed.
- X. Assists the Business Administrator with input of district budget and submission to NJDOE.
- Y. Assists with the development of bid specifications and requests for proposals, as well as with the advertisement of all bids and RFPs.
- Z. Assists with the preparation of all contracts in the name of the Board.
- AA. Maintains files and storage of required forms and contracts for the Board of Education in compliance with the NJDOE Record Retention Guidelines.
- BB. Assists in the completion of the Facilities section of the annual QAAR.
- CC. Coordinates special projects and events, as directed by the Superintendent.
- DD. Researches issues, as needed.
- EE. Collects all requests for approval for overnight field trips or co-curricular activities to ensure compliance with Board policy and procedures, and places on Board agenda, when appropriate.
- FF. Other tasks and duties, as assigned by the Superintendent or Secretary to the Board.

VI. Terms of Employment:

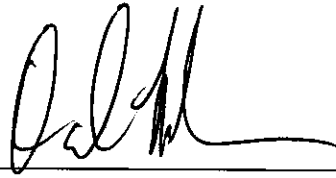
Twelve months. Confidential status; not a member of the bargaining unit.

VII. Evaluation: In accordance with Board policy on evaluation of staff.

RIDGEWOOD PUBLIC SCHOOLS  
Ridgewood, NJ

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VIII. Salary: Negotiable



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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: Assistant to the Business Administrator and Manager of Information Technology
- II. Qualifications:
- A. Minimum of a high school diploma or its equivalent. Bachelor's degree preferred.
  - B. Prior office management and/or executive level support experience preferred.
  - C. Effective time-management, problem-solving, organizational, human relations, written and verbal communication skills, and stenographic skills.
  - D. Excellent interpersonal and customer service skills necessary for the handling of highly confidential information and providing high quality service both internally and externally.
  - E. Ability to manage multiple, complex projects simultaneously, anticipate deadlines, and set benchmarks in order to meet firm deadlines.
  - F. Ability to effectively address unexpected issues, adjust readily to interruptions, and reorganize workload, as needed.
  - G. Ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
  - H. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
  - I. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
  - J. Knowledge of operations and functions of the Board of Education, the Business Office and the Information Technology Office.
  - K. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
  - L. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.
- III. Position Summary:
- Assists and supports, The School Business Administrator, The Manager of Information Technology and Board of Education in meeting the goals and objectives in all matters of school business. Establishes and maintains accurate and complete school district records and well documented business records, and other correspondence. Coordinate day-to-day operations of the Information Technology department. Maintain IT department budget, contracts, and confidential personnel records.
- IV. Reports to: Business Administrator and Manager of Information Technology
- V. Major Duties and Responsibilities:
- A. Ensures compliance for mandated training for Board members.
  - B. Posts, updates, and maintains district website for Board of Education, Business Office, Parent, Student, Community Policy Notifications, and any other pages, as needed.



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

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- C. Collects and reviews all Professional Day and travel reimbursement requests to ensure compliance with law, Board Policy, and procedures.
- D. Coordinates arrangement for all-staff opening-day Convocation.
- E. Sends e-blasts via the electronic notification system for busing issues and school closings, as a back-up when needed.
- F. Enters changes to student accounts for food service charges in Skyward.
- G. Assists with referendum projects, including bidding, tracking project costs and processing change orders.
- H. Enters users and events and approves events in School Dude, as a back-up when needed.
- I. Assists the Business Administrator with input of district budget and submission to NJDOE.
- J. Assists with the development of bid specifications and requests for proposals, as well as with the advertisement of all bids and RFPs.
- K. Assists with the preparation of all contracts in the name of the Board.
- L. Maintains files and storage of required forms and contracts for the Board of Education in compliance with the NJDOE Record Retention Guidelines.
- M. Assists in the completion of the Facilities section of the annual QAAR.
- N. Researches issues, as needed.
- O. Collects all requests for approval for overnight field trips or co-curricular activities to ensure compliance with Board policy and procedures, and places on Board agenda, when appropriate.
- P. Maintains the IT operating budget.
- Q. Responsible for IT purchase orders, including creating requisitions, receiving orders in the budgetary accounting systems, and running reports.
- R. Administers Federal E-Rate program, which includes solicitation of bids (Form 470), Acceptance of bids (Form 471), and Application for Reimbursement (Form 472-BEAR).
- S. Handles helpdesk and respond to all issues in a timely manner.
- T. Provides first level response for Ed Center IT issues.
- U. Assists with communication of IT related information.
- V. Other tasks and duties, as assigned by the Business Administrator or Manager of Information Technology.

VI. Terms of Employment:

Twelve months. Confidential status; not a member of the bargaining unit.

VII. Evaluation: In accordance with Board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

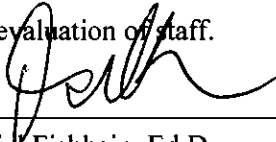
Approved by Board: 06/01/2020

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

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**JOB DESCRIPTION**

- I. Title: Assistant Database Systems Administrator
- II. Qualifications:
- A. College degree in computer science, information systems or a related field preferred.
  - B. Knowledge of Student Information Systems (Skyward preferred), State and Federal Reporting.
  - C. Knowledge of basic database system structure, programming, and query writing.
  - D. Strong ability to work as a team member and effectively communicate, orally and in writing, with users, technical staff members, and vendors.
  - E. Strong knowledge of spreadsheets and business applications.
- III. Position Summary:  
Carry out all duties necessary to maintain the integrity of student and staff data to provide accurate reporting. Stay current with advances in technology; learn new software and perfect skills needed to succeed, as well as be an integral team member of the IT department to support all staff and achieve the district's goals.
- IV. Reports to: Database Systems Administrator and Manager of Information Technology
- V. Major Duties and Responsibilities:
- A. Assist the Database System Administrator in coordinating, managing and assuring the consistent operation of our Student Information System (SIS) and related programs.
  - B. Manage district user accounts in SIS, Business Applications, and Online Curricular programs.
  - C. Provide backup and assistance to the Administrative Applications Coordinator for Business Applications.
  - D. Train staff and provide support for various systems.
  - E. Provide Family and Student Access Portal support to parents/guardians/students.
  - F. Develop and maintain documentation for the effective use of SIS by end users.
  - G. Evaluate and determine best practices to improve data integrity in SIS as well as other systems.
  - H. Effectively communicate with support staff and administrators regarding state and federal reporting requirements.
  - I. Upload and regularly maintain NJSMART information.
  - J. Keep SIS vendor apprised with any changes and updates to state reporting requirements.
  - K. Other duties as assigned by the Database Systems Administrator and/or Manager of IT.
- VI. Terms of Employment: Twelve-month position
- VII. Evaluation: In accordance with Board policy on evaluation of staff.

  
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Daniel Fishbein, Ed.D  
Superintendent of Schools

Approved by Board: 10/26/2009  
Revised: 05/06/2019

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

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**JOB DESCRIPTION**

I. Title: Associate Systems Administrator

II. Qualifications:

- A. Minimum of four (4) years' experience as a Technology Specialist (or equivalent role).
- B. Experience with supporting: Local Area Network, Directory Services, Email infrastructures (including related security), and Desktop Management systems.
- C. Strong organizational skills with an ability to:
  - 1. Make decisions in accordance with established policies/regulations.
  - 2. Understand and follow directions while working independently.
  - 3. Take technical lead of projects, while working in a team environment.
- D. Motivated individual who demonstrates a high aptitude for technology and a desire and ability to learn quickly.
- E. Previous experience as, or significant experience working with, a Network Administrator.
- F. Experience with supporting the following: virtual server environments, Wide Area Networks, and network security (including firewall, intrusion detection/prevention, content filtering, and threat detection/removal systems).
- G. Experience with networking protocols and advanced networking concepts (i.e., network switching, routing, and VLANs).
- H. Outstanding communication skills.

III. Position Summary:

The Associate Systems Administrator will primarily provide Level 2 support for all server and network infrastructure. Following the technical Senior Systems Administrator, he/she will gain and maintain a full working knowledge of the servers and networks throughout the district. Additionally, the Associate Systems Administrator will assist the Senior Systems Administrator and the K-12 Technology Coordinator with implementation of all infrastructure projects.

IV. Reports to: Manager of Information Technology

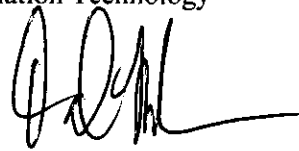
V. Major Duties and Responsibilities:

- A. Administer and provide primary support of district IP phone system, security system, and district website.
- B. Along with the Senior Systems Administrator, administer all servers and network services throughout district, ensuring 24/7 availability of primary systems and networks.
- C. Assist Senior Systems Administrator with design and implementation of all approved LAN and WAN infrastructure projects.
- D. Provide troubleshooting of network infrastructure, security, email, and remote access.
- E. Following technical direction of the Senior Systems Administrator, maintain and upgrade both hardware and software, as needed on all network servers and infrastructure.
- F. Working with the K-12 Technology Coordinator, and the Senior Systems Administrator,

- G. recommend new technologies for use in the classroom and offices throughout the district. Working with Senior Systems Administrator and K-12 Technology Coordinator, provide recommendations and direction regarding management of the district's computers.
- H. Serve as backfill and/or support for Instructional Technology Specialist Technicians, when requested by Manager of Information Technology.
- I. Participate in regular evaluations of the operation of the network and technology in the school and in long range planning.
- J. Participate in regular district technology staff meetings. Meet and work with Instructional Technology team to assure efficient operation of technology within the district.
- K. Through appropriate professional development, keep abreast of new technologies that may be used for educational and staff use in the district.
- L. Perform other duties, as may be required due to emergency situations or upon direction of the Manager of Information Technology.

VI. Terms of Employment: Twelve months

VII. Evaluation: Evaluated by the Manager of Information Technology



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Daniel Fishbein, Ed.D  
Superintendent of Schools

Approved by Board: 06/01/2015 (Replacing Junior Systems Administrator)  
Revised: 05/01/2017

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

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**JOB DESCRIPTION**

- I. Title: Behavior Analyst/Coordinator
- II. Qualifications:
- A. Master of Science (M.S.) Degree in Education, Psychology, or a related field preferred.
  - B. Knowledge of Applied Behavior Analysis (ABA) and Positive Behavior Support (PBIS)
  - C. Extensive experience working with students with disabilities who present with behavioral needs.
  - D. Knowledge of positive behavior intervention supports, crisis prevention/intervention, and de-escalation strategies.
  - E. Able to effectively communicate with people at all levels and from various backgrounds.
  - F. Ability to understand and adhere to established policies, procedures, and protocols.
  - G. Commitment to excellence and high standards.
  - H. Acute attention to detail; strong documentation skills.
  - I. Ability to work independently.
  - J. Good judgment with the ability to make timely and sound decisions.
- III. Position Summary:  
The Behavior Analyst/Specialist will assist the Director of Special Education and Supervisors of Special Education in design, coordination, and implementation of programs to support student learning and growth; and support students, staff and administration in the area of assessments of behavior (including, but not limited to functional behavioral assessments), positive behavior management, behavioral supports and behavior intervention plans.
- IV. Reports to: Director of Special Education, Supervisors of Special Education
- V. Major Duties and Responsibilities:
- A. Use effective skills to communicate with consistency to the Ridgewood special programs.
  - B. Demonstrate foresight, examines issues and takes initiatives to improve the quality of education in the community.
  - C. Develop and reinforce the intake process from pre-k through 21.
  - D. Review and manage behavioral data; support data driven decision-making.
  - E. Coordinate training of ABA Aides and staff in knowledge of ABA, PBIS, and Behavior Management Systems, for successful school of students with Autism Spectrum Disorder (approximately every 6-8 weeks).
  - F. Coordinate general training with parents of students with Autism Spectrum Disorder (approximately 3 times per year).
  - G. Demonstrate an understanding of the IEP writing and implementation process specific to Behavior Analyst evaluations, programmatic supports, and goals and objectives.
  - H. Maintain a familiarity with current educational issues through a process of ongoing personal development.
  - I. Work cooperatively with building administration and staff in planning, implementing and managing programs and services for students with Autism Spectrum Disorder.
  - J. Assist in the coordination of staff development opportunities to enable staff to better serve the needs of special education students.
  - K. Supporting the delivery of parent training when recommended through the IEP process.

