

Closter, NJ 07624

TITLE: **ACADEMIC ASSISTANCE PROGRAM (SCHEDULE F)**

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the academic assistance program by providing instruction and supervising students.

- PERFORMANCE RESPONSIBILITIES**
1. Provide students with academic support in all subject areas.
 2. Supervise students attending the program.
 3. Meet with the principal or designated administrator at least once a month to provide him or her with a program update.
 4. Maintain attendance records for each session.
 5. Meet during after school hours for at least 40 minutes and at least three times a week for a minimum of 20 weeks.
 6. Contact parents of students that are frequently absent.
 7. Communicate with the student's classroom teacher(s) to discuss the student's needs and determine which assignments need support.
 8. Assumes other academic assistance program related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

Closter, NJ 07624

TITLE: AMBASSADORS CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the ambassadors club.

- PERFORMANCE RESPONSIBILITIES**
1. Responsible for moderating the Ambassadors Club Schoology page.
 2. Host interest meeting.
 3. Help students understand the importance of community.
 4. Provide opportunities for students to participate in community outreach and provide assistance to parents and guardians when they enter the building for school sponsored activities, ie. conferences, orientations, and assemblies where the public is invited.
 5. Help students create and run new student orientations for incoming 4th graders.
 6. Help students serve as "lunch buddies" to new students during the school year.
 7. Coordinate fundraising for local events/people in need.
 8. Assumes other ambassador club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

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1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification may be assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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Closter, NJ 07624

TITLE: ATHLETIC COACH (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified, concussion certification, and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coach a sports team at Tenakill Middle School.

PERFORMANCE RESPONSIBILITIES

1. Host meetings – Pre-season and Post-season
2. Receive and review medical clearance forms from the school nurse to confirm participation in sport.
3. Carry all emergency alert forms to all practices and games
4. Host practices each week on Monday – Thursday.
5. Distribute and collect uniforms and equipment.
6. Attend and supervise all scheduled northern valley games/meets.
7. Provide equipment for all home games.
8. Provide and carry medical kit for emergency situations at practices and home/away games.
9. Email season record to northern valley athletic director for placement in the northern valley tournament.
10. Attend and supervise all playoff tournament games.
11. Collect all equipment and uniforms at the end of the season.

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12. Contact Tenakill athletic director with any issues or problems.
13. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

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TITLE: ATHLETIC DIRECTOR (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee all sports programs at Tenakill Middle School.

PERFORMANCE RESPONSIBILITIES

1. Attend Valley School Athletic Committee meetings (4-5 yearly)
2. Make schedules for all sport teams
3. Distribute copies of schedules to the coaches, administrators, athletes, parents, and post on the website.
4. Maintain Tenakill's athletic page on the school's website including schedules, cancelations, due dates of all health forms, practices, interest meetings, directions to sport facilities.
5. Post athletic information on bulletin boards, morning announcements (TBN), and lunch announcements.
6. Reserve buses for all away games.
7. Reschedule buses (snow and rain cancellations).
8. Reserve buses for tournament games.
9. Schedule all referees and starters.
10. Confirm with referees prior to each game.

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11. Set- up tournament games with our coaches and other Valley Schools.
12. Hold sign-ups for sport teams during all lunch periods prior to interest meetings.
13. Be present during all sign ups and interest meetings for review of sport, due dates of health forms, and try outs.
14. Collect and distribute health forms for all sports prior to nurses review.
15. Coordinate gym availability with both coaches and recreation dept. (practice and game times).
16. Respond to any questions or issues from administrators, coaches, parents, athletes about sports programs.
17. Collect count, and update all uniforms for all sports.
18. Order Athletic equipment and supplies.
19. Supervise students attending the games.
20. Be prepared to handle a medical emergency.
21. Supervise spectator and other adult interactions with students.
22. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

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Closter, NJ 07624

TITLE: CML (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the CML club by supervising students and provide students with guidance and instruction in mathematics.

- PERFORMANCE RESPONSIBILITIES**
1. Meet for a minimum of 40 minutes during lunch or after school hours at least once a week for a minimum of 20 weeks.
 2. Encourage students to explore higher level mathematics.
 3. Guide students through individual assessment.
 4. Facilitate cooperative learning opportunities.
 5. Explore Euclidean division.
 6. Give students the opportunity to see mathematics in a new way.
 7. Assumes other CML related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

8. Upholds and enforces school rules, administrative regulations and board policy.
9. Performs other duties within the scope of his/her employment and certification may be assigned.

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Closter, NJ 07624

TITLE: COMPUTER CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and supervise the computer club.

