

BRIDGETON BOARD OF EDUCATION
BUDGET HEARING
March 29, 2011

The budget hearing/public action meeting of the Bridgeton Board of Education was called to order at 6:00 p.m. by the Board President, Angelia Edwards. Board Members present were Mrs. Brenda Dellaquilla, Ms. Angelia Edwards, Mrs. Marie Bernstein, Mr. Albert Morgan, Mr. James Williamson, Mr. Willie Tukes, Mr. Kenny Smith-Bey Jr. and Mrs. Mary Peterson. Also in attendance were Dr. Thomasina Jones, Acting Superintendent, Mrs. Nicole M. Schoener, School Business Administrator and Mr. A. Paul Kienzle, Jr., Board Solicitor. Prayer was offered by Ms. Edwards.

1.5 OPEN PUBLIC MEETING STATEMENT

The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interests is discussed or acted upon. Bridgeton Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board in the lobby of the Bank Street Administration Building and mailed to the City Clerk of Bridgeton, The Evening News, Bridgeton, The Press of Atlantic City, and Radio Station WSNJ, Bridgeton on March 25, 2011.

1.6 PUBLIC PARTICIPATION

None

1.7 PRESENTATION OF THE 2011-2012 BUDGET

A. Welcome-by the Superintendent

B. Thank you to the members of the Board of Education for their support and development of the Budget

C. Budget Highlights

1. Budget submission of \$89,289,524
2. No staff reductions- reinstatement of additional staff.
3. New Character Education program will be introduced.
4. Read 180 reading intervention program will be offered after school
5. Gifted and Talented offered as after school program
6. Compliance with Federal No Child Left Behind regulations
7. Continue Implementation of instructional priorities while following CAPA recommendations. In addition, we will continue to update curriculum so that it is aligned with the revised core curriculum content standards.
8. Continue work with the School Development Authority on the High School HVAC project and the replacement of Cherry Street Elementary School. In addition, the budget includes funding to allow the district to continue with facility maintenance and upgrades

D. Presentation of the 2011-2012 Budget

Dr. Jones introduced the Nicole Schoener, School Business Administrator who presented the 2011-2012 budget. The BA explained the funding levels and increases in the upcoming year. Further Mrs. Schoener explained the use of fund balance and the effects in future years. An analysis of the expenditures was provided to the board and the proposed capital projects that are in the budget. Mrs. Dellaquilla asked if there was a concern for the 2012-2013 year. Mrs. Schoener explained that there may be some level, however in 2012-2013 there will be some collective bargaining offsets and also why we are proposing to complete one time projects. Further it was explained that it is unclear what will occur with future state aid calculations as we were successful in our appeal and per actual aid calculations we are currently over 10M underfunded. There were no further questions.

Dr. Jones and Mr. Stevens presented a video of options for 2011 graduation ceremonies. The following were presented: Alden field, the midget field and Cumberland County college.

1.8 APPROVAL OF THE 2011-2012 BUDGET

Motion by Mr. Morgan, second by Mrs. Peterson approving the 2011-2012 School District Budget in the amount of \$89,289,524

With the following breakdown:

General Fund	\$74,369,862
Special Revenue Fund	\$14,245,268
Debt Service Fund	<u>\$ 674,394</u>
TOTAL	\$89,289,524

With a Tax Levy as follows:

Current Expense	\$ 3,709,887
Debt Service	<u>\$ 233,975</u>
Total Tax Levy	\$ 3,943,862

Professional Development has been budgeted not to exceed \$965,000

Travel expenses not to exceed \$400,000.

Maximum dollar amounts for public relations, professional services and incentives and awards have been established and are detailed in the appropriations.

Motion carried, roll call vote was 8-0.

Item 4.4.5 (a-b) APPROVAL OF NEW POSITIONS

Motion by Mr. Morgan, second by Mrs. Dellaquilla approving the following:

- a. Approved the new position of Senior Executive Administrative Assistant to the Superintendent.
- b. Approved the new position of District K-12 Science Supervisor.

Motion carried, roll call vote was 8-0.

Item 4.4.6 (a-b) APPROVAL OF JOB DESCRIPTIONS

Motion by Mrs. Bernstein, second by Mrs. Dellaquilla approving the following:

- a. Approved the following revised job descriptions:
Assistant Superintendent
Athletic Director

- b. Approved the following new job descriptions:
Senior Executive Administrative Assistant to the Superintendent of Schools
District Director Science K-12
District Director of Bilingual/ESL K-12

Motion carried, roll call vote was 8-0.

