

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS  
SUPERINTENDENT'S BOARD OF EDUCATION BULLETIN**

**Number 19 ADDENDUM**

**May 12, 2015**

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The following motions are non-controversial, a matter of routine business and will be voted on by one motion:

**ITEMS FOR DISCUSSION**

- |              |   |                            |
|--------------|---|----------------------------|
| HR 14-15 269 | <b><u>Job Description</u></b>   | <b>JOB<br/>DESCRIPTION</b> |
|              | BE IT RESOLVED that the Board approve the Job Description for the position indicated below which have been reviewed by the Board Human Resources Committee as appended. |                            |
|              | Dean of Student Affairs   | HR-A                       |
| HR 14-15 270 | <b><u>Job Description</u></b>   | <b>JOB<br/>DESCRIPTION</b> |
|              | BE IT RESOLVED that the Board approve the Job Description for the position indicated below which have been reviewed by the Board Human Resources Committee as appended. |                            |
|              | Server Administrator  | HR-B                       |
| HR 14-15 271 | <b><u>Job Description</u></b>   | <b>JOB<br/>DESCRIPTION</b> |
|              | BE IT RESOLVED that the Board approve the Job Description for the position indicated below which have been reviewed by the Board Human Resources Committee as appended. |                            |
|              | Technical Services Analyst  | HR-C                       |
| HR 14-15 272 | <b><u>Job Description</u></b>   | <b>JOB<br/>DESCRIPTION</b> |
|              | BE IT RESOLVED that the Board approve the Job Description for the position indicated below which have been reviewed by the Board Human Resources Committee as appended. |                            |
|              | Supervisor of Education – Pre K – 5   | HR-D                       |
| HR 14-15 273 | <b><u>Job Description</u></b>   | <b>JOB<br/>DESCRIPTION</b> |
|              | BE IT RESOLVED that the Board approve the Job Description for the position indicated below which have been reviewed by the Board Human Resources Committee as appended. |                            |
|              | Supervisor of Special Education – 6-12  | HR-E                       |

**F – BUSINESS/FINANCE – DAVID CORSO**

**F14-15 114 Rejection of Bids - School Bus Routes for Parsippany-Troy Hills School District 2015-2016**

**REJECTION BID**

WHEREAS, the Board of Education of the Township of Parsippany-Troy Hills rejects all bids submitted Tuesday, May 12, 2015 for the School Bus Routes for Parsippany-Troy Hills School District 2015-2016 due to the fact there were discrepancies in the forms used in the bid proposal package.

BE IT RESOLVED, that the Board authorizes the Assistant Superintendent for Business to rebid the School Bus Routes for Parsippany-Troy Hills School District for 2015-2016.

**F14-15 115 TUITION RATES 2015-2016 REGULAR PROGRAMS**

**TUITION RATES**

BE IT RESOLVED, that the Board approves the Tuition Rates for the 2015-2016 school year as listed below:

*Tuition Rates – Regular Education*

	<b>Annual</b>	<b>Annual</b>
Grade	2014-2015	2015-2016
PreK/Kindergarten	14,273	14,767
Grade 1-5	14,435	14,849
Grade 6-8	16,256	16,726
Grade 9-12	16,187	16,738

*Tuition Rates – Special Education*

<b>Class</b>	<b>2014-2015</b>	<b>2015-2016</b>
LLD	33,455	48,849
Beh Dis	26,271	23,631
M.D.	23,374	23,631
Autism	52,596	26,275
PreK P.T.	3,301	3,484
PreK F.T.	8,463	8,911
Audio Imp	15,417	15,543

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

HR-A

## JOB DESCRIPTION

- TITLE:** DEAN OF STUDENT AFFAIRS
- REPORTS TO:** Building Principal
- SUPERVISES:** Professional and non-professional staff in the school
- QUALIFICATIONS:** New Jersey Principal Certificate or eligibility  
Successful teaching experience at the elementary and/or high school level  
Demonstrated leadership capability in the areas of curriculum and staff development and student activities, athletics or Special education  
Strong interpersonal and communication skills  
Required criminal background check and proof of US citizenship or legal resident alien status  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
- JOB GOAL:** To assist the Building Principal in the effective administration of the schools in the area of student affairs.
- ASSIGN:** 10.5 month position annually

### **PERFORMANCE RESPONSIBILITIES:**

As directed by the Building Principal:

1. Assists in the overall administration of the school in the area of student affairs.
2. Assists in the observation, evaluating, and coordinating services of the professional and non-certified staff.
3. Supervises the reporting and monitoring of student attendances.
4. Shares responsibility of student discipline as designated or directed by Building Principal.
5. Serves with parent, faculty and student groups as requested in advancing t educational and related activities and objectives.
6. Assists in the development of in-service programs or staff.
7. Assists Building Principal and others in the development of the educational budget for the school in the area student affairs.
8. Work cooperatively with the SRO/Juvenile Police Department/SSO.
9. Oversees all student activities, class trips and school assemblies.
10. Oversees the busing, and assists the transportation department with any issues that arise in conjunction with students or trips.
11. Oversees the collection and deposit of all bursar items.
12. Oversees the Brooklawn Bridges/Central Connections annually.
13. Assists with all public relations in collaboration with the building principal.
14. Performs such other duties that may be assigned by the Building Principal and/or District Central Office.