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**Ridgewood, NJ**

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- L. Assist in conducting, in cooperation with building administrators, regular/special education staff, parents, and community, on-going evaluation of programs, services, and coordinate the long range planning process to meet the needs of students.
  - M. Consult cooperatively with the district's Behavior Analysts and Transportation department.
  - N. Assist teaching staff and specialists in the development and implementation of individualized education programs (IEPs) for students with exceptional needs that identify behavior needs within the IEP.
  - O. Work collaboratively with all site principals to support staff.
  - P. Support Director of Special Education and Supervisors of Special Education in the management of services for students in behavior/alternate placements.
  - Q. Plan, organize and implement professional development for special education and general education staff including: environmental interventions, curriculum modifications, behavioral interventions, data collection, inclusion, de-escalation, or other staff development workshops as assigned.
  - R. Other tasks as may be deemed appropriate and necessary by the Director of Special Education and Supervisors of Special Education.
- VI. Job Expectation:  
Work Environment: Must be able to work within various degrees of noise, temperature and air quality. Job responsibilities require both inside and outside assignments. Interruptions of work are routine. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. Occasional after-hour work may be required. Must be able to work under stressful conditions. Sitting, standing, lifting and carrying (up to 50 pounds), reaching, squatting, climbing stairs, kneeling, and moving light furniture is likely required. Physical Requirements: Sitting, standing, lifting, and carrying (up to 50 pounds), reaching, climbing, squatting, kneeling, and moving light furniture may be required. Safety and Health Requirements: Blood borne Pathogens Standard Training. Equipment/Material handled: Must know how to properly operate or be willing to learn to operate all multimedia equipment including current assessment materials and educational technology.
- VII. Terms of Employment: Stipend/1.07 Ratio
- VIII. Evaluation: In accordance with Board policy on evaluation of staff.

  
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Daniel Fishbein, Ed.D  
Superintendent of Schools

Approved by Board: 10/02/2019

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

**JOB DESCRIPTION**

I. Title: Budget, Accounting and Reporting Specialist

II. Qualifications:

- A. Bachelor's Degree or equivalent job experience as determined by the Administration;
- B. Requires knowledge of GAAP Accounting;
- C. Minimum three years school accounting experience;
- D. Knowledge of Microsoft Word, Excel, QuickBooks and CSI required.
- E. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- G. Such alternatives to the above qualifications as allowed by law and acceptable to the Board.

III. Position Summary:

The Budget, Accounting and Reporting Specialist assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Business Office.

IV. Reports to:

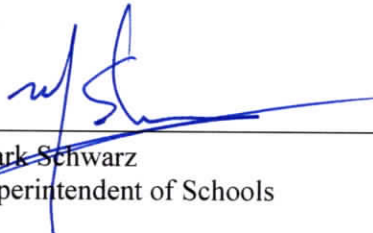
The Budget, Accounting and Reporting Specialist shall take direction from and be evaluated by the School Business Administrator/Board Secretary or designee.

V. Major Duties and Responsibilities:

- 1. Assists the School Business Administrator/Board Secretary in the preparation, administration, supervision, and control of the district budget.
- 2. Assists with all bookkeeping functions for the district including depositing and booking cash receipts, making electronic transfers, preparing journal entries, and preparing reports at the direction of the School Business Administrator/Board Secretary.
- 3. Prepares invoices for tuition and other fees charged by the district, and maintains records in the district accounting software.
- 4. Assists the School Business Administrator/Board Secretary in preparing, entering, and submitting monthly, quarterly, and annual reports to the County and State Department of Education.
- 5. Assists in the oversight of purchasing operations and Accounts Payable staff, ensuring adherence to State procurement regulations and bidding laws for public schools.
- 6. Acts as liaison to the school district auditor in providing information during the year-end financial audit.
- 7. Oversees maintenance of fixed asset inventory in compliance with GASB 34.
- 8. Manages and ensures timely payments in accordance with district Lease/Purchase Agreements and repayments of interest and principal on outstanding Bond obligations.
- 9. Coordinates closing of books at fiscal year-end including reconciling outstanding purchase orders and reserve accounts to actual commitments and the proper close out of Petty Cash funds.

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**Ridgewood, NJ**

10. Audits food services cash receipts and reimbursement vouchers on a monthly basis.
  11. Prepares monthly internal bank and general ledger reconciliations and works with the Treasurer of School Monies to identify and resolve any discrepancies between the accounting software and bank statements.
  12. Prepares, for review by the School Business Administrator/Board Secretary, the monthly Board Secretary's Report and monthly Transfer Report in accordance with state law and district procedures.
  13. Assists in the preparation and submission of federal and state grant reimbursement requests through the state EWEG system.
  14. Assists in training staff on procurement and accountability regulations.
  15. Assists building staff with the proper accounting and maintenance of Student Activities Funds.
  16. Performs other financial analyses as required by the School Business Administrator/Board Secretary and as may be necessary for budget and negotiations.
  17. Reports to the School Business Administrator on the accounting affairs of the district and recommends changes and improvements as needed.
  18. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary.
  19. Maintains confidentiality of all Business Office and personnel matters.
  20. Performs such other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary or designee.
- VI. Terms of Employment: Twelve month; Non-Affiliated
- VII. 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: 11/06/2023



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

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**JOB DESCRIPTION**

I. Title: Confidential Administrative Assistant to the Assistant Superintendent for Curriculum, Instruction, and Assessment

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent. Bachelor's degree preferred.
- B. Prior office management and/or executive level support experience preferred.
- C. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- D. Ability to maintain confidentiality, communicate, and work effectively with staff, administrators, students, vendors/consultants/professionals, and others in job-related areas.
- E. Ability to manage multiple, complex projects simultaneously, anticipate deadlines, and set benchmarks in order to meet firm deadlines.
- F. Ability to effectively address unexpected issues, adjust readily to interruptions, and reorganize workload, as needed.
- G. Ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- H. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- I. Experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- J. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- K. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary:

Using substantial, specialized job knowledge, organizational skills, and independent initiative, the Administrative Assistant to the Assistant Superintendent provides executive assistant-level support for the work of the Assistant Superintendent for Curriculum, Instruction, and Assessment, managing the daily activity of the department, including coordination of work from other central office and school-level support staff positions.

IV. Reports to: Assistant Superintendent for Curriculum, Instruction & Assessment

V. Major Duties and Responsibilities:

- A. Provides executive-level support to the Assistant Superintendent for Curriculum, Instruction, and Assessment, and manages the daily operations of the office including,

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

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- but not limited to, scheduling, preparing for meetings, and handling incoming communications via phone and email.
- B. Assists the Assistant Superintendent for Curriculum, Instruction, and Assessment with reports and projects, as assigned.
  - C. Monitors all aspects of the budget process including creating the budget spreadsheet based on budget requests from supervisors and prior year expenditures, entering the final budget into the budgetary accounting system, creating requisitions for purchase orders, monitoring receipt of orders, updating and maintaining budget spreadsheet throughout the year, and running budget reports to track transfers of funds and expenditures.
  - D. Updates and maintains various sections of the Curriculum, Instruction and Assessment webpage on the district website.
  - E. Works in collaboration with the Assistant Superintendent for Curriculum, Instruction, and Assessment on the coordination of the Community Outreach Program, including exploring and researching potential program topics and speakers, making initial inquiries, requesting contracts and supporting materials and monitoring the Board of Education approval process, creating flyers and promotional materials, posting information on the webpage, sending email communications about speakers to parents, and arranging all aspects of the program.
  - F. Coordinates professional development training for district secretarial staff based on district and/or individual needs, as needed, and conducts training sessions for secretaries, when appropriate.
  - G. Schedules observations for the Assistant Superintendent for Curriculum, Instruction, and Assessment, and gathers appropriate reports and information for the meetings.
  - H. Communicates with vendors who provide professional development services, as needed, and ensures that all contract and supporting information is provided. Submits contracts to the Assistant Board Secretary for Board of Education Approval, and creates requisitions for purchase orders.
  - I. Creates various calendars including the critical due dates calendar, administrative meetings calendar, religious holidays calendar, and district-wide testing calendars.
  - J. Collects fire and security drill logs from each school, and compiles information into a report, which is submitted to the county at the end of each year.
  - K. Assists with other projects/tasks, as they arise or are assigned by the Assistant Superintendent for Curriculum, Instruction, and Assessment.
- VI. Terms of Employment: Twelve months, non-affiliated, tenure-eligible
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

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

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**JOB DESCRIPTION**

I. Title: Confidential Administrative Assistant – Human Resources

II. Qualifications:

- A. Minimum of high school diploma or its equivalent.
- B. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- C. Effective time management, problem-solving, organizational, and written and verbal communication skills.
- D. Experience with computer applications, e.g., Microsoft Office, Google suite, and other web-based applications.
- E. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- F. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

Perform administrative secretarial duties entailing a high degree of responsibility, discretion and confidentiality, using independent judgment, in addition to routine work for the smooth and efficient operation of the Human Resources office.

IV. Reports to: Human Resources Manager

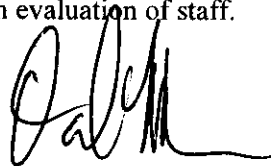
V. Major Duties and Responsibilities:

- A. Screens calls and inquiries that involve confidential or sensitive topics; addresses concerns, as appropriate, or directs to Manager of Human Resources.
- B. Performs usual office routines, assembles confidential material according to instructions, prepares summaries of confidential documents and maintains confidential files.
- C. Types correspondence, notices, reports and special projects, and verifies the accuracy of the work done. Maintains confidentiality of sensitive correspondence, confidential records, and files ensuring that the material is properly marked, secured, and accessible for immediate use by administrators.
- D. Maintains a well-organized, current filing system.
- E. Maintains confidentiality of records and information, including staffing, attendance, evaluations, etc.

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

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- F. Operates all business machines necessary to complete reports and clerical work required in the operation of the office.
  - G. Maintains a schedule of appointments for the Manager of Human Resources, and makes arrangements for conferences, meetings, and interviews.
  - H. Prepares reports and compiles data required by law, administrative code, and Board policy.
  - I. Maintains the confidentiality of source data and confidential records that are summarized and assembled into the final report.
  - J. Performs specialized and confidential assignments, as required, including other tasks related to the efficient operation of the Human Resources office.
- VI. Terms of Employment: Twelve months, non-affiliated, tenure-eligible
- VII. Evaluation: In accordance with Board policy on evaluation of staff.



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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: Coordinator of Federal Grants and Standardized Testing

II. Qualifications:

- A. College degree preferred.
- B. Accounting background.
- C. Ability to:
  - 1. Develop and implement a timeline.
  - 2. Work independently.
  - 3. Seek consultation with superiors on regular basis.
  - 4. Understand data and its uses.
  - 5. Adjust work schedule to meet deadlines.
  - 6. Handle multiple complex tasks simultaneously.
  - 7. Work collaboratively with colleagues.
- D. Proficient in Excel, Word, and online resources.
- E. Excellent, clear writing skills.

III. Position Summary:

Responsible for the coordination of federal grants including: preparation of applications for proposed programs and/or services, development of budgets, and assistance to the Assistant Superintendent of Curriculum, Instruction, and Assessment, district administrators, and school test coordinates. Coordinates and supports the testing schedules, related budgets, data, reports, and materials for the district.