- PERFORMANCE RESPONSIBILITIES**
1. Host an interest meeting
 2. Host club activities at least two times a week, 30 minutes each, and a minimum of 20 weeks.
 3. Provide students with instruction and activities related to current computer applications and programs.
 4. Assumes other computer club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification be assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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TITLE: CULTURE CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the events of the culture club.

PERFORMANCE RESPONSIBILITIES

1. Responsible for moderating the Culture Club Schoology page.
2. Host an interest meeting
3. Host club activities at least once a week, 40 minutes each, and a minimum of 12 weeks.
4. Assist students with planning and painting murals and creating seasonal displays to add to the climate and culture of the school.
5. Assumes other culture club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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

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TITLE: DEBATE SUPERVISION (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To supervise the students at the debate tournaments.

PERFORMANCE RESPONSIBILITIES

1. Assist the debate club advisor the afternoon of the tournaments.
2. Supervise the students on the bus.
3. Supervise the students at the tournament.
4. Assumes other debate supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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TITLE: DEPARTMENT CHAIR (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To act as the liaison between the administration and the language arts, math, social studies, science, or specials department.

- PERFORMANCE RESPONSIBILITIES**
1. Schedule and lead a department meeting at least once a month from September to June.
 2. Create, distribute, and store department meeting agendas and minutes.
 3. Meet with the principal or designated administrator at least once a month to review data from prior department meetings and prepare for upcoming department meetings.
 4. Coordinate department related professional development and activities.
 5. Collect information and data from staff members in the department and share with the principal or designated administrator.
 6. Meet with the principal, team leaders, and department chairs at least once a month.
 7. Maintain attendance records at meetings and share with the principal
 8. Lead discussions on implementation of the curriculum and analysis of student data related to the department.
 9. Assumes other department related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

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Closter, NJ 07624

TITLE: DETENTION SUPERVISION (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the after school detention program by supervising students.

PERFORMANCE RESPONSIBILITIES

1. Supervise students attending the after school detention program.
2. Meet with the principal or designated administrator at least once a month to provide him or her with a program update.
3. Maintain attendance records for each session.
4. Assumes other detention supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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TITLE: DRAMA CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the events of the drama club.

PERFORMANCE RESPONSIBILITIES

1. Responsible for moderating the Drama Club Schoology page.
2. Have a deep understanding of performance, direction, design, and technical theater.
3. Select a show with a middle school audience in mind and obtain the rights to perform the show.
4. Develop audition materials, hold auditions, and cast a show.
5. Prepare and distribute a rehearsal schedule, taking into consideration students' conflicts.
6. Create a safe environment where students feel comfortable enough to step outside of their comfort zone.
7. Establish a supportive community to boost confidence and improve public speaking skills.
8. Teach blocking (who moves where and when) to students and discuss ways to portray the emotional tone of the scene.
9. Encourage students to voice their opinions on character choices and explore whether those choices work in the scene.

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10. Provide encouragement and guidance to students throughout the rehearsal process to foster growth.
11. Emphasize the importance of listening, responding, and vocal projection through theater games and scene work.
12. Collaborate with the principal to submit an order for costumes and props.
13. Collaborate with maintenance staff to create set pieces.
14. Collaborate with an art teacher to create prop and set pieces.
15. Collaborate with stage crew teacher to assemble a stage crew and communicate students' responsibilities.
16. Design flyers to advertise for show.
17. Create playbills to be distributed to the audience.
18. Assumes other drama club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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TITLE: GARDEN CLUB - HILLSIDE SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the garden club.

- PERFORMANCE RESPONSIBILITIES**
1. Hold weekly meetings in the fall and spring.
 2. Help maintain the plants in the Hillside garden during fall and spring.
 3. Help maintain the garden near the recess area.
 4. Teach club members how to properly take care of plants/flowers.
 5. Assumes other garden club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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

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TITLE: GARDEN CLUB-TENAKILL SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the garden club.

- PERFORMANCE RESPONSIBILITIES**
1. Hold weekly meetings in the fall and spring.
 2. Help maintain the plants underneath the TMS sign in the front of the school.
 3. Decorate the front of the school with fall decor in October.
 4. Plant spring flowers in front of the school in April.
 5. Help maintain the courtyard/outdoor classroom in the center of the school.
 6. Teach club members how to properly take care of plants/flowers.
 7. Assumes other garden club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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**TERMS OF
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Closter, NJ 07624

TITLE: HARRINGTON AVE SAFETY (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To supervise students on Harrington Ave. at dismissal.