Item 6.1.1 FACILITY USAGE

Motion by Mrs. Dellaquilla, second by Mr. SmithBey approving the request of UAW Local 2327 to use the Bridgeton High School Auditorium on Sunday, April 10, 2011, 1:00pm to 4:00pm for members discussion meeting. **Custodial fees of \$164.16, Sound Tech. fees of \$80.00 and a rental fee of \$100 will be charged. An appropriate insurance certificate is on file.** Approval is granted contingent on the understanding that school activities take precedence. If a school facility is required for a school activity, board approval is revoked.

Motion carried, roll call vote was 8-0.

Item 9.2 EXECUTIVE SESSION- 6:55pm

Motion by Mrs. Bernstein, second by Mr. Morgan approving the following executive session resolution:

WHEREAS, section 8 of the Open Public Meeting Act, Chapter 341 PL1975, permits the exclusion of the public from a meeting in certain circumstances; and
WHEREAS, this public body is of the opinion that such circumstances presently exist.
NOW, THEREFORE, BE IT RESOLVED, by the Bridgeton Board of Education of the City of Bridgeton, County of Cumberland, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the hereinafter specified subject matters.
2. The general nature of the subject matters to be discussed is personal matters.
3. It is anticipated at this time that the above stated subject matters will be made public when appropriate.
4. This resolution will take effect immediately.

Motion carried, roll call vote was 8-0.

RETURN TO THE PUBLIC

Motion by Mrs. Bernstein, second by Mr. Tukes, approving the return to the public portion of the meeting at 8:25 p.m.

Motion carried, roll call vote was 8-0.

Motion by Mr. SmithBey, second by Mrs. Dellaquilla approving the expulsion of L.M.

Motion carried, roll call vote was 8-0.

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ADJOURNMENT

Motion by Mrs. Dellaquilla, second by Mrs. Bernstein approving to adjourn the meeting at 8:30 pm.

Respectfully Submitted,

Nicole M. Schoener
School Business Administrator

**Executive Session Minutes
March 8, 2011**

The public action meeting of the Bridgeton Board of Education was called to order at 6:02 p.m. by the Board President, Angelia Edwards. Board Members present were Mrs. Brenda Dellaquilla, Ms. Angelia Edwards, Mrs. Marie Bernstein, Mr. Curtis Edwards, Mr. Albert Morgan (left at 7:45 pm), Mr. James Williamson, Mr. Willie Tukes, Mr. Kenny Smith-Bey Jr. and Mrs. Mary Peterson. Also in attendance were Dr. H. Victor Gilson, Interim Superintendent, Dr. Thomasina Jones, Assistant Superintendent, Mrs. Nicole M. Schoener, School Business Administrator and Mr. A. Paul Kienzle, Jr., Board Solicitor. Prayer was offered by Ms. Edwards.

Executive Session began 6:55pm

The Board advised the BA to deny the grievance that was presented at the last board meeting.

The Board heard an expulsion hearing that was recorded and available with the Business Administrator. Mrs. Ruth Rosa provided translation.

Board solicitor updated the Board on pending litigation and an arbitration and tenure charges related to a non-certificated staff member.

RETURN TO THE PUBLIC

Motion by Mrs. Bernstein, second by Mr. Tukes, approving the return to the public portion of the meeting at 8:25 p.m.

Motion carried, roll call vote was 8-0.

Respectfully submitted,

Nicole M. Schoener
School Business Administrator

Bridgeton Public Schools
Job Description
Revised

POSITION:

Assistant Superintendent of Schools

QUALIFICATIONS:

As determined by New Jersey state certification requirements and the Bridgeton Board of Education.