IV. Reports to:

Assistant Superintendent for Curriculum, Instruction, and Assessment

V. Supervises: Co-supervises a secretary

VI. Major Duties and Responsibilities:

- A. Federal Grants
  - 1. Prepares and submits applications, including needs assessment, program plan, budget, comparability analysis, maintenance of effort calculations, etc.
  - 2. Reviews of all grant-funded purchases to ensure compliance with conditions of grant.
  - 3. Coordinates with Business Office to ensure accurate budget development and reporting.
  - 4. Coordinates with non-public schools to meet grant requirements.

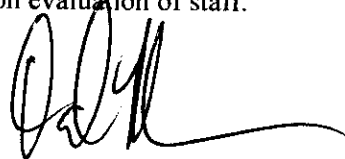
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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5. Prepares and submits any and all required close-out reports, amendments/revisions, and documentation.
  6. Prepares materials for Board approval of application and amendments/revisions.
  7. Tracks grant expenditures throughout the year to ensure full and compliant expenditure.
  8. Attends training provided by the state.
  9. Functions as the district liaison to the state.
  10. Submits online applications.
  11. Develops and implements a timeline to meet grant deadlines.
  12. Performs other duties, as required.
- B. State and Local Standardized Testing
1. Schedules local testing in consultation with administrators; advising administrators regarding schedule of state testing.
  2. Orders test materials.
  3. Develops and implements a timeline to meet deadlines.
  4. Advises regarding budget.
  5. Trains teachers and administrators to use data.
  6. Trains school test coordinators to administer and return tests.
  7. Sorts data and providing sorts at request of administrators.
  8. Provides directions and parent/guardian letters related to the administration of tests.
  9. Attends training provided by state and local standardized testing company.
  10. Functions as district liaison with state and local standardized testing company.
  11. Provides direction to clerical support person regarding:
    - a) Timelines.
    - b) Organization, dissemination, and collection of test materials.
    - c) Organization and dissemination of test results.
  12. Downloading and printing online data reports, as available.
  13. Other duties, as required.

VII. Terms of Employment: Twelve months

VIII. Evaluation: In accordance with Board 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: Data Coordinator – Ridgewood High School

II. Qualifications:

- A. College degree preferred.
- B. Detail oriented.
- C. Ability to work under pressure and meet deadlines.
- D. Experience with Microsoft office and Google Apps for Education.
- E. Experienced with data entry, data manipulation, report writing, and relational databases.
- F. Experience with student information system, state reporting, and student data management.
- G. Excellent problem solving skills.

III. Position Summary:

To contribute to the efficient operation of the school and leadership of the student information system.

IV. Reports to:

Manager of Information Technology for student information system responsibilities and Principal for school-based responsibilities.

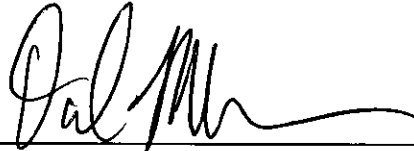
V. Major Duties and Responsibilities:

- A. Manage the High School data in the district student information system, including the maintenance of student demographic and achievement data.
- B. Support staff to ensure the data reliability, validity, and integrity in student information system, and other related systems.
- C. Run queries and perform data analysis, as requested by administration.
- D. Design, run, and post custom reports for the guidance department, e.g., transcripts, report cards, GPA's, graduation requirements, etc.
- E. Assist Guidance with the electronic transcript transmissions to colleges.
- F. Prepare and assist school administrators, supervisors, and staff in scheduling process, e.g., course recommendations, requests, sectioning, etc.
- G. Create, revise, and maintain the master Schedule for students and staff. Schedule supervisory duties of staff.
- H. Assist in scheduling administration of school-wide student testing, including assigning proctors and rooms.
- I. Oversee and assist support staff with the collection of student fees and fines through the student information system.
- J. Manage and assist with communications to all High School students, staff, and parents.

- K. Compile accurate information for the Education Center in preparation for State Reporting and Assessments.
- L. Participate in Information Technology department meetings.
- M. Perform other duties assigned by the Manager of Information Technology and High School Principal or his/her designee.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 07/23/2007  
*Re-approved:* 10/26/2009  
*Revised:* 05/06/2013  
*Revised:* 05/18/2015  
*Revised:* 05/01/2017  
*Revised* 07/17/2017 (replacement for Data Entry Coordinator – Ridgewood High School)

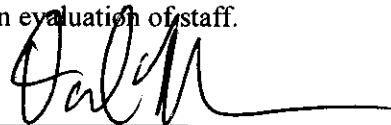


**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

- I. Database Systems Administrator
- II. Qualifications:
  - A. Ability to analyze, write, and document programs and procedures based on the student information system currently used in the district and Microsoft SQL Server applications.
  - B. Proven experience with integrating Microsoft Office Suite applications.
  - C. College education with a background in computer systems, including programming, database structures, system design, and document reporting.
  - D. Minimum of three years' administrative experience with a student information system.
  - E. Ability to work with a wide variety of people to design and implement information systems for the district.
  - F. Demonstrate excellent communication skills.
- III. Position Summary:
- IV. Major Duties and Responsibilities:
  - A. Administer all aspects of our student information system.
  - B. Design and write programs and procedures that address the needs of the district.
  - C. Support Business Office and Human Resources, maintain their software, and install their upgrades.
  - D. Write documentation and user's manuals on applications, which are used in the district.
  - E. Oversee and maintain the district's online payment system for summer school, elementary lunch, and activity fees.
  - F. Provide training to student information system users.
  - G. Import and export files to and from various database structures.
  - H. Work closely with the High School Guidance Department, particularly with customization of rank, GPA, transcripts, and progress/report card distribution.
- V. Terms of Employment: Twelve months
- VI. Evaluation: In accordance with Board 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. Director, Infant/Toddler Development Center of the Ridgewood Board of Education

II. Qualifications:

- A. Bachelor's degree.
- B. Experience in early childhood education.
- C. Administration/managerial experience preferred.
- D. Excellent written and oral communication skills required.

III. Position Summary:

Infant/Toddler Director must be able to develop good relationships with parents, children, and personnel to insure a safe, happy, and educational environment. Supervises the operation of the Infant/Toddler Development Center.

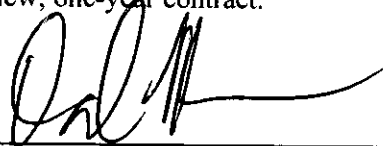
IV. Reports to: Director of Special Programs

V. Major Duties and Responsibilities:

- A. Directs the administration of the Infant/Toddler Development Center program in accordance with the applicable requirements set forth in the New Jersey Administrative Code.
- B. Directs the on-site financial personnel management and administration of the Infant/Toddler Development Center.
- C. Develops, plans, and implements curriculum goals with staff.
- D. Supervises all staff, and collaborates in the evaluation process with the Director of Special Programs.
- E. Articulates with Ridgewood school personnel, as needed.
- F. Coordinates staff development program with staff and consulting personnel.
- G. Conducts staff and parent meetings, as needed.
- H. Prepares reports, as needed.
- I. Communicates with Ridgewood organizations and school district personnel on a regular basis.
- J. Develops programs and plans daily activities with head teachers and other appropriate personnel.
- K. Attends evening meetings, as needed; consults with parent, as needed.
- L. Performs other duties, as assigned by the Director of Special Programs.

VI. Terms of Employment: Twelve months

VII. Evaluation: Annual performance and salary review; one-year contract.



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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: District Coordinator School-Based Mental Health Services
- II. Qualifications:
  - A. Valid New Jersey Mental Health Certificate (Social Work, Crisis Intervention Counselor or School Psychologist)
  - B. Holds Clinical Supervision Certificate
  - C. Experience in Clinical Supervision
  - D. Experience in program development
  - E. Experience in interagency referrals
  - F. Ability to present mental health programs to the school community
  - G. Ability to communicate and work effectively with staff, administration, colleagues, students, vendors, consultants, professionals and others in job related areas
- III. Position Summary: The primary aim of this position is to coordinate the school based mental health staff deployment, protocols and programming for the Ridgewood Public Schools in order to integrate direct services, procedures and protocols to support students with mental health need and their families. To work with administrators to promote healthy mental health and work toward a Stigma Free environment.
- IV. Reports to: Superintendent of Schools and the Ridgewood High School Assistant Principal for Administration and Student Services
- V. Major Duties and Responsibilities:
  - A. Coordinate with building administration in developing protocols that clearly define when and how to effectively identify students who present or are at risk for emotional and/or behavioral difficulties, as well as how to refer such students to appropriate services within our established multi-tiered system of supports New Jersey Multitier System of Support (NJMTSS).
  - B. Coordinate and oversee the implementation of mental health programs and services across all student support domains (K-12) in order to optimize school and community-based services – including all school clearances and re-entry planning.
  - C. Provide staff development and training, both formally and informally, specific to child/adolescent mental health, suicide awareness, mental health screening and school-based crisis intervention, social and emotional development and learning, New Jersey Multi-tiered System of Support (NJMTSS) and Response to Intervention, as well as Trauma-Informed/Attachment-aware care in school settings.
  - D. Provide stigma reduction and psychoeducational trainings and classroom consultation to school and team members, regarding effective identification and management of children's behavioral and mental health issues.
  - E. Serve as mental health access point/liason for contracted agencies, community mental health providers, county agencies, educators, administrators, and parents.
  - F. Provide mental health and behavioral consultation to staff and administration as requested/needed
  - G. Oversee care coordination of students/families receiving mental health services from school

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

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employed as well as contracted agency-based mental health support staff, including interns assigned to RPS.

- H. Provide direct administrative and clinical supervision to all in-district and contracted mental health support and clinical staff, including interns.
- I. Establish RPS as Council on Social Work Education approved practicum site; Plan, develop, and supervise School Based Mental Health intern/field practicum training program with local graduate schools or social work (NY/NJ)
- J. Provide evening presentations and/or be on panel discussions for parents and community.

VI. Terms of Employment: Stipend position, in addition to primary responsibilities.

VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education evaluation of staff.

VIII. Salary: Stipend/1.07 Ratio



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 09/23/2019

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

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**JOB DESCRIPTION**

I. Title: District Utility Person/Painter

II. Qualifications:

- A. Must pass a physical examination by a district authorized physician.
- B. Must be able to lift 70 pounds.
- C. Must be able to speak, read, and write English.
- D. Must have a valid driver's license with no night-time driving restrictions.
- E. Must have the proper private transportation to be used to move equipment, tools, and parts.
- F. Must possess all hand and power tools needed to perform the assigned tasks.
- G. Must have knowledge and be able to demonstrate skill in rough carpentry and painting.
- H. Must be self-motivated and be prepared to work alone.
- I. Must be willing to work nights (weekends, if necessary).

III. Position Summary:

A maintenance person assigned to the district to perform primarily painting associate tasks.

IV. Reports to: Manager of Maintenance and Custodial Services

V. Major Duties and Responsibilities:

Under the direction of the Maintenance Supervisor, carry out various types of building services and repairs inside and outside the school buildings and on the school grounds, such as, but not limited to:

- 1. Primary Responsibilities (Possess the skills and ability to properly):
  - a) Remove, repair, and install sheetrock walls.
  - b) Remove, repair, and patch plaster walls.
  - c) Prepare and paint or vanish all applicable types of surfaces.
  - d) Remove, cut, and install ceiling tile.
  - e) Install any and all types of wall covering.
  - f) Perform rough carpentry duties.
  - g) Distinguish type(s) of materials and supplies needed to perform the task(s).
  - h) Order and pick up materials from suppliers.
  - i) Develop and maintain a running inventory of materials and supplies to track use.
  - j) Develop and maintain an up-to-date paint log complete with dates, buildings, room/area, color(s), and type of finish.
- 2. Other General Repairs (Could be called on to perform):
  - a) Tightening screws, nuts, and bolts.
  - b) Adjusting and minor repairs to window shades and blinds.
  - c) Adjusting and minor repairs to furniture and equipment.