PERFORMANCE RESPONSIBILITIES

1. Supervise students exiting the building on Harrington Ave. after school until 3:40.
2. Assumes other Harrington Ave. supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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TITLE: HNN (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the video production of Hillside News Network..

- PERFORMANCE RESPONSIBILITIES**
1. Supervise the students each morning as they record the production before the school day begins.
 2. Learn how to use the technology and audio/video equipment for the production.
 3. Prepare and write the script for the production.
 4. Prepare the equipment for each morning.
 5. Troubleshoot any problems with the technology and audio/video equipment.
 6. Share a link to the production to the school each morning.
 7. Assumes other HNN related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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TITLE: KIDS AGAINST POLLUTION (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the Kids Against Pollution Club.

PERFORMANCE RESPONSIBILITIES

1. Hold weekly meetings in the winter and spring.
2. Help to promote a healthy and clean school environment.
3. Create posters to encourage a healthy and clean environment.
4. Share ways to keep our Earth clean on HNN.
5. Assumes other garden club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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TITLE: KIDS HELPING KIDS (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the kids helping kids program by training and supervising tutors and students.

PERFORMANCE RESPONSIBILITIES

1. Train tutors on how to interact and support students.
2. Create a schedule for tutors so that tutors are available at each session.
3. Supervise students attending the program.
4. Meet with the principal or designated administrator at least once a month to provide him or her with a program update.
5. Maintain attendance records for each session.
6. Meet for a minimum of 40 minutes during lunch or after school hours at least once a week for a minimum of 20 weeks.
7. Communicate with the student's classroom teacher(s) to discuss the student's needs and determine which assignments need support.
8. Assumes other kids helping kids program related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: OVERNIGHT FIELD TRIP COORDINATOR (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: Oversee and coordinate the overnight field trip.

- PERFORMANCE RESPONSIBILITIES**
1. Contact all vendors (hotel, bus, attractions, etc.) and secure reservations
 2. Collect money and coordinate with the district's business office
 3. Create all arrangements including chaperone packets, bus lists, tour groups, rooming lists, etc.
 4. Create, distribute, and collect all of the necessary field trip documentation.
 5. Meet with the principal or designated administrator regularly to plan and prepare for the field trip.
 6. Assumes other overnight field trip related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

Closter, NJ 07624

TITLE:	PEER TO PEER- TENAKILL SCHOOL (SCHEDULE F)
QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Valid New Jersey Instructional Certificate 2. Ability to maintain a positive learning environment 3. Strong interpersonal and communication skills 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey
REPORTS TO:	Principal/Designated Administrator
SUPERVISES:	Pupils, and when assigned, student teachers and classroom aides
JOB GOAL:	To oversee and coordinate a school leadership program focused on fostering a positive school climate.
PERFORMANCE RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Hold weekly meetings with approximately 20 student participants. 2. Schedule a peer to peer training event, usually at the Closter Public Library 3. Help students plan for their outreaches where they will meet with 5th grade students twice a year. 4. Plan and assist with the two outreach events for the 7th and 5th grade students during the school year. 5. Accept and review student applications for the peer to peer program. 6. Ensure that the students are meeting regularly and working on their outreach program and other peer to peer program projects. 7. Assumes other peer to peer related and appropriate professional responsibilities as delegated by the principal or designated administrator. <p><u>Other</u></p> <ol style="list-style-type: none"> 1. Upholds and enforces school rules, administrative regulations and board policies. 2. Performs other duties within the scope of his/her employment and certification as may be assigned. 3. The club must meet at least 20 sessions, at a minimum of

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	minutes per session.
TERMS OF EMPLOYMENT:	Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F
EVALUATION:	Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

Closter, NJ 07624

TITLE: PHOTOGRAPHY CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the photography club.

- PERFORMANCE RESPONSIBILITIES**
1. Responsible for moderating the Photography Club Schoology page.
 2. Host interest meeting.
 3. Supervise photography club meetings.
 4. Educate students about photography.
 5. Promote photography as an art form.
 6. Help students capture and express feeling through photography.
 7. Publish an electronic or physical album of student's photography.
 8. Assumes other photography club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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EMPLOYMENT:**

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EVALUATION:

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

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TITLE: PRODUCTION CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the production club.

- PERFORMANCE RESPONSIBILITIES**
1. Responsible for moderating the Production Club Schoology page.
 2. Host interest meeting.
 3. Explain Audio and Lights equipment to the students.
 4. Chaperone any school and after school events, which require stage crew.
 5. Attend any event practices that require stage crew.
 6. Assign positions and provide training for stage crew positions.
 7. Assumes other production club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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EMPLOYMENT:**

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EVALUATION:

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

Closter, NJ 07624

TITLE: SCIENCE OLYMPIAD (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the practices and events related to science olympiad.