1. New Jersey School Administrator Certificate
2. **Masters and preferably higher degree with emphasis on school administration.**
3. **Demonstrated expertise in curriculum development and professional staff development.**
4. **Experience in designing and implementing successful professional development models.**
5. **Experience in developing and implementing school improvement plans.**
6. **Proven track record in raising student achievement.**
7. **Excellent communication and interpersonal skills.**
8. **Five years building principal experience.**
9. **Strong organizational and technological skills necessary to promote educational excellence.**
10. **Ability to lead a dynamic, caring and dedicated staff, on a district-wide level, towards continuous improvement of teaching and learning.**

REPORTS TO:

The Assistant Superintendent of Schools reports to and serves at the discretion of the Superintendent. In the absence of the Superintendent, the Assistant assumes all duties of the Superintendent subject to applicable state, local and Board of Education policy provisions. The Assistant Superintendent assumes full authority to act for the Superintendent in those areas specifically designated. Such actions shall be subject to review, redefinition, extension and/or deletion as determined by the Superintendent. It shall be the duty of the Assistant Superintendent to attend all Board of Education meetings and contribute to deliberations as fall within the scope of his/her functions. While the functions of the Assistant Superintendent are broad, there shall be specific concentration in the areas of the curriculum development and review, community relations and programs, instructional personnel organization for effectiveness, evaluation of supervisory personnel, the development of the instructional budget and long range planning.

PERFORMANCE RESPONSIBILITIES:

The duties and responsibilities of the Assistant Superintendent shall include but not be limited to the following:

Curriculum Development

1. The development, initiation and maintenance of an effective and efficient curriculum development process that permits maximum participation by all concerned individuals.
2. The administration of a program of curriculum evaluation and review that provides for continuance of a high quality of instruction.
3. The monitoring of student progress and the development of curricular revision to improve such progress.
4. The development of the curriculum improvement proposals necessary to address the current and future needs of students in a changing society.
5. The oversight of the expenditures allocated to curriculum development.
6. The organization of other administrative and supervisory personnel to assume leadership roles in the curriculum development process.
7. Review of the district's curriculum to address and revise gaps, redundancy and repetition in the curriculum.

Curriculum and Instructional Budget

1. The development of budget goals directly related to the educational smart goals of the system.
2. The coordination of budget requests and compilation of all such requests.
3. The analysis of projected enrollments to determine proposed staffing for budget deliberations.
4. The monitoring of instructional expenditures to ensure efficient and effective utilization of money.
5. The analysis of current year expenditures as guidelines for subsequent budget development.

Instructional Personnel

1. The planning of effective instructional programs to meet the diverse needs of students.
2. The design, planning and implementation of staff in-service, School Leadership Council Training and New Teacher Orientation programs directed at the improvement of curriculum and instruction.
3. The review and approval of all professional development requests in the school district.
4. The supervision of the staff evaluation process and participation as a contributing evaluator in the administrative evaluation process.
5. The supervision and evaluation of school and district administrators.
6. Chair Board of Education Discipline Panel Hearings.

Community Relations

1. The organization and mobilization of community resources as a supplement to the education services provided by the schools.
2. The organization of administration of the School Extended Day Programs.
3. The supervision of the personnel coordinating Summer School, Evening School, and all non-traditional instructional programs not directly supervised by another administrator.

Strategic Planning

- 1. The development and maintenance of staff, pupil and community data required for adequate strategic educational planning.**
- 2. The development, implementation and monitoring of strategic instructional planning in the area of test selection, grant proposals, materials acquisition and staff allocation.**
- 3. The development under the direction of the Superintendent of plans directed at the strategic planning needs of the system in areas including building construction and use, pupil districting, staff placement and/or reduction, staff retraining.**
- 4. The developing of policy proposals for review by the Superintendent and the Board prior to adoption.**
- 5. The development of contractual proposals related to areas of control.**
- 6. The development of system instructional goal proposals for Superintendent and Board review.**

General

- 1. Oversee all NJDOE documents: Unified Plans, NJQSAC, and CAPA Reports.**
- Evaluate the operation of the schools and make recommendations to the Superintendent for needed improvements and/or policy changes.
- Provide direct supervision over all instructional programs.
- Coordinate state required monitoring activities.
- Adjudicate parental appeals of school site administrative decisions.
- Chair the District Disciplinary Panel.
- Supervise student enrollment and assignment to elementary schools.
- Review, monitor and approve all field trips as to the instructional value.
- Perform other related duties as required by the position or assigned by the Superintendent.

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

Bridgeton Public Schools
Job Description
Revised

POSITION:

Athletic Director

QUALIFICATIONS:

1. **Supervisor Certificate and a certificate in Health and Physical Education.**
2. Demonstrated knowledge of NJSIAA rules and regulations.
3. Experience supervising school athletic events.
4. **Knowledge of an experience in curriculum development and implementation of instruction.**

REPORTS TO:

Assistant Superintendent/High School Principal

JOB GOAL:

Coordination and articulation of the Boys' and Girls' Athletic Program at Bridgeton High School and supervision and evaluation of the Health and Physical Education staff.