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

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- d) Completing all other minor repairs that require basic hand tools.
  - e) Replacing a loose or missing VCT floor tile.
  - f) Caring for a variety of other similar types of maintenance jobs, when required.
  - g) Take emergency action to correct potentially hazardous situations.
3. Various Tasks (Could be called on to perform, but not limited to):
- a) Loading and unloading supplies, equipment, etc.
  - b) Setting up equipment for and breaking down from a major activity.
  - c) Making out associated work orders for the maintenance department.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.

VIII. Salary: As negotiated



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 06/20/2005  
*Approved:* 10/26/2009  
*Revised:* 05/01/2017

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

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**JOB DESCRIPTION**

I. Title: Energy Specialist

II. Qualifications:

- A. Three or more years of experience in energy conservation preferred.
- B. Strong project-management skills, including planning, organizing, and coordinating activities of others.
- C. Strong human-relation skills including enthusiasm, positive/constructive perspective, persuasiveness, diplomacy, and ability to effectively balance collaboration and leadership.
- D. A knowledge of conservation.
- E. Ability to interpret technical data and to communicate about it with technical and non-technical individuals.
- F. Commitment to work irregular hours (nights, weekends, and holidays) and in a variety of settings (approximately 20% in an office and 80% in school buildings and other locations).
- G. Ability to climb, bend, stoop, and reach; ability to walk and stand for long periods; ability to work in confined spaces at times; and ability to push, pull, or lift at least 25 pounds.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Energy Specialist works to establish accountability for energy consumption at every level in the school district. This position is responsible for developing and monitoring the district's energy management program under Board-approved Policy and Guidelines for the purpose of reducing utility consumption.

IV. Reports to: School Business Administrator or his/her designee

V. Major Duties and Responsibilities:

- A. Establish a program in collaboration with Cenergistic to promote energy conservation through positive feedback to all levels of the school district and involve all personnel in taking ownership for the success of the program.
- B. Coordinate with internal and external public relations support to utilize all media opportunities to promote successes of the district's energy management program.
- C. Serve as the school district representative at management-level meetings.
- D. Advise, assist, and make recommendations to the School Business Administrator and his/her designee(s) on alternate energy sources, consumption, and general energy conservation measures.
- E. Develop and maintain contact with federal and state agencies, and monitor state and national energy policy trends, including NJ ESIP Program.
- F. Provide input on contractual support activities (capital projects) related to energy management and the purchase of any products that effect energy consumption.
- G. Maintain all energy and water consumption records and data.



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

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- H. Maintain records of federal energy conservation grants received by the district.
- I. Provide regular communication with district leadership and custodial staff as to the status of the buildings' energy consumption.
- J. Report to the School Business Administrator or his/her designee any safety hazards observed.
- K. Report quarterly to the Board on the status and success of the energy program.
- L. Conduct regular "walk-through" audits of all school district facilities to insure operating efficiency, optimum educational environment, and compliance with district's energy policies.
- M. Coordinate usage of facilities and ensure proper space utilization consistent with energy conservation.
- N. Take responsibility for the implementation of weekday, weekend, holiday, and recess shutdown checklists for every building in the district.
- O. Ensure building principal or custodian reads all meters on same days as utility companies.
- P. Implement night setback program for every building on weeknights, weekends, holidays, and recesses.
- Q. Ensure that the school district is on proper utility rate schedule and is receiving correct billing.
- R. Ensure district participation in any rebate program offered.
- S. Coordinate with the Manager of Maintenance and Custodial Services the installation and/or repairs of energy management systems. Maintain wiring and installation diagrams of the systems.
- T. Assist with the design and maintenance of the programming for computerized energy management system to ensure operating efficiency.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.

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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: Executive Confidential Administrative Assistant to the Superintendent of Schools
- II. Qualifications
- A. Minimum of a high school diploma or its equivalent. Bachelor's degree preferred.
  - B. Prior office management and/or executive level support experience preferred.
  - C. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
  - D. Ability to maintain confidentiality, communicates, and works effectively with staff and administrators.
  - E. Ability to effectively address unexpected issues, adjust readily to interruptions, and reorganize workload, as needed.
  - F. Ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
  - G. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
  - H. Extensive experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
  - I. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
  - J. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.
- III. Position Summary
- To serve as the superintendent's confidential administrative assistant; supervise all administrative secretarial duties in the superintendent's office, and coordinate school-level and district-wide administrative activities.
- IV. Reports to: Superintendent of Schools
- V. Major Duties and Responsibilities
- A. Provides primary administrative support to the Superintendent.
  - B. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.
  - C. Supervises, prepares, and maintains district-wide HIB incident reports, correspondence and Executive Session HIB Hearings.
  - D. Performs all secretarial and confidential work, as assigned by the Superintendent.
  - E. Assists in the preparation of all correspondence and reports emanating from the superintendent's office.
  - F. Maintains monthly student enrollment reports.
  - G. Coordinates annual All-Staff Convocation and Ashby Award.
  - H. Processes incoming correspondence.
  - I. Researches issues, as needed.
  - J. Creates and distributes annual district-wide school calendars.

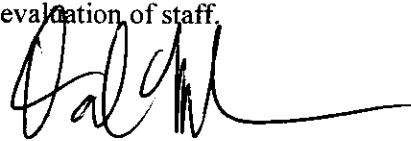
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- K. Places and receives telephone calls, and records messages for the Superintendent.
- L. Maintains a schedule of appointments for the Superintendent, and makes arrangements for conferences, meetings, and interviews.
- M. Assists the superintendent in the preparation and distribution of all Board of Education confidential information packets.
- N. Serves as a Notary Public for official documents signed by the Superintendent, administration, Board members, applicants applying for substitute teaching positions, and members of the staff and community members who require the service.
- O. Acts as a liaison between the Superintendent and administrative staff in screening and routing inquiries and requests.
- P. Assists the superintendent in compiling data and preparing annual and bi-annual reports required by law, administrative code, and Board Policy (e.g., HIB-ITP, HIB Self-Evaluation, and QSAC).
- Q. Organize, attend, and take minutes at various committee meetings.
- R. Oversees physical arrangements for annual district-wide Administrative Retreat.
- S. Coordinates annual Board of Education Reception for retiring staff members.
- T. Coordinates approval distribution of all publications, flyers, HSA notices, etc.
- U. Maintains regular filing system, as well as a set of locked confidential files.
- V. Performs other related duties, as may be assigned by the Superintendent.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.



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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: Executive Confidential Administrative Assistant to the Superintendent of Schools and Assistant Board Secretary

II. Qualifications

- A. Minimum of a high school diploma or its equivalent. Bachelor's degree preferred.
- B. Prior office management and/or executive level support experience preferred.
- C. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- D. Ability to maintain confidentiality, communicates, and works effectively with staff and administrators.
- E. Ability to manage multiple, complex projects simultaneously, anticipate deadlines, and set benchmarks in order to meet firm deadlines.
- F. Ability to effectively address unexpected issues, adjust readily to interruptions, and reorganize workload, as needed.
- G. Ability to function independently, as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- H. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.
- I. Extensive experience with computer applications, e.g., Microsoft Office, as well as familiarity with the Google suite and other web-based applications.
- J. Knowledge of operations and functions of the Board of Education and the Superintendents' Office.
- K. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- L. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary

To serve as the superintendent's confidential administrative assistant; supervise all administrative secretarial duties in the superintendent's office, and coordinate school-level and district-wide administrative activities. Assists and supports the Superintendent, Business Administrator/Board Secretary, and Board of Education in meeting the goals and objectives in all matters of school business. Establishes and maintains accurate and complete school district records, including minutes, agendas, and other correspondence.

IV. Reports to: Superintendent of Schools and the Business Administrator/Board Secretary

V. Major Duties and Responsibilities

- A. Provides primary administrative support to the Superintendent.
- B. Supervises and coordinates the efficient workflow of the school system relative to the responsibilities of the Superintendent.

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

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- C. Supervises, prepares, and maintains district-wide HIB incident reports, correspondence and Executive Session HIB Hearings.
- D. Performs all secretarial and confidential work, as assigned by the Superintendent.
- E. Assists in the preparation of all correspondence and reports emanating from the superintendent's office.
- F. Maintains monthly student enrollment reports.
- G. Coordinates annual All-Staff Convocation, Ashby Award and special projects and events as directed by the Superintendent.
- H. Processes incoming correspondence.
- I. Researches issues, as needed.
- J. Creates and distributes annual district-wide school calendars.
- K. Places and receives telephone calls, and records messages for the Superintendent.
- L. Maintains a schedule of appointments for the Superintendent, and makes arrangements for conferences, meetings, and interviews.
- M. Assists the superintendent in the preparation and distribution of all Board of Education confidential information packets.
- N. Serves as a Notary Public for official documents signed by the Superintendent, administration, Board members, applicants applying for substitute teaching positions, and members of the staff and community members who require the service.
- O. Acts as a liaison between the Superintendent and administrative staff in screening and routing inquiries and requests.
- P. Assists the superintendent in compiling data and preparing annual and bi-annual reports required by law, administrative code, and Board Policy (e.g., HIB-ITP, HIB Self-Evaluation, and QSAC).
- Q. Organize, attend, and take minutes at various committee meetings.
- R. Oversees physical arrangements for annual district-wide Administrative Retreat.
- S. Coordinates annual Board of Education Reception for retiring staff members.
- T. Coordinates approval distribution of all publications, flyers, HSA notices, etc.
- U. Maintains regular filing system, as well as a set of locked confidential files.
- V. Attends and takes minutes of all public meetings of the Board of Education.
- W. Prepares and distributes minutes in accordance with Board policy, administrative needs, and the laws governing meetings of public bodies.
- X. Accepts and responds to requests from the public for copies of Board policies, statements, and other informational items in accordance with policy.
- Y. Handles correspondence/communications, as directed by the Superintendent or Board Secretary.
- Z. Prepares outline of Board Meeting agendas.
- AA. Maintains Board Meeting planning calendar.
- BB. Prepares agendas for Board of Education meetings; coordinates preparation of background information for the Board (packets).
- CC. Assists in preparation of Superintendent's weekly "Notes" to the Board.
- DD. Oversees physical arrangements for Board of Education meetings.
- EE. Prepares agendas and minutes for executive sessions.
- FF. Responsible for maintaining, binding, and securing original minutes, financial reports, bill lists, and Board packets.
- GG. Advertises special, regular, and executive session meetings
- HH. Oversees ongoing update and distribution of additions/revisions of the Board Policy Manual.
- II. Performs other related duties, as may be assigned by the Superintendent and Board Secretary.

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

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VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board: 06/01/2020*

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

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**JOB DESCRIPTION**

I. Title: Instructional Technology Specialist Technician

II. Qualifications:

- A. Demonstrate a working knowledge of Windows, Mac OS.
- B. Chrome OS, IOS, and/or related operating systems.
- C. Field experience repairing computer, printer and related hardware, and supporting software for the various platforms listed above.
- D. Understanding of Local Area Networks (LAN) and their related components. Experience with network switches, wireless access points, and the TCP/IP protocol preferred.
- E. Motivated individual who demonstrates a high aptitude for technology.
- F. Enjoys working with people and providing customer service.
- G. Excellent problem solving, time management, interpersonal, and organizational skills.
- H. Ability to prioritize a variety of tasks and requirements.
- I. Must be a team player.

III. Position Summary:

The Instructional Technology Specialist will be responsible for Level 1 support of all systems used by staff and students, as well as the deployment, management, and support of applications installed on district issued devices. Additionally, working with the technology staff, media specialists, teaching staff, administration, and the entire student body will help to facilitate the effective use of technology throughout the building ensuring all instructional technologies and applications are available, when needed.