Board Approved:

## PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

**TITLE:** SERVER ADMINISTRATOR

**REPORTS TO:** Manager of Network Operations

**QUALIFICATIONS:** Experience with Mobile Device Management systems.  
Experience supporting multiple platforms including Windows, Mac OS, iOS, and Chrome OS in an enterprise environment.  
Experience with VMware ESXi and Horizon View.  
Proficient in Active Directory features and functionality.  
Ability to automate administrative tasks using Powershell, Shell scripts, or other tools.  
Experience managing cloud hosted resources including Google Apps.  
Familiarity with administration of SQL and Oracle databases  
Familiarity with networking technologies including routing, VLANs, and ACLs.  
Familiarity with backup and storage technologies.  
Familiarity with disaster recovery and business continuity planning and testing.  
Ability to gracefully react to high-priority requirements with little or no notice  
Must be able to communicate effectively orally and in writing.  
Required criminal background check and proof of US citizenship or legal resident alien status  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

**JOB GOAL:**

This is a staff position within the Technology Services and Solutions department accountable for ensuring continuity of computer use by supporting, maintaining, and upgrading reliable on-premise and cloud-base server systems.

**PERFORMANCE RESPONSIBILITIES:**

1. Installs, maintains and supports district servers and storage infrastructure by performing upgrades of software, maintaining computer hardware, and improving efficiency by evaluating server functions.
2. Manages security settings and user preferences on mobile devices (laptops, iPads, Chromebooks) through the use of a Mobile Device Management system.
3. Manages all Active Directory functions including Printing Services, LDAP access, and Group Policy Objects.

4. Ensures that systems remain stable, secure, and optimized, and integrates and leverages new technologies.
5. Troubleshoots technical tickets escalated from the service desk and provides technical support to other support teams and team members.
6. Performs daily backups of all critical systems and maintains proper documentation of business continuity and disaster recovery processes.
7. Manages and supports VMware ESXi and vSphere administration.
8. Manages and supports VMware Horizon View virtual desktop infrastructure.
9. Manages and supports Windows and Mac infrastructure servers and systems, such as Genesis, Systems 3000, Kronos, SharePoint, district web servers, anti-virus, and system monitoring solutions hosted on virtual and blade server hardware environments.
10. Automates administrative tasks using scripting and system management tools.
11. Coordinates assistance from third parties and vendors when necessary.
12. Works cooperatively with others and accepts direction from supervisors.
13. Participates in professional development and technical training as necessary to maintain and upgrade skills.
14. Assists in the development and implementation of the long-range technology plan.
15. Performs such other duties that may be assigned.

Board Approved:

**JOB DESCRIPTION**

- TITLE:** TECHNICAL SERVICES ANALYST
- REPORTS TO:** Manager of Technical Services and Assistant Superintendent/CAO
- QUALIFICATIONS:** Knowledge of various technologies deployed throughout the organization including Mac, Windows, iOS and Chrome OS  
High level of IT literacy and the ability to trouble-shoot rudimentary technical problems  
Database management experience skills as well as advanced knowledge of Excel  
Experience with the creation and execution of various scripting technologies  
Demonstrates professionalism by being courteous, responsive, and by treating others respectfully and using mature judgment when deciding what and how to communicate  
Willingly acts as a resource to the entire department and cooperates with other department members to accomplish work  
Ability to learn and apply new technologies as required  
Must be self-motivated with the ability to work independently.  
Must be able to communicate effectively orally and in writing.  
Should have experience in a school setting.  
Required criminal background check and proof of US citizenship or legal resident alien status.  
Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.

**JOB GOAL:**

The Technical Services Analyst will maintain database systems supporting instruction, as well as maintain effective communications with end users. This person will assist in ensuring data integrity for critical systems, and provide accurate reporting.

**PERFORMANCE RESPONSIBILITIES:**

1. Learns, maintains, implements and troubleshoots a variety of district software packages/applications.
2. Performs account administration duties including uploads, moves, adds, changes, name changes, password resets, etc. for user databases such as Active Directory, Google Apps for Education, online curriculum, and voice systems.
3. Uses knowledge of Excel to analyze data, prepare reports and file uploads for software applications.

4. Maintains technical knowledge base for end users.
5. Maintains communications with district staff through online portal.
6. Maintains asset list including entering all new equipment.
7. Provides regular and timely status reports and progress of assigned work to Manager of Technical Services.
8. Works cooperatively with others and accepts direction from supervisors.
9. Participates in professional development and technical training as necessary to maintain and upgrade skills.
10. Performs such other duties that may be assigned.