PERFORMANCE RESPONSIBILITIES:

1. **With building-level instructional staff, coordinate/articulate and monitor implementation of district curriculum to fidelity, in assigned content area(s), to reflect New Jersey Core Curriculum Content Standards and meet the needs of all students.**
2. **Initiate, develop, and coordinate activities and workshops to improve student achievement, appropriate to the assigned content area(s) and consistent with current best practices.**
3. **For the assigned content area(s), assist in developing a program of instruction that provides articulation with all grade levels and subject areas in the district.**
4. **Provide the Curriculum Committee of the Board of Education with timely information and updates of the district's curricula and instructional programs.**
5. **Conduct formal and informal professional observations/annual performance reports of teachers in the assigned content area(s) and other teachers as deemed necessary by building principals and the Assistant Superintendent.**
6. **Participate in teacher orientation and help plan, promote and implement programs of in-service education for novice and veteran staff.**
7. **Budget for, order and distribute district athletic supplies, curricula and instructional materials in a timely manner for effective teacher and student use.**
8. **Budget for and attend appropriate conferences, meetings, and staff development workshops to keep abreast of current trends in curriculum development and implementation in the assigned content area(s), and the teaching-learning process. Attend league and state level meetings, conferences, clinics and conventions.**
9. **Participate in the analysis of student performance data, the identification of obstacles to improved performance, and the identification of remedies for improved teaching and learning health and physical education.**
10. **As needed, assist in the recruitment of highly qualified instructional staff and participate in interviews.**
11. **Submit to the Assistant Superintendent a monthly and yearly report on school teaching and learning improvement activities and outcomes.**

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- 12. Assist in the evaluation of curriculum, textbooks, and programs. Supervise such evaluations as per the Five-year Evaluation Cycle.**
13. Coordinate and articulate high school and middle grades interscholastic programs.
14. Monitor eligibility of athletes; arrange for sports physicals.
15. Set up schedule; schedule transportation and officials for all levels. Arrange for security and in-house staff and pay officials. Handle cancellations/ postponements and rescheduling of events.
16. Organize athletic banquets, awards programs and Senior Athlete Scholarship Luncheon and plan special events such as the Bridgeton Relays, County meets and CAL playoffs.
17. Have a working knowledge of the inventory of all athletic equipment and supplies.
18. Monitor all home contests and maintain records of wins/losses/championships for each team and individual athletes and organize summer programs.
19. Make contacts with colleges for college-bound recruits.
20. Supervise the athletic trainer.
21. Interview applicants for coaching positions.
22. Communicate with sending districts as students prepare to enter Bridgeton High School.
23. Attend Board of Education meetings as requested.
24. Maintain membership in professional organizations.
25. Communicate with maintenance to see that fields are prepared.
26. Address concerns as they arise with coaches, athletes and parents (sportsmanship, academic problems, pep talks, acknowledgments).
27. Monitor newspapers to see that coaches are reporting scores.
28. Make necessary PA announcements to faculty and athletes.
- 29. Perform such other duties as assigned by the Assistant Superintendent which may require a time schedule beyond the normal working hours.**

TERM OF EMPLOYMENT: **12 Months.** Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

JAD/et
6-2-05
TAJ/TME/et
3-11

Bridgeton Public Schools
Job Description

POSITION:

Senior Executive Administrative Assistant to the Superintendent of Schools

QUALIFICATIONS:

1. **BA degree** and five (5) years administrative experience.
2. Background in journalism.
3. Must be computer literate; proficient in Microsoft Office Suite **2007** (Word, PowerPoint, Excel, and Access).
4. Ability to train Superintendents' office personnel in all aspects of computer software, e-mail, and various office procedures.
5. Ability to operate standard office equipment.
6. Excellent verbal and written communication skills.
7. Ability to take and transcribe dictation and/or use a dictation/transcription machine
8. Ability to maintain essential/confidential records and files.

REPORTS TO:

The **Senior Executive Administrative Assistant** is directly responsible to the Superintendent of Schools.

JOB GOAL:

To assist and support the Superintendent of Schools in the performance of his/her responsibilities by maintaining a thorough and efficient office operation, performing specialized and demanding tasks, possessing a mastery of office skills, demonstrating the ability to assume responsibility without direct supervision, exercising initiative and sound judgment, and making decisions within the scope of assigned authority. To supervise and assign work to district office staff under the auspices of the Superintendent of Schools.