IV. Reports to: K-12 Technology Coordinator; Manager of Information Technology

V. Major Duties and Responsibilities:

- A. Support & maintain district desktops, laptops, tablets, printers, projectors, and related technologies, including but not limited to troubleshooting, repairing, and upgrading both hardware and software.
- B. Support administrators, faculty, and staff via use of the district technology help-desk system. Maintain consistent use of the system, and close tickets in a timely manner.
- C. Inventory, configure, install, and test all incoming computer and instructional technology equipment.
- D. Configure all new and existing hardware equipment according to district and industry standards.
- E. Perform routine preventative maintenance on all computer and related equipment.
- F. Manage day-to-day technology inventory control for devices, parts (re-stocking and warranty) and supplies.
- G. When properly certified, perform all warranty repairs, and complete all associated paperwork.
- H. Manage the district's audio/visual and television production needs, as needed.
- I. Handle the distribution and collection process of district issued devices.
- J. When necessary, provide audio/visual services to individual school sites and/or central

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

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- office, including Board of Education meetings and district special events.
  - K. Collaborate with technology staff, the K-12 Technology Coordinator, and other appropriate personnel concerning hardware and software issues.
  - L. Participate in regular district technology staff meetings.
  - M. Support established systems/network architecture and print service procedures.
  - N. As appropriate, assist the Systems Administrators with support in matters directly affecting students and staff (e.g. password resets, access rights, and account lockouts).
  - O. Keep current with new technologies and software applications.
  - P. Perform other job related duties, as directed by the K-12 Technology Coordinator and/or Manager of Information Technology.
- VI. Terms of Employment: Twelve months
- VII. Evaluation: In accordance with board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 06/01/2015 (Replacing Technology/Media Technician, Approved 10/26/2009)  
*Revised:* 05/01/2017



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

**JOB DESCRIPTION**

I. Title: K-8 Technology Coordinator

II. Qualifications:

- A. College degree preferred.
- B. Specialized training and knowledge in level-2 hardware, software, server (physical and virtual), and network (wired and wireless) support in a mixed environment (Windows, ChromeOS, MacOS, IOS).
- C. Strong commitment to pursue professional growth.
- D. Staff management experience.
- E. Strong ability to work in a team environment.
- F. Strong ability to problem solve, communicate, and manage time effectively.
- G. Strong ability to communicate and work effectively with staff, administrators, students, vendors, consultants, and other professionals.

III. Position Summary

Oversee and manage the day-to-day operations of the district technicians in an effort to implement and maintain a technology department capable of meeting the increasing technological demands of the District, as well as an infrastructure to support those demands.

IV. Reports to: Manager of Information Technology

V. Major Duties and Responsibilities:

- A. Oversee and support district technicians ensuring that schools have consistent technical support.
- B. Monitor help desk ticketing system to provide support where needed and identify common issues.
- C. Ensure the consistent, reliable availability of technology including access to Google Workspace tools, computers, printing, audio-visual devices, telephony, etc.
- D. Maintain the consistent application and enforcement of technology use and cybersecurity policies and procedures.
- E. Coordinate repairs, insurance and warranty claim procedures.
- F. Oversee software installation and deployment.
- G. Assist Systems Administrators with installation, maintenance and monitoring of data centers, network, and security infrastructure.
- H. Liaise with school administrators regarding needs and purchases of technology equipment.
- I. Coordinate ordering, delivery, and deployment of new equipment and recycling of aged devices.
- J. Ensure accurate inventory of equipment.
- K. Participate in regular district technology department meetings and hold regular meetings with district technicians.

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

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- L. Participate in regular reviews of effectiveness and security of technology systems and procedures in the district and in long-term planning.
- M. Research, evaluate, and implement new solutions to support the administrative and instructional functions of the schools.
- N. Attend seminars, conferences, and courses in order to update skills.
- O. Provide training to technicians or other staff as appropriate.
- P. Assist Manager of Information Technology in evaluation of district technicians.
- Q. Assist the Manager of Information Technology in the budget process to support the district's technology plan.
- R. Cooperate with Technology Coordinator – Ridgewood High School on all shared responsibilities to ensure consistent implementation of procedures across the district.
- S. Other job-related duties as directed by Manager of Information Technology.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with board policy on evaluation of staff.



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Thomas Gorman, Ed.D.  
Superintendent of Schools

*Approved by Board:* 06/01/2015 (Replaces Network Coordinator, Approved 11/03/2008)  
(Replaces Instructional Technology Coordinator: K-8, Approved 06/01/2015)  
*Revised:* 05/01/2017  
*Revised:* 08/30/2021

**RIDGEWOOD COMMUNITY SCHOOL AND AGE FRIENDLY RIDGEWOOD**  
**Ridgewood, NJ**

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**JOB DESCRIPTION**

I. Title: Late Afternoon/Evening Makerspace Coordinator at Ridgewood High School

II. Background

The Makerspace being developed at Ridgewood High School is a combination of digital technology, photography equipment, woodshop tools, computers, 3D printers and laser cutters. This space will be used during the school day for design and technology classes at the high school.

Age Friendly Ridgewood is a group of part time staff and volunteers who, in collaboration with local organizations focuses on the needs and priorities of Ridgewood's older adults. From a 2016 survey of citizens 55+ came a goal of providing those 55 and over with meaningful opportunities to share their knowledge and skills. An additional desire is for intergenerational connections. Age Friendly Ridgewood has received a grant from the Henry and Marilyn Taub Foundation and a portion of this grant will be used to fund the stipend for this position.

The Ridgewood Community School (RCS) offers a rich variety of continuing education and travel opportunities. These programs enable people to be lifelong learners. RCS works with the school system and operates out of school and community buildings, which makes them a perfect partner with which to coordinate this Makerspace program.

The vision is that after school and evenings the Makerspace at Ridgewood High School would be open to students and older adults to use the space together and interact in various ways. As we pilot this program, we envision "open use" time when interactions and joint projects would be possible on a casual basis or time for specific projects that students and older adults build together to benefit the schools or the community. Older adults and students would be encouraged to share their skills and knowledge and learn together. Moving forward the Makerspace might have a membership component where older adults could use the space and equipment for a nominal fee. The Makerspace Coordinator position would have responsibilities in the Makerspace when it is being used outside the school day and open to older adults and students.

III. Minimum Qualifications:

- A. Bachelor's degree preferred, but not required, in an applicable field.
- B. Demonstrated ability providing one-on-one or small group instruction.
- C. Experience with two or more of the following technologies:
  - 1. 3D printing, laser cutting and engraving, Raspberry Pi or Arduino, digitization or 3D scanning, digital design software, CNC fabrication or related DIY/makerspace technologies
- D. Ability to engage effectively with people of all ages.
- E. Excellent interpersonal, communication, and customer service skills.

**RIDGEWOOD COMMUNITY SCHOOL AND AGE FRIENDLY RIDGEWOOD**  
**Ridgewood, NJ**

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IV. Preferred Qualifications:

- A. Strong preference for a person 55 or older although knowledge of most equipment in the spaces is an equivalent priority.
- B. Experience working with students in an academic environment creating a fun and engaging learning environment.
- C. Knowledge and understanding of the creative culture of the maker movement.

V. Position Summary

Age Friendly Ridgewood, Ridgewood High School and the Ridgewood Community School seek an individual who is creative and excited about the prospect of being part of a visionary model for our Makerspace. The ideal candidate has knowledge of the more traditional tools such as those used for woodworking and the more modern tools such as 3D printers and graphic arts computer programs.

The Makerspace Coordinator will design, market, and supervise an innovative program whereby students and older adults use the Makerspace areas and equipment together. This program will start as a pilot program and be expanded thereafter.

The Coordinator will support students, older adult volunteers, faculty, and staff in exploring new technologies, learning new skills, and furthering innovation through the use of the equipment, software, and tools available in our newly created Makerspace. Ideally the students and older adults will each learn from the strengths of the other.

VI. Reports to:

District Supervisor for Visual and Performing Arts and Shelly Stanton, Ridgewood Community School Director.

VII. Major Duties and Responsibilities:

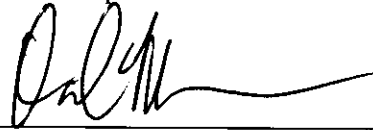
- A. Develop an intergenerational component in the Makerspace, in coordination with all related Ridgewood High School departments and the Ridgewood Community School.
- B. Design marketing campaign to inform the public and specifically older adults about the Makerspace
- C. Publicize the program with assistance from Age Friendly Ridgewood and other organizations.
- D. Assist those using the Makerspace equipment, for example: 3D printers, laser cutter, computer programs, and woodworking tools.
- E. Recruit and train older adults to volunteer and formulate plans for a membership component for use of the Makerspace.
- F. Arrange and assure that all adult volunteers or members are fingerprinted and meet all school security regulations.
- G. Provide safety and equipment training to students and adult volunteers, ensuring safety and compliance with the rules and policies of the workspace.

**RIDGEWOOD COMMUNITY SCHOOL AND AGE FRIENDLY RIDGEWOOD**  
**Ridgewood, NJ**

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- H. Design and implement programs and classes in the space such as Repair Cafes, summer camps, classes on specific machines or tools, school and community projects. Facilitate hands-on projects with students and volunteers. Create opportunities and programming in the Makerspace, including partnering with outside organizations and experts.
- I. Assist in maintaining budgets, reports, supply inventory and statistics about use of the space. Assist maintaining Makerspace materials, tools and equipment including hardware and software.
- J. Keeping informed of trends and issues in the maker community.
- K. Assure that the Makerspace area has adequate supervision during agreed upon days and times that students and older adults are using the space together, especially after school hours. Initially the space would be used in this way in small portions of time and then expanded. Possible time period is 2 pm to 8 pm one or two days a week.
- L. Pursue corporate sponsorships and partnerships coordinating with Age Friendly Ridgewood, being mindful of appropriateness in a school environment.

VIII. Terms of Employment: Ten months, per grant funded requirements



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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**

**JOB DESCRIPTION**

I. Title: Payroll Specialist/Bookkeeper

II. Qualifications:

- A. Minimum of a high school diploma or its equivalent.
- B. College courses or a degree in a related field, preferred.
- C. Three (3) years of experience in payroll processing.
- D. Three (3) years of prior experience in a public-school payroll department.
- E. Excellent interpersonal and customer service skills necessary for the handling of confidential information and providing high quality service both internally and externally.
- F. Effective time management, problem-solving, organizational, and written and verbal skills.
- G. Experience with enterprise resource programs (ERPs), Microsoft Excel, Microsoft Word, Google suite and other web-based applications.
- H. Ability to quickly learn and adapt to new procedures, computer applications, and software systems, including those currently used and ones adopted by the district.
- I. Ability to work independently, as appropriate, analyze a situation accurately, and implement an effective course of action.
- J. Ability to work effectively as a team member and to collaborate on group projects to ensure their successful completion.

III. Position Summary:

To assist the Supervisor of Payroll in all of the functions involved in the preparation of the district's payroll and maintenance of district records related to employee earnings and deductions, with specific responsibility for ensuring the accuracy of preliminary and final payroll reports, time sheets, spreadsheets, and funds distribution; responding to inquiries and requests for data analysis and reports for collective bargaining unit negotiations, prepares reports and analysis for the Board of Education's Negotiations Committee, and providing timely and accurate payroll production.

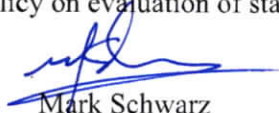
IV. Reports to: Payroll Supervisor

V. Major Duties and Responsibilities:

- A. Prepare and maintain all district payroll records including the verification and certification of the accuracy and appropriateness of all payrolls using the district's automated payroll system.
- B. Prepare requested scattergrams, payroll analysis, and financial recommendations and impacts for the purpose of supporting the Board of Education's Negotiations Committee, the School Business Administrator, and Director of Human Resources in negotiation of all collective negotiations' agreements.
- C. Prepare financial data analysis and reports for grievance hearings and/or arbitrations for all bargaining units.