PERFORMANCE RESPONSIBILITIES

1. Host interest meeting.
2. Conduct application process.
3. Organize "try-out" stem challenges and content tests.
4. Register team for science olympiad tournaments.
5. Coordinate team preparedness for events.
6. Order educational content and materials kits for the various events hosted by the Science Olympiad.
7. Create and prepare educational content binders for individual events.
8. Instruct students on basic/advanced Science concepts & approaches to their events.
9. Hold 2-3 weekly practices to mentor and prepare students for their events throughout the season.
10. Communicate with families.
11. Assumes other science olympiad related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

Closter, NJ 07624

TITLE: SCRIPTA (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the publication of the literary magazine.

- PERFORMANCE RESPONSIBILITIES**
1. Actively seek students to participate in the publication of the Literary Magazine.
 2. Host club meetings and oversee students in generating ideas, editing, typing, and drawing.
 3. Instill in students a sense of pride and accomplishment for their participation in the publication of the magazine.
 4. Solicit additional written and artistic contributions from Language Arts and Art teachers.
 5. Review all submissions to determine what will be included in the final publication.
 6. Proofread and copy-edit all accepted contributions.
 7. Determine how best to present content on the page and screen.
 8. Design the layout of and organize the digital publication of the magazine.
 9. Discuss all budgetary matters with Principal.
 10. Contact printer for publication of magazine.
 11. Distribute and share published magazine with students, parents, teachers, staff, & admin.
 12. Oversee and be responsible for all articles and art work submitted to the publication.
 13. Obtain permission from principal when participating in any extraordinary activity related to the magazine.
 14. Assumes other scripta club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: SERVICE CLUB - HILLSIDE SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the service club events and activities.

PERFORMANCE RESPONSIBILITIES

1. Hold weekly meetings with student council executive board.
2. Hold monthly meetings with student council representatives.
3. Help run the Thanksgiving Food Drive to help support the Closter Food Bank.
4. Guide executive board members in creating fundraisers to help support various causes.
5. Help executive board members plan spirit days.
6. Ensure that executive board members are updating the front bulletin board.
7. Plan and run student council executive board elections at the end of the year.
8. Assumes other service club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: SERVICE CLUB - TENAKILL SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the service club activities.

- PERFORMANCE RESPONSIBILITIES**
1. Host a minimum of 20 meetings for at least 40 minutes each.
 2. Keep records of attendance and hours.
 3. Provide students with fun and meaningful experiences that provide service to others.
 4. Organize and conduct programs that aim to benefit Tenakill, Closter, and the greater community.
 5. Assist other clubs with their assignments.
 6. Develop ways to publicize events.
 7. Assumes other service club related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as be assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: **SPORTS SUPERVISION (SCHEDULE F - VOLLEYBALL, BASKETBALL, SOCCER, TRACK, BASEBALL, SOFTBALL)**

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. CPR certified and EpiPen trained
 3. Ability to maintain a positive learning environment
 4. Strong interpersonal and communication skills
 5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the sports activity by supervising students and spectator and other adult interactions with students.

PERFORMANCE RESPONSIBILITIES

1. Supervise students attending the sports activity.
2. Be prepared to handle a medical emergency.
3. Supervise spectator and other adult interactions with students.
4. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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

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TITLE: STUDENT COUNCIL - HILLSIDE SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the student council elections and meetings.

- PERFORMANCE RESPONSIBILITIES**
1. Hold meetings with student council executive board.
 2. Hold monthly meetings with student council representatives.
 3. Help organize and oversee fundraising activities.
 4. Guide executive board members in creating fundraisers to help support various causes.
 5. Help executive board members plan spirit days.
 6. Plan and run student council executive board elections in the winter.
 7. Assumes other student council related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: STUDENT COUNCIL - TENAKILL SCHOOL (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coordinate the student council elections and meetings.

- PERFORMANCE RESPONSIBILITIES**
1. Hold weekly meetings with student council executive board.
 2. Hold monthly meetings with student council representatives.
 3. Help run the Thanksgiving Food Drive to help support the Closter Food Bank.
 4. Guide executive board members in creating fundraisers to help support various causes.
 5. Help executive board members plan spirit days.
 6. Ensure that executive board members are updating the front bulletin board.
 7. Plan and run student council executive board elections at the end of the year.
 8. Assumes other student council related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

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**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: TEAM LEADER (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To act as the liaison between the administration and grade level team.