PERFORMANCE RESPONSIBILITIES:

1. Shall collect and maintain all information pertaining to collective bargaining and have it available for review by the Superintendent in preparation for the collective negotiations.
2. Shall prepare the Superintendent/Board proposals and responses related to collective bargaining, grievances, etc.
3. Shall perform the usual office routines and practices to maintain a smooth operating office.
4. Shall assign work as needed to other **confidential** secretaries under the direction of the Superintendent of Schools.
5. Shall ensure professional development and training is provided for all office personnel.
6. Shall maintain a professional appearance and demeanor at all times
7. Shall demonstrate good professional and interpersonal skills; relate and interact well with public and staff.
8. Shall perform specific projects with minimal instruction.
9. Shall assist the Superintendent with compiling and writing reports, charts, notices, and other correspondence.
10. Shall construct letters and other correspondence as requested.
11. Shall obtain, gather, and organize pertinent data as needed in a congruent format.

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12. Shall handle and keep in strict confidence any personal matters that may involve students, staff members, parents, and the media.
13. Shall maintain a regular filing system, as well as, a set of locked confidential files and process incoming correspondence as instructed.
14. Shall oversee preparation of **Board Meetings; Cabinet Meetings**; District Wide meetings, e.g., Administrative Council; Principals; Student Dialogue; **School Leadership Council**.
15. Shall assist in the preparation for the closing and opening of school.
16. Shall maintain a schedule of appointments; coordinate/arrange meetings, conferences, weekly board runs, and interviews.
17. Shall prepare and coordinate the process of monthly board agendas for board review, and follow-up correspondence after board meetings.
18. Shall perform any bookkeeping tasks associated with specific position.
19. Shall take and transcribe dictation of various types, including correspondence, reports, and notices.
20. Shall continue to maintain and improve computer skills.
21. **Develop any other district or school related correspondence as assigned by the Superintendent.**
22. Shall perform such other duties as required or assigned by the Superintendent.

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

TAJ/TME/et
3-10-11

**Bridgeton Public Schools
Job Description**

POSITION:

District Director of Science K-12

QUALIFICATIONS:

1. Principal or School Administrator Supervisor certificate and a certificate in Science.
2. **Five** years of successful teaching experience.
3. Knowledge of **and experience in curriculum development and implementation of instruction.**

REPORTS TO:

Assistant Superintendent

JOB GOAL:

To assist in the development, implementation, and coordination/articulation of assigned curriculum area(s) that help build student confidence in their abilities to be successful and lifelong learners.

PERFORMANCE RESPONSIBILITIES:

1. **With building-level instructional staff, coordinate/articulate and monitor implementation of district curriculum to fidelity, in assigned content area(s), to reflect New Jersey Core Curriculum Content Standards and meet the needs of all students.**
2. **Initiate, develop, and coordinate activities and workshops to improve student achievement, appropriate to the assigned content area(s) and consistent with current best practices.**
3. **For the assigned content area(s), assist in developing a program of instruction that provides articulation with all grade levels and subject areas in the district.**
4. **With the assistance of the district's Director of Student Personnel Services and Assessment, establish and execute an annual program of evaluation of curricula and instructional programs in the assigned content area(s).**
5. **Provide the Curriculum Committee of the Board of Education with timely information and updates of the district's curricula and instructional programs.**
6. **Conduct professional observations/annual performance reports of teachers in the assigned content area(s) and other teachers as deemed necessary by building principals and the Assistant Superintendent.**
7. **As assigned, assist with the coordination of intervention/remedial services and regular (developmental) curriculum instruction.**
8. **Participate in teacher orientation and help plan, promote and implement programs of in-service education for new and veteran staff.**
9. **Budget for, order and distribute district curricula and instructional materials in a timely manner for effective teacher and student use.**
10. **Budget for and attend appropriate conferences, meetings, and staff development workshops to keep abreast of current trends in curriculum development and implementation, the assigned content area(s), and the teaching-learning process.**
11. **As assigned, serve as a member of the School Leadership Council and participate in the analysis of student performance data, the identification of obstacles to improved performance, and the identification of remedies for improved teaching and learning in the school.**