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

- D. Develop procedures for adjusting staff payroll records to implement changes resulting from overtime, employee absences, leave of absence, tax changes, social security deductions, pension deductions, hospitalization and group life insurance deductions, garnishments and attachments of employee paycheck, and other deductions and additions affecting employee payrolls via the automated payroll system.
  - E. Organize and distribute annual W-2, Wage and Tax Statements.
  - F. Maintain accurate staff records in the district's payroll system database including entering new employees, updating changes for existing employees, and terminating employees who have exited the district.
  - G. Serve as a resource person in the absence of the department supervisor.
  - H. Act as a liaison between the district and outside agencies affecting district payroll records, such as the NJ Department of Pension and Benefits, insurance agencies, health benefit organizations, State and Federal tax bureaus, etc.
  - I. Maintain current, up-to-date, and accurate information affecting district payroll records, including staying knowledgeable of current tax laws and making sure the district is in compliance.
  - J. Assist in the development and management of the budget for the Payroll Department.
  - K. Act as a resource person to provide information to district employees regarding payroll practices and procedures, including participation in new teacher/employee orientation sessions, in-service programs, individual counseling, and so forth.
  - L. Work independently, when the Supervisor of Payroll is not in the office.
  - M. Display the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school district.
  - N. Participate in appropriate in-service and workshop programs and attend any required meetings.
  - O. Protect confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
  - P. Adhere to federal statutes and regulations, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.
  - Q. Monitoring assigned payroll activities and associated program components for ensuring compliance with established financial, legal, and administrative requirements.
  - R. Research discrepancies of payroll information and documentation.
  - S. Reconciliation of payroll and agency accounts.
  - T. It is recognized that the duties of this position will sometimes require working beyond the normal workday, including some evenings or weekends.
  - U. Perform any duties and responsibilities that are within the scope of employment, as assigned by the School Business Administrator, their designee, or the Payroll Supervisor, and not otherwise prohibited by law or regulation.
- VI. Terms of Employment: Twelve months; Non-Affiliated
- VII. Evaluation: In accordance with Board policy on evaluation of staff.

  
Mark Schwarz  
Superintendent of Schools

Approved by Board: 10/16/23

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

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**JOB DESCRIPTION**

I. Title: Payroll Supervisor

II. Qualifications:

- A. High school diploma; business office training/experience (degree desirable).
- B. Computer literate; ability to operate a PC.
- C. Proficient in spreadsheet, word processing, and accounting software.
- D. Working knowledge of financial reporting and public fund accounting.
- E. Organized, detail-oriented, and analytical skills.
- F. Ability to work as a team member, as well as independently.

III. Position Summary:

The Payroll Supervisor will prepare and perform the bi-weekly payroll, perform the quarterly and annual payroll tax reconciliation, and investigate and resolve complex payroll or tax issues. S/he will provide leadership to the payroll function with a focus on maintaining high standards of accuracy and customer service. S/he will work collaboratively with the School Business Administrator, Assistant Payroll Accountant, and employees in the district.

IV. Reports to: School Business Administrator/Board Secretary

V. Major Duties and Responsibilities:

- A. Disburse monthly payroll to all employees (amount and schedule according to Board action):
  - 1. Print paychecks and distribute to employees in a manner to maintain confidentiality.
  - 2. Account for every sequential check number.
- B. Operate computer to organize data, coordinate activities and produce timely and accurate management reports including those required to:
  - 1. Maintain up-to-date employee history data (coordinate with Office of Human Resources).
  - 2. Prepare monthly, quarterly, and annual reports pertaining to Payroll.
  - 3. Distribute payroll disbursements to appropriate budget account codes.
  - 4. Disburse and reconcile monthly withholdings deposited to tax and agency account.
  - 5. Compile and produce data for trend analysis and budget preparation.
  - 6. Reconcile monthly bank statements.
  - 7. Process and submit applications, change requests, and required reports for pensions.
  - 8. Comply with local, state, and federal tax filings.
  - 9. Maintain records and files to comply with audit requirements.
  - 10. Compile and report State FICA contributions via DOE Network for reimbursement.
- C. Communicate with all employees regarding payroll, employee benefits, and pension.



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

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1. Conduct and orientation for new employees.
  2. Produce an up-to-date employee payroll and benefit information handbook.
  3. Provide information and counsel to employees regarding payroll/benefit options.
- D. Perform other duties, as assigned for the efficient operation of the Business Office to help the district increase effectiveness and reduce costs for the ultimate benefit of the educational program.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board 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 (Replacing Manager of Payroll)

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

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**JOB DESCRIPTION**

- I. Title: Public Information Officer and Special Projects
- II. Qualifications:
  - A. Degree in communications, journalism, technology or related field(s) (Preferred)
  - B. Demonstrated effective written and oral communication skills.
  - C. Strong administrative, organizational and interpersonal skills.
  - D. Strong technology skills: social media, publishing, website development
- III. Position Summary: To develop and maintain a climate of open communications with the Superintendent, central office administration, building administrators, the Board of Education, teachers, staff, parents, and the communities. To promote strategies to provide information to all stakeholders about the school district and its programs, activities, and budget.
- IV. Reports to: Superintendent of Schools
- V. Major Duties and Responsibilities:
  - A. **Social Media**
    - Serve as social media manager
    - Organize and prepare items for social media.
    - Train and oversee district social media programs for all district departments.
    - Promote district events and activities.
    - Present a yearly report on the uses of Ridgewood in social media and its effects on communications.
  - B. **Board of Education**
    - Disseminate Board of Education meeting materials to the media, interested community members, school community, schools and district website.
    - Write and publish Board highlights, a summary of Board of Education meeting actions.
    - Attend Board of Education meetings and other important evening activities.
  - C. **Superintendent of Schools**
    - Assist Superintendent in interpreting public opinion about the school district to develop programs to promote strong public relations.
    - Assist with the preparation of district activity calendars.
    - Serve as district spokesperson for media in the absence of the Superintendent and Board of Education President.
    - Oversee crisis communications and serve as district spokesperson for the Crisis Management team.
    - Assist the Superintendent or designee in collaborating with the established district parent groups.
    - Organize and maintain Key Communicators Program.
    - Advise Superintendent on delivering unified messages to the media and community.
    - Prepare budget materials for public in consultation with Superintendent and Business Administrator.

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

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**D. Central Office/Administrators**

- Assist with communications between central office and schools.
- Serve as in-house editor and proofreader for district materials, social media items, website information, and letters.

**E. Media/Community-at-Large**

- Ensure public information availability and respond to media and public inquiries.
- Provide story ideas to reporters and maintain relationships with area publishers, editors, and reporters.
- Provide responses for public information in a timely fashion.
- Answer questions from media in a timely fashion.
- Collaborate with city and county to provide accurate and timely public information.
- Highlight the accomplishments of the district's students, staff, and alumni.
- Attend district and community events.

**F. Publications**

- Keep public informed of programs and accomplishments of school district.
- Draft and edit public remarks, speeches, presentations, letters and commentaries to be delivered or submitted by the Superintendent or other senior leadership reflecting the mission, vision, and goals of the school district.
- Plan and prepare overall communications program for the district.
- Write, edit and publish publications for all district needs, including but not limited to the State Report Card, the Substitutes' guide, Chalk Talk, Regional Review, content on the website, community education materials, etc.
- Assist in the preparation, organization and development of the yearly calendar.
- Create and publish materials for district, school events, activities, and student accomplishments.
- Serve as district photographer for district and school events.
- Assist with materials for budget and other projects, as needed.

**G. Website**

- Assure the district website meets the needs of all stakeholders and organized for optimum use.
- Serve as the webmaster for the district website. Write and edit content. Revise design and navigation as necessary; assist and contribute to schools and department with their pages.
- Oversee daily changes and updates to the website.
- Prepare weekly updates and distribute to staff and community members.

**H. Administrative**

- Oversee administrative functions to achieve strong public information program.
- In conjunction with the Superintendent, responsible for the communication vision strategy of the district and strategic planning initiative.
- Serve on District Teacher Recognition Program award committees; Ashby and Tradition of Excellence.
- Attend and prepare summary notes of monthly meetings of the Leadership Council and Superintendent's Cabinet, etc.
- Assist with coordination of district retirement, tenure, Ashby and Tradition of Excellence Celebrations, etc.
- Develop and implement Community Surveys as well as review and analyze data and craft presentations to inform the public on key education topics.

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

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- I. Performs such other tasks and assumes such other responsibilities as the Superintendent may assign or delegate.
  
- VI. Terms of Employment: 12 months
- VII. Evaluation: In accordance with New Jersey Administrative Code and Board of Education evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/26/2009  
*Revised:* 11/26/2012  
*Revised:* 05/07/2017  
*Revised* 09/23/2019

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

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**JOB DESCRIPTION**

I. Title: Purchasing Coordinator

II. Qualifications:

- A. Associate or bachelor's degree in, or with significant coursework in, purchasing, public or business administration, or a related field.
- B. Working knowledge of financial reporting and public (fund) accounting.
- C. Strong knowledge of New Jersey public school contract laws.
- D. At least three years of successful business office experience, which includes budget development, public fund accounting, and financial reporting preferred.
- E. Experience with procurement and establishing vendor relationships preferred.
- F. An ability to effectively use the word processing and spreadsheet software currently employed in the district, as well as software relevant to specific job duties.
- G. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- H. The abilities to communicate and work effectively with staff, administrators, students, vendors/consultants/professionals, and others in job-related areas.
- I. The abilities to function independently as appropriate, analyze a situation accurately, and adopt and implement an effective course of action.
- J. Such alternatives to the above qualifications, as may be allowed by law and acceptable to the Board.

III. Position Summary:

Develop, implement, and/or facilitate a process for the district's effective and efficient procurement of goods and services, and processing and payment of bills (the authority to award contracts remains with the Business Administrator or such other "purchasing agent" as the Board may designate pursuant to N.J.S.A. 18A:18A-2(b)). Ensure work quality and adherence to applicable legal mandates, Board policies, and department procedures. Coordinate assigned activities with other buildings and departments, outside agencies, and the general public, as needed. Provide leadership and support to district administrators and staff relative to purchasing and bill payment.

IV. Reports to: Assistant Business Administrator – Finance

V. Major Duties and Responsibilities:

- A. Facilitate the purchasing and payment for all goods and services.
  - 1. Prepare bid specifications, requests for proposals, and other solicitation documentation, as needed.
  - 2. Oversee and coordinate the bid/RFP process and ensure compliance with applicable statutes, regulations, policies, and procedures.
  - 3. Contract vendors to secure bid/proposal prices and to coordinate any other purchasing-related programs and activities.