- PERFORMANCE RESPONSIBILITIES**
1. Schedule and lead a team meeting at least once a week from September to June.
 2. Create, distribute, and store department meeting agendas and minutes.
 3. Meet with the principal or designated administrator at least once a month to review data from prior team meetings and prepare for upcoming team meetings.
 4. Coordinate grade level related professional development and staff and student activities.
 5. Collect information and data from staff members in the grade level and share with the principal or designated administrator.
 6. Meet with the principal, team leaders, and department chairs at least once a month.
 7. Maintain attendance records at meetings and share with the principal
 8. Lead discussions on implementation of the curriculum and analysis of student data related to the grade level.
 9. Assumes other grade level related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: TBN (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the video production of the Tenakill morning announcements.

PERFORMANCE RESPONSIBILITIES

1. Supervise the students each morning as they record the morning announcements before the school day begins.
2. Learn how to use the technology and audio/video equipment for the production of the morning announcements.
3. Prepare and write the script for the morning announcements.
4. Prepare the equipment for each morning.
5. Troubleshoot any problems with the technology and audio/video equipment.
6. Publish the morning announcements to the school each morning
7. Assumes other TBN related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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

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TITLE: TENAKILL SINGERS (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and supervise the Tenakill singers program.

- PERFORMANCE RESPONSIBILITIES**
1. Select and rehearse appropriate songs with students for scheduled performances.
 2. Host practices at least two times a week for a minimum of 20 weeks.
 3. Prepare a performance for the Veteran's day assembly.
 4. Prepare a performance for the winter concert.
 5. Prepare a performance for the spring concert.
 6. Assumes other Tenakill singers related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

TERMS OF EMPLOYMENT: Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

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EVALUATION:

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

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TITLE: WRITING CLUB (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the Writing Club.

- PERFORMANCE RESPONSIBILITIES**
1. Actively seek students to participate in the publication of various writing assignments.
 2. Help students work as "cub reporters" to interview and write about school, local, and national events and trends that might interest their readers.
 3. Host club meetings and oversee students in generating ideas, editing, typing, and drawing.
 4. Instill in students a sense of pride and accomplishment for their participation in the publication of the newspaper.
 5. Review all submissions to determine what will be included in the final publication.
 6. Proofread and copy-edit all accepted contributions.
 7. Determine how best to present content on the page and screen.
 8. Design the layout of and organize the digital publication of the newspaper.
 9. Discuss all budgetary matters with Principal.
 10. Distribute and share published newspapers with students, parents, teachers, staff, & admin.
 11. Oversee and be responsible for all articles and art work submitted to the publication.
 12. Obtain permission from principal when participating in any extraordinary activity related to the newspaper.
 13. Assumes other newspaper related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: WRITING - NEWSPAPER (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the publication of the newspaper.

PERFORMANCE RESPONSIBILITIES

1. Actively seek students to participate in the publication of the school newspaper each trimester.
2. Help students work as "cub reporters" to interview and write about school, local, and national events and trends that might interest their readers.
3. Host club meetings and oversee students in generating ideas, editing, typing, and drawing.
4. Instill in students a sense of pride and accomplishment for their participation in the publication of the newspaper.
5. Solicit additional written and artistic contributions from other staff members.
6. Review all submissions to determine what will be included in the final publication.
7. Proofread and copy-edit all accepted contributions.
8. Determine how best to present content on the page and screen.
9. Design the layout of and organize the digital publication of the newspaper.
10. Discuss all budgetary matters with Principal.
11. Distribute and share published newspaper with students, parents, teachers, staff, & admin.
12. Oversee and be responsible for all articles and art work submitted to the publication.
13. Obtain permission from principal when participating in any extraordinary activity related to the newspaper.
14. Assumes other newspaper related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.
3. The club must meet at least 20 sessions, at a minimum of 30 minutes per session.

TERMS OF EMPLOYMENT:

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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

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TITLE: YEARBOOK (SCHEDULE F)

- QUALIFICATIONS:**
1. Valid New Jersey Instructional Certificate
 2. Ability to maintain a positive learning environment
 3. Strong interpersonal and communication skills
 4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
 5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the publication and distribution of the yearbook and to organize and supervise school photos.

- PERFORMANCE RESPONSIBILITIES**
1. Schedule and supervise picture day and picture retake day.
 2. Supervise the content and development of the yearbook.
 3. Design the layout of the yearbook.
 4. Orchestrate and finalize the details with the yearbook company before publishing the yearbook.
 5. Distribute yearbook orders.
 6. Sell the extra yearbooks and give the money to the main office/business office.
 7. Assumes other yearbook related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

Board Approval			
Agenda Date:		Resolution No.:	

Closter, NJ 07624

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

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