12. **As needed, assist in the recruitment of highly qualified curricula and instructional staff and participate in interviews of same** for assigned content area(s).
13. **Submit to the Assistant Superintendent a monthly report on school teaching and learning improvement activities and outcomes and an annual report of progress made.**
14. **Assist in the evaluation of curriculum, textbooks, and programs. Supervise such evaluations as per the Five-year Evaluation Cycle.**
15. **Develop professional development plan/calendar by assisting principals, supervisors, and coaches with the selection of workshops that are congruent with the district's goals.**
16. **As assigned, assist with the coordination and development of the New Jersey Quality Single Accountability Continuum (NJQSAC) Improvement Plan.**
17. **Assume the role of the district liaison to support the implementation of building improvement plans required by the New Jersey Department of Education.**
18. **Perform such other duties as assigned by the Assistant Superintendent and which may require a time schedule beyond the normal working hours (i.e., Board of Education curriculum meetings).**

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.

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Bridgeton Public Schools
Job Description

New

- POSITION:** District Director of Bilingual/ESL K-12
- QUALIFICATIONS:**
1. Principal or **School Administrator** Certificate **and, preferably, a certificate in one or more content areas.**
 2. Three years of successful teaching experience.
 3. Knowledge of **and experience in curriculum development and implementation of instruction.**
- REPORTS TO:** Assistant Superintendent
- JOB GOAL:** To assist in the development, implementation, and coordination/articulation of assigned curriculum area(s) that help build student confidence in their abilities to be successful and lifelong learners.
- PERFORMANCE RESPONSIBILITIES:**
1. With building-level instructional staff, coordinate/articulate and monitor implementation of district curriculum with quality, fidelity, consistency and intensity, in assigned content area(s), to reflect New Jersey Core Curriculum Content Standards and **WIDA English Language Proficiency Standards** and meet the needs of all students.
 2. Initiate, develop, and coordinate **activities and workshops to improve student achievement**, appropriate to the assigned content area(s) **and consistent with current best practices.**
 3. For the assigned content area(s), assist in developing a program of instruction that provides articulation with all grade levels and subject areas in the district.
 4. With the assistance of the district's Director of Student Personnel Services and Assessment, establish and execute an annual program of evaluation of curricula and instructional programs in the assigned content area(s).
 5. Provide the Curriculum Committee of the Board of Education with timely information and updates of the district's curricula and instructional programs.
 6. Conduct professional observations/annual performance reports and **Walk Throughs for teachers and classrooms** in the assigned content area(s) and other teachers as deemed necessary by **building principals and** the Assistant Superintendent.
 7. As assigned, assist with the coordination of intervention/remedial services and regular (developmental) curriculum instruction.
 8. Participate in teacher orientation and help plan, promote and implement programs of in-service education for novice and veteran staff.
 9. Budget for, order and distribute district curricula and instructional materials in a timely manner for effective teacher and student use.
 10. Budget for and attend appropriate conferences, meetings, and staff development workshops to keep abreast of current trends in curriculum development **and implementation, the assigned content area(s), and the teaching-learning process.**

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11. **As assigned, serve as a member of the School Leadership Council and participate in the analysis of student performance data, the identification of obstacles to improved performance, and the identification of remedies for improved teaching and learning in the school.**
12. **As needed, assist in the recruitment of highly qualified curricula and instructional staff and participate in interviews of same for assigned content area(s).**
13. **Perform such other duties as assigned by the Assistant Superintendent and which may require a time schedule beyond the normal working hours (i.e., Board of Education curriculum meetings.)**
14. **Submit to the Assistant Superintendent a monthly report on school teaching and learning improvement activities and outcomes and an annual report of progress made.**
15. **Assist in the evaluation and development of the World Language curriculum, textbooks, and programs. Supervise such evaluations as per the Five-year Evaluation Cycle.**
16. **Develop professional development plan/calendar by assisting principals, supervisors, and coaches with the selection of workshops that are congruent with the district's goals.**
17. **As assigned, assist with the coordination and development of the New Jersey Quality Single Accountability Continuum (NJQSAC) Improvement Plan.**
18. **To communicate district goals, programs, performance and initiatives through the Parent Advisory Council, and other forms of communication.**
19. **Assume the role of the district liaison to support the implementation of building improvement plans required by the New Jersey Department of Education.**

TERM OF EMPLOYMENT: 12 Months. Salary to be determined by the Board of Education.

EVALUATION: Performance will be evaluated in accordance with Board policies and procedures on the evaluation of professional staff.