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

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4. Use electronic purchase order system for acquisition of major supply purchases and other purchases, as appropriate.
  5. Prepare and issue contracts and purchase orders for the procurement of equipment, materials, supplies, and services.
  6. Review and reconcile monthly vendor invoices. Perform periodic reviews of open orders. Communicate with vendors and others, as needed to close orders.
  7. Review receiving reports, vouchers, and invoices for payment. Verify that order quantities are equal to requisitioned quantities, and ensure that receiving copies are signed/dated.
  8. Develop and/or update Business Office "Standard Operating Procedures" related to purchasing as statutes, regulations, Board Policies, and department procedures evolve.
  9. Act always to promote the integrity and visibility of the district's compliance with applicable "pay-to-pay" laws and with the general principals of fair, open, and cost-effective purchasing.
- B. Maintain integrity of purchasing data/databases and the electronic purchase order system.
1. Input data (e.g., new vendors, commitments).
  2. Procure maintenance for office equipment, as prescribed and required.
  3. Maintain records and files to comply with N.J.S.A. 18A:18A, audit requirements, Quality Single Accountability Continuum and N.J.D.O.E. "pay-to-play" regulations.
  4. Provide leadership and support to district staff with regard to purchasing.
    - a) Produce and update an operations handbook to keep appropriate staff knowledgeable and proficient about purchasing procedures and the purchase order system in compliance with N.J.S.A. 18A:18A.
    - b) Develop and conduct in-service training programs, as needed to educate district staff about changes to purchasing procedures and/or the purchase order process. Deliver at least one refresher training session per year about purchasing for employees.
    - c) Conduct orientation and training for new employees about purchasing procedures and the purchase order system.
    - d) Provide technical assistance to schools and departments on purchasing and related budget matters.
  5. Tuition Contracts – Sending and Receiving Relationships:
    - a) For Sending Relationships
      - (1) Monitor the enrollment of non-resident students attending district schools on a tuition basis.
      - (2) Ensure timely and accurate tuition billing and collection. Create purchase orders, as required.
      - (3) Process invoices against the purchase orders.
    - b) For Receiving Relationships:
      - (1) Ensure proper contact execution and distribution.
      - (2) Create invoices, as required.
      - (3) Process payments and maintain accounts receivable records.
      - (4) Report non-payment and other issues to administration, as needed.
    - c) Other Duties
      - (1) Assume responsibility for the maintenance of perpetual inventory systems, fixed asset systems, centralized warehousing, and student activities records.

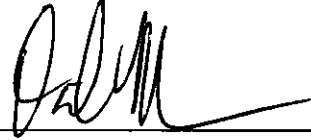
**RIDGEWOOD PUBLIC SCHOOLS**  
**Ridgewood, NJ**

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- (2) Coordinate various activities (e.g., fixed asset inventory, annual surplus sale, sale or donation of surplus property, furniture, and equipment, etc.) for the purpose of meeting district operational needs and ensuring compliance with district, state, and federal regulations.
- (3) Perform such other duties, as may be assigned.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 05/04/2009  
*Revised:* 09/21/2009  
*Revised:* 05/01/2017

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

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**JOB DESCRIPTION**

- I. Title: Residency Investigator
- II. Qualifications:
  - Background in professional investigation
- III. Position Summary:
- IV. Reports to: Superintendent and School Business Administrator/Board Secretary
- V. Major Duties and Responsibilities:
  - a. Conduct residency investigations on families suspected of residency outside the Village of Ridgewood.
  - b. Conduct a limited number of residency checks of students selected at random.
  - c. Provide written report of determination of residency, and attend residency hearing of the Board.
- VI. Terms of Employment: As needed
- VII. Evaluation:
  - In accordance with Board policy on evaluation of staff and the State Administrative Code.
- VIII. Compensation: As set by the Board of Education.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 10/20/2008  
*Approved:* 10/26/2009  
*Revised:* 05/01/2017



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

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**JOB DESCRIPTION**

- I. Job Title: School Physicians
- II. School physicians are appointed on an annual basis by the Board of Education. The school physician is responsible to the Superintendent of Schools and will carry out assigned medical duties in accordance with New Jersey Statutes (Title 18A), New Jersey Administrative Code, State Board of Education rules, State Department of Education regulations, and Ridgewood Board of Education policies.
- III. The State Department of Education publication, School Health Services Guidelines is recognized as a useful guideline for school physicians and also for school administrators who have "the primary responsibility for successful functioning of the school health program."<sup>1</sup>
- IV. The section of School Health Services Guidelines entitled "Responsibilities of the School Physician" begins with the following paragraph:

For standards to be operationally effective, an understanding of the role of the physician in schools is required. The primary responsibility for the total health needs of the child rests with the family and the child's own physician. Where this ideal cannot be attained community resources must be sought. While the pupil is under the jurisdiction of the school, the school physician has a responsibility for his health and safety. Although designated as a "Medical Inspector," he functions as a school medical advisor and resource person to the superintendent, principal, teachers, school nurse, and other members of the school health "team," in respect to the promotion of sound health, the prevention or detection of ill health and communicable disease, school hygiene and sanitation, and the development of general school health policies.<sup>2</sup>
- V. The responsibilities of the school physician in the Ridgewood Public Schools include, but are not necessarily limited to, the following:
  - A. Performs health examinations of students and school employees, as required and/or recommended by State regulations and Board policy.
  - B. Attends interscholastic games of contact sports, such as football for emergency examinations and care.
  - C. Completes physical fitness certification for those pupils seeking working papers.
  - D. Oversees the medical duties of the school nurse; compiles and issues regulations governing professional techniques, and conducts of inspections or tests and the administrations of any treatment.
  - E. Serves as consultant to the school Child Study Team in the identification and classification of handicapped students; conducts comprehensive physical examination required by New Jersey Administrative Code, Chapter 28, and any others recommended

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<sup>1</sup> School Health Services Guidelines, New Jersey Department of Education, Division of Curriculum and Instruction, Revised 1970, Page 4.

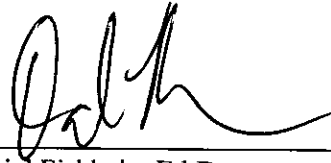
<sup>2</sup> Ibid., Page 6.

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

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by the Child Study Team in consultation with the Child Study Team, recommends, and makes referrals for special medical examinations.

February 18, 1975



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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 Security Officer

II. Qualifications:

- A. Twenty years of law enforcement or related school security, including at least five years of progressive management experience.
- B. Must possess a valid New Jersey driver's license.
- C. Should possess the legal authority to carry a concealed firearm under HR-218.
- D. CPR/AED certified.
- E. Competency in technology and computers.
- F. Ability to provide leadership and guidance regarding safety and security issues in an educational environment.
- G. Required criminal history background check.
- H. Proof of U.S. citizenship or legal resident alien status.
- I. Possession of New Jersey State Police Training Commission's School Resource Officer's (SRO) certificate is preferred.
- J. An administrative, eleven month position with flexible scheduling required.

III. Position Summary:

To provide leadership in the security and protection of pupils, staff, and school property. The School Security Specialist manages building safety throughout the school district. The Specialist works in collaboration with the Superintendent of Schools, School Business Administrator, Director of Operations, Building and Grounds and building principals to establish appropriate regulations, procedures, and plans to ensure safe and secure school facilities. Conducts residency investigations.

IV. Reports to:

Business Administrator and/or Superintendent of Schools

V. Major Duties and Responsibilities:

- A. Reviews for updates and provides guidance on the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials N.J.A.C. 6A:16-6.2(b).
- B. Primary Emergency Management official for the school district, as well as liaison with public safety personnel during actual emergencies.
- C. Coordinates their updates to the district Security Manual to align with the New Jersey Department of Education's Minimum Requirements for School Safety and Security Plans N.J.A.C. 6A:16-5.1 and advises in the development of high quality emergency operations plans and manuals for district schools with building administrators.

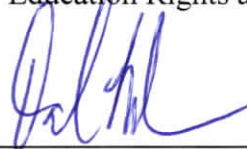
- D. Provide guidance on School Security Drill Law N.J.S. 18A:41-1 in all schools.
- E. Provide guidance on safety and security for district events, trips, etc., while monitoring regional current events in case of the need for heightened awareness.
- F. Participates in the development and maintenance of a district level Crisis Response Plan Training for staff, faculty, and contract employees.
- G. Ensures safety of staff and students by being present during searches, which may involve weapons or controlled dangerous substances.
- H. Ensures that law enforcement is notified immediately if there is involvement of weapons, or any other potential situation as per the MOA.
- I. Monitor school buildings and grounds to be aware of unauthorized entry, acts of violence, vandalism, illegal drug activity, arson and theft.
- J. Initiates interaction with students in the general areas of the school to promote a positive role model and to increase the visibility and accessibility of a security liaison to the school community in an effort to reduce juvenile incidents or delinquency.
- K. Monitor video security system to assure proper camera operation. Work with district's technology department on repairs, improvements and changes.
- L. Liaison to local law enforcement, SROs, and assist administrators in matters involving criminal activities on campuses.
- M. Directs/coordinates the periodic assessment/audit with the Bergen County Prosecutor's Office of school facilities and grounds to determine safety and security issues.
- N. Coordinates with administrators, maintenance and facilities personnel to address and correct safety/security concerns on school campuses.
- O. Prepares memos, reports, drawings, etc. related to safety and traffic issues on school campuses and forwards those to maintenance, law enforcement or other appropriate locations.
- P. Serves as a liaison with other agencies such as local and State Departments of Transportation, Education, and others to provide resources and information related to school safety.
- Q. Receives all reports of school crime, offenses, criminal mischief and intentional damages from administrators and/or maintenance and maintains statistics regarding this information. Oversee the completion of Electronic Violence and Vandalism Reporting System (EVVRS).
- R. Truancy support.
- S. Campus parking enforcement and issue summonses.
- T. Provides periodic reports to the Superintendent and the School Board on matters pertaining to school safety.
- U. If the district has security personnel, work with Human Resources on the screening of new security candidates and once employed, work with training and updating staff on changes in policy or procedure.
- V. Attend Home and School Association, school board, and various other community meetings as necessary.
- W. Conduct residency investigations.

VI. Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of noncertified staff.

**Legal References:**

N.J.S.A. 18A:6-7.1	Criminal history record
N.J.S.A. 18A:16-1	Officers and employees
N.J.S.A. 18A:16-2	Physical examinations; requirement
N.J.S.A. 18A:37-13	Anti-Bullying Bill of Rights Act
N.J.S.A. 18A:41-1	School Security Drill Law
N.J.A.C. 6A:16-5.1(b)	School Safety and Security Plan
N.J.A.C. 6A:16-6.2(b)	Memorandum of Agreement between Education and Law Enforcement Officials
20 U.S.C. § 1232g; 34 CFR Part 99	Family Education Rights and Privacy Act (FERPA)



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 11/20/2017

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

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**JOB DESCRIPTION**

I. Title: Senior Systems Administrator

II. Qualifications:

- A. Experience as a Network Administrator required.
- B. Bachelor's Degree and certifications with Cisco, VMWare and/or Microsoft preferred.
- C. Experience in designing the following is required: virtual server environments; Local Area Networks; Wide Area Networks; Directory Services; Email infrastructures (including related security); network security (including firewall, intrusion detection/prevention, content filtering, threat detection/removal systems); and desktop management systems.
- D. Extensive experience with networking protocols and advanced networking.
- E. Strong organizational skills, with an ability to: make decisions in accordance with established policies/regulations; understand and follow directions while working independently; and take technical lead of projects, while working in a team environment.
- F. Motivated individual who demonstrates a high aptitude for technology with a desire and ability to learn quickly.
- G. Effective communication skills.

III. Position Summary:

The Senior Systems Administrator will primarily design, recommend, and implement all infrastructure related systems and networks for the district. In addition, the Senior Systems Administrator will instruct and provide the Junior Systems Administrator and K-12 Technology Coordinator with a full working knowledge of the respective systems and networks they administer, enabling these positions to handle most Level 2 support and maintenance issues.

IV. Reports to: Manager of Information Technology

V. Major Duties and Responsibilities:

- A. Coordinates the design and implementation of all WAN, LAN, and WLAN network operations in the district.
- B. Configures routers, switches, firewalls, and other network devices and applications.
- C. Designs, implements, and maintains enterprise backup and disaster recovery solutions.
- D. Designs, implements, and maintains enterprise-level anti-virus, spam and web filtering solutions.
- E. Oversees the maintenance and support of the district IP Telephony system.
- F. Oversees the installation and maintenance of the video surveillance system.
- G. Supports and maintains the wide area network operations of the physical and virtual server infrastructure.
- H. Manages and configures network users and resources, including email, file services and network printing.
- I. Manages and oversees all network based systems, including (but not limited to) all district servers and network appliances.