**Board Approved:**

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS****JOB DESCRIPTION****TITLE:** Supervisor of Special Education- Pre-K to 5<sup>th</sup> Grade**REPORTS TO:** Executive Director of Pupil Personnel Services**QUALIFICATIONS:** New Jersey Supervisor's Certificate or New Jersey Principal's Certificate**JOB GOAL:** Assist in overseeing the delivery of special education programs, and to conduct teacher, Paraprofessional, Related Services, and Child Study Team evaluations for students Pre-K to 5<sup>th</sup> Grade**PERFORMANCE RESPONSIBILITIES:**

1. Observes and evaluates teachers, paraprofessionals, Related Services, and Child Study Teams in the performance of their duties.
2. Writes observation reports for teachers, paraprofessionals and Child Study Teams within the assigned supervisory area and confers with observed teachers following observations. Shares information with building principal and Executive Director of Pupil Personnel Services.
3. Develops and monitors in-service and professional development plans within the program area of responsibility and reflect best practices in Special Education.
4. Researches, plans, re-evaluates, and implements Special Education programs to reflect best practices in Special Education.
5. Conducts building department meetings, and holds district-wide meetings as needed.
6. Certifies an annual inventory of instructional materials and equipment.
7. Participates actively in the interpretation, implementation and development of the policies and regulations of the State, the Board and the Superintendent.
8. Confers with individual teachers, Child Study Teams, and Related Service providers as needed to improve their instruction and to assure compliance with departmental guidelines.
9. Assists building principals and the Executive Director of Student Pupil Personnel Services in the employment, dismissal, scheduling, and assignment of teachers, paraprofessionals, related services, and Child Study Team members. Helps to determine staff needs and assists with other staffing decisions as needed.
10. Coordinates departmental programs and activities within the district under the direction of the Executive Director of Student Pupil Personnel Services and in consultation with building principals.



11. Contributes to the development of long-range facilities plans.
12. Performs any other responsibilities assigned by the Superintendent of Schools or the Executive Director of Pupil Personnel Services.
13. Supervises registration, recruitment and outreach efforts to include potential candidates in special education.
14. Represents the school district at professional conferences, meetings and workshops.
15. Performs such other tasks and assumes such other responsibilities as may be assigned by the Executive Director of Student Pupil Personnel Services.
16. Assists in writing grants and state and federal reports under the supervision of the Executive Director of Student Pupil Personnel Services.
17. Coordinates articulation with the special education staff and counseling staff throughout the district.

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Supervisor of Special Education- 6<sup>th</sup> to 12<sup>th</sup> Grade

**REPORTS TO:** Executive Director of Pupil Personnel Services

**QUALIFICATIONS:** New Jersey Supervisor's Certificate or New Jersey Principal's Certificate

**JOB GOAL:** Assist in overseeing the delivery of special education programs, and to conduct teacher, Paraprofessional, Related Services, and Child Study Team evaluations for students 6<sup>th</sup> to 12<sup>th</sup> Grade

**PERFORMANCE RESPONSIBILITIES:**

1. Observes and evaluates teachers, paraprofessionals, Related Services, and Child Study Teams in the performance of their duties.
2. Writes observation reports for teachers, paraprofessionals and Child Study Teams within the assigned supervisory area and confers with observed teachers following observations. Shares information with building principal and Executive Director of Pupil Personnel Services.
3. Develops and monitors in-service and professional development plans within the program area of responsibility and reflect best practices in Special Education.
4. Researches, plans, re-evaluates, and implements Special Education programs to reflect best practices in Special Education.
5. Conducts building department meetings, and holds district-wide meetings as needed.
6. Certifies an annual inventory of instructional materials and equipment.
7. Participates actively in the interpretation, implementation and development of the policies and regulations of the State, the Board and the Superintendent.
8. Confers with individual teachers, Child Study Teams, and Related Service providers as needed to improve their instruction and to assure compliance with departmental guidelines.
9. Assists building principals and the Executive Director of Student Pupil Personnel Services in the employment, dismissal, scheduling, and assignment of teachers, paraprofessionals, related services, and Child Study Team members. Helps to determine staff needs and assists with other staffing decisions as needed.
10. Coordinates departmental programs and activities within the district under the direction of the Executive Director of Student Pupil Personnel Services and in consultation with building principals.

11. Contributes to the development of long-range facilities plans.
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15. Performs such other tasks and assumes such other responsibilities as may be assigned by the Executive Director of Student Pupil Personnel Services.
16. Assists in writing grants and state and federal reports under the supervision of the Executive Director of Student Pupil Personnel Services.
17. Coordinates articulation with the special education staff and counseling staff throughout the district.