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

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- J. Deploys, configures, and supports Google Apps for Education solution.
- K. Installs enterprise level software for student, teacher, support staff, and administrator use.
- L. Provides troubleshooting of network infrastructure, security, email, and remote access.
- M. Mentors the Junior Systems Administrator and oversee his/her work.
- N. Meets and works with Instructional Technology team to assure efficient operation of technology within the district.
- O. Participates in regular district technology staff meetings.
- P. Participates in regular evaluations of the operation of the network and technology in the school and in long-range planning.
- Q. Researches, evaluates, and implements new enterprise technologies and best practices.
- R. Assistd the Manager of Information Technology in the budget process to support the district's technology plan.
- S. Perform other duties, as assigned by the Manager of Information Technology.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with Board 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: 06/01/2015 (Replaces Wide Area Network Manager, Approved: 10/26/2009)*  
*Revised: 05/01/2017*

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

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**JOB DESCRIPTION**

I. Title: Supervisor of Transportation and Operations

II. Qualifications:

- A. Bachelor's Degree or equivalent job experience as determined by the Administration;
- B. Must possess a valid New Jersey School Transportation Supervisor Certificate, or be willing to obtain;
- C. Minimum three years public school transportation experience;
- D. Valid Commercial Driver's License (CDL) with passenger (P) and school (S) endorsements preferred;
- E. Strong working knowledge of Microsoft Word, Excel, G-Suite, and public school accounting software;
- F. Ability to implement and maintain transportation routing software;
- G. Knowledge of Food Service vendor operations and Building & Grounds operations in public schools required.
- H. Effective time-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- I. The abilities to communicate and work effectively with staff, administrators, students, vendors, consultants, professionals, and others in job-related areas.
- J. Such alternatives to the above qualifications as allowed by law and acceptable to the Board.

III. Position Summary:

The Supervisor of Transportation and Operations assists the School Business Administrator/Board Secretary in all functions and procedures required for the efficient functioning of the daily operations of the Ridgewood School District's Transportation, Food Services, and Building & Grounds Departments including the supervision and evaluation of all subordinate employees in those departments.

IV. Reports to:

The Supervisor of Transportation and Operations shall take direction from and be evaluated by the School Business Administrator/Board Secretary or designee.

V. Major Duties and Responsibilities:

- 1. Develops and administers a transportation program to meet all daily transportation requirements to-and-from school, and for co-curricular activities and athletics as needed.
- 2. Oversees bus routing and scheduling for all public, non-public, and special education students within and outside of the district in cooperation with appropriate administrators and external agencies/vendors.
- 3. Recruits, trains, tracks licenses, supervises and evaluates transportation personnel and makes recommendations regarding hiring, employment, transfer, promotion, and all aspects of discipline including but not limited to termination.
- 4. Develops plans for preventive maintenance of buildings and equipment (including district-owned buses) and ensures all district-owned equipment is properly maintained.



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

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5. Ensures district-owned buses are inspection-ready for the New Jersey Division of Motor Vehicles.
6. Prepares the district's annual Transportation budget.
7. In conjunction with the Supervisor of Buildings and Grounds, prepares the annual Buildings & Grounds budget.
8. Oversees Food Services Management Company (FSMC) operations to ensure adherence to contractual obligations.
9. Liaises with FSMC and parents to resolve complaints/concerns regarding food service and cafeteria operations.
10. Authorizes transportation, food services, and facilities related purchases in accordance with budgetary limitations and procurement regulations.
11. Maintains transportation safety standards conforming to state and insurance regulations and develops a program of preventive safety.
12. Schedules and coordinates annual school bus drills and ensures compliance and maintenance of records in accordance with state laws.
13. Interprets to the Board, administration, and the public, as appropriate, federal and state standards and guidelines regarding student transportation, food services, and facilities.
14. Prepares and processes Aid-In-Lieu of Transportation payments and Parental Transportation Contracts.
15. Develops recommendations for future transportation and facilities equipment and personnel needs.
16. Responds to complaints regarding district transportation and maintains a professional relationship between the district and parents/community, third-party transportation providers, and the Region I consortium.
17. Prepares and submits the District Report of Transported Resident Students (DRTRS) annually as required by the State of New Jersey.
18. Coordinates transportation in emergency situations. Takes calls after hours to facilitate student transportation matters.
19. Attends Committee meetings, Board meetings, staff meetings and professional conferences as requested by the Manager of Maintenance and Custodial Services and/or School Business Administrator/Board Secretary.
20. Presents information to stakeholders as requested by the School Business Administrator/Board Secretary.
21. Monitors and approves overtime and charge-backs from the district's outsourced custodial and maintenance vendor.
22. Cultivates and maintains positive vendor relationships.
23. Assists the Manager of Maintenance and Custodial Services and School Business Administrator/Board Secretary in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services and staff.
24. Assists in the creation of the annual M-1 and Comprehensive Maintenance Plan (CMP) and other reports for submission to the Department of Education.
25. Assists in the development and implementation of the district's Long-Range Facilities Plan (LRFP).
26. Assists in the preparation of the annual Health and Safety Evaluation of School Buildings Facilities Checklists and submission to the Department of Education of the annual Statement of Assurance.
27. Participate in the collection and preparation of data for QSAC and the annual audit as related to Transportation, Food Services, and Buildings & Grounds Departments.
28. Reports and monitors Buildings & Grounds related insurance claims with Insurance

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

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Broker and Insurance Carrier.

29. Assists in collecting data and communicating with district Insurance Brokers and FEMA representatives in the event of a state of emergency impacting school facilities.
30. Reports to the School Business Administrator/Board Secretary on the affairs of the district's transportation, food services, and facilities operations and recommends changes and improvements as needed.
31. Participates in cross-training of other Business Office functions and other tasks as directed by the School Business Administrator/Board Secretary or designee.
32. Maintains confidentiality of all Business Office and personnel matters.
33. Performs such other tasks and responsibilities of the Business Office as deemed necessary by the School Business Administrator/Board Secretary or designee.

VI. Terms of Employment: Twelve month; Non-Affiliated

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



Mark Schwarz, Ed.D  
Superintendent of Schools

*Approved by Board: 11/06/2023*

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

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**JOB DESCRIPTION**

I. Title: Technology Applications Coordinator – Ridgewood High School

II. Qualifications:

- A. Possess a high school diploma or equivalent.
- B. Post-high school graphic design or technology applications coursework or other training.
- C. Proficiency with word processing, spreadsheet, report-writing, and presentation applications (Microsoft Office Suite or similar).
- D. Proficiency with graphic design applications (Adobe Photo Suite or similar)
- E. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
- F. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
- G. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
- H. Such alternatives to the above qualifications, as the Board may find acceptable.

III. Position Summary:

The Technology Applications Coordinator – Ridgewood High School (“Coordinator”) will be responsible for facilitating the effective integration of technology into the high school.

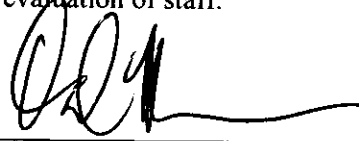
IV. Major Duties and Responsibilities:

- A. Assists the Data Entry Coordinator with the implementation of the Skyward student information system.
- B. Manages the technical needs of the substitute teacher campus center facility.
- C. Conducts technology applications training for teachers and staff on the student information system, website, and such other applications, as may be used in the high school.
- D. Coordinates Key Database.
- E. Coordinates migration of Blackboard data to successor application(s).
- F. Coordinates all aspects of the school website.
- G. Maintains the website daily – announcements, events, special programs, and calendar.
- H. Maintains digital announcement boards.
- I. Manages the high school budget and processes requisitions on the budgetary accounting system.
- J. Leads the implementation and monitoring of the paperless communication system.
- K. Coordinates and manages the implementation of the Digital Portfolio System. Scans student’s documents to the student’s digital portfolio. Monitors the submission of artifacts for each student.
- L. Coordinates the various technical aspects of the Global Learning Classroom Project. Maintains website, coordinates exchanges, and designs and manages Wikis.
- M. Performs other duties within the scope of his/her employment and certificate, as may be assigned by his/her supervisor(s).

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

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- V. **Terms of Employment:** The Coordinator shall be appointed annually by a majority vote of the full Board of Education. The position shall be a twelve-month position and shall not be eligible for tenure.
- VI. **Evaluation:** In accordance with Board policy on evaluation of staff.



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Daniel Fishbein, Ed.D  
Superintendent of Schools

*Approved by Board:* 06/14/2010  
*Revised:* 05/01/2017

**RIDGEWOOD PUBLIC  
Ridgewood, NJ**

**JOB DESCRIPTION**

I. Title: Technology Coordinator – Ridgewood High School

II. Qualifications:

- A. College degree preferred.
- B. Specialized training and knowledge in level-2 hardware, software, server (physical and virtual), and network (wired and wireless) support in a mixed environment (Windows, ChromeOS, MacOS, IOS).
- C. Strong commitment to pursue professional growth.
- D. Staff management experience.
- E. Strong ability to work in a team environment.
- F. Strong ability to problem solve, communicate, and manage time effectively.
- G. Strong ability to communicate and work effectively with staff, administrators, students, vendors, consultants, and other professionals.

III. Position Summary

Oversee and manage the day-to-day operations of the district technicians in an effort to implement and maintain a technology department capable of meeting the increasing technological demands of the District, as well as an infrastructure to support those demands.

IV. Reports to: Manager of Information Technology

V. Major Duties and Responsibilities:

- A. Oversee and support district technicians ensuring that schools have consistent technical support.
- B. Monitor help desk ticketing system to provide support where needed and identify common issues.
- C. Ensure the consistent, reliable availability of technology including access to Google Workspace tools, computers, printing, audio-visual devices, telephony, etc.
- D. Maintain the consistent application and enforcement of technology use and cybersecurity policies and procedures.
- E. Coordinate repairs, insurance and warranty claim procedures.
- F. Oversee software installation and deployment.
- G. Assist Systems Administrators with installation, maintenance and monitoring of data centers, network, and security infrastructure.
- H. Liaise with school administrators regarding needs and purchases of technology equipment.
- I. Coordinate ordering, delivery, and deployment of new equipment and recycling of aged devices.
- J. Ensure accurate inventory of equipment.
- K. Participate in regular district technology department meetings and hold regular meetings with district technicians.

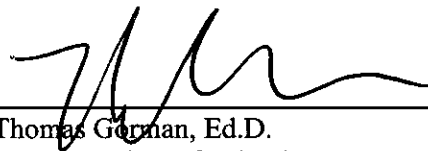
**RIDGEWOOD PUBLIC  
Ridgewood, NJ**

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- L. Participate in regular reviews of effectiveness and security of technology systems and procedures in the district and in long-term planning.
- M. Research, evaluate, and implement new solutions to support the administrative and instructional functions of the schools.
- N. Attend seminars, conferences, and courses in order to update skills.
- O. Provide training to technicians or other staff as appropriate.
- P. Assist Manager of Information Technology in evaluation of district technicians.
- Q. Assist the Manager of Information Technology in the budget process to support the district's technology plan.
- R. Cooperate with K-8 Technology Coordinator on all shared responsibilities to ensure consistent implementation of procedures across the district.
- S. Other job-related duties as directed by Manager of Information Technology.

VI. Terms of Employment: Twelve months

VII. Evaluation: In accordance with board policy on evaluation of staff.



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Thomas German, Ed.D.  
Superintendent of Schools

*Approved by Board:* 06/01/2015 (Replaces Network Coordinator, Approved 11/03/2008)  
(Replaces Instructional Technology Coordinator: K-8, Approved 06/01/2015)

*Revised:* 05/01/2017

*Revised:* 08/30/2021