

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

**Number 1 ADDENDUM**

**July 20, 2017**

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

**57. Curriculum Revisions – CHANGE**

**CURR REV  
CHANGE**

BE IT RESOLVED that the Board approve payment of \$41.00/hour for the teachers listed below who will complete additional hours on curriculum revisions and should be compensated for their services.

**From:**

Supervisor	Description	Teachers	School	Hours/Pay	Total
Rachel Villanova	Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Steve Gilgur	PHS	10 hrs. X \$41.00/hr.	\$410.00
	Honors Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Steve Gilgur	PHS	10 hrs. X \$41.00/hr.	\$410.00
Vicky Santana	French 3/3 Honors	Sheila Steinberg	PHS	20 hrs. X \$41.00/hr.	\$820.00
		Michael Cassu	PHHS	20 hrs. X \$41.00/hr.	\$820.00
Vicky Santana	French 4/4 Honors	Sheila Steinberg	PHHS	20 hrs. X \$41.00/hr.	\$820.00
		Michael Cassu	PHHS	20 hrs. X \$41.00/hr.	\$820.00

**To:**

Supervisor	Description	Teachers	School	Hours/Pay	Total
Rachel Villanova	Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Laurie Chowtavi	PHS	10 hrs. X \$41.00/hr.	\$410.00
	Honors Physics	Michelle Perry	PHHS	10 hrs. X \$41.00/hr.	\$410.00
		Laurie Chowtavi	PHS	10 hrs. X \$41.00/hr.	\$410.00
Vicky Santana	French 3/3 Honors	Michael Cassu	PHS	20 hrs. X \$41.00/hr.	\$820.00
	French 4/4 Honors	Sheila Steinberg PHHS	PHHS	20 hrs. X \$41.00/hr.	\$820.00

**58. Non-Public Nursing Aid**

**NON-PUBLIC NURSING AID**

BE IT RESOLVED, that the Board approve the entitlement from the State Department of Education for Non-Public Nursing aid in the amount of \$47,239.00 for the 2017-2018 school year.

59. **Non-Public Technology**

**NON-PUBLIC  
TECHNOLOGY**

BE IT RESOLVED that the Board approve the entitlement from the State Department of Education for Non-Public Technology aid in the amount of \$18,019.00 for the 2017-2018 school year.

60. **Non-Public Textbook Aid**

**NON-PUBLIC  
TEXTBOOK AID**

BE IT RESOLVED that the Board approve the entitlement from the State Department of Education for the Non-Public Textbook Aid in the amount of \$26,677.00 for the 2017-2018 school year.

61. **Non-Public Security Aid**

**NON-PUBLIC  
SECURITY AID**

BE IT RESOLVED, that the Board approve the entitlement from the State Department of Education for Non-Public Security Aid in the amount of \$36,525.00 for the 2017-2018 school year.

62. **Additional State Aid**

**ADDITIONAL  
STATE AID**

WHEREAS, the State of New Jersey Department of Education has allocated additional state aid funds to the Parsippany-Troy Hills Board of Education and pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.3(d) has granted approval for any district with an increase in state aid to transfer and appropriate this unbudgeted/under-budgeted revenue;

BE IT RESOLVED, that the Parsippany-Troy Hills Board of Education appropriate additional state aid funds in the amount of \$216,804 for the 2017-2018 school year as a mid-year budget adjustment;

FURTHER BE IT RESOLVED that the Parsippany-Troy Hills Board of Education use the additional state aid to fund salary needs including benefits, if needed, at the elementary schools and maintenance projects throughout the district.

63. **Employment – Behavior Analyst – Pending Completion**

**EMPLOY  
BEHAVIOR ANALYST**

BE IT RESOLVED that the Board approve Kaitlyn Donovan as a Behavior Analyst for the 2017-2018 school year effective August 31, 2017 at the salary of \$60,135.00, subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President.

64. **Approval of Employment – Pending Completion**

**EMPLOY  
CERTIF STAFF**

BE IT RESOLVED that the Board approve, upon the recommendation of the Superintendent, the appointment of the individuals named below subject to the receipt of all required employment documents including but not limited to completion of criminal history background check, proof of certification and any other materials, and execution of the requisite contract of employment to be signed by the Board President; and in accordance with the provisions of the 2015-2018 Agreement between the Board of Education and the PTHEA.

**Cristina D'Ambola**

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

**Learning Disabilities Teacher Consultant**

BA/College of St. Elizabeth 2002

MA/College of St. Elizabeth 2007/20011

Learning Disabilities Teacher Consultant

Teacher – 1 year

Special Education Teacher – 14 years

LDTC – 1 year

BA60, Step 10, \$74,878.00

August 31, 2017

Pupil Personnel Services  
(Addition)

**Stacey L. McKay**

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

**Teacher Multiply Disabled**

BA/Kean 2017

Elementary Education K-6, Students w/Disabilities

Student Teacher

BA, Step 1, \$51,905.00

August 31, 2017

Parsippany Hills High School  
(Replacement)

65. **Approval of Employment**

**EMPLOY  
CERTIF STAFF**

BE IT RESOLVED that the Board approve the employment of the individuals named below, for the 2017-2018 school year and that a contract be issued in accordance with the provisions of the 2015-2018 Agreement between the Board of Education and the PTHEA.

**Alexander Chauvette**

Degree:

Certification:

Experience:

Guide Placement:

Effective:

Assignment:

**Art Teacher 2.75/5**

BA/Montclair State 2017

Art

Student Teacher

BA, Step 1, \$28,547.75 (2.75/5)

August 31, 2017

Brooklawn Middle School  
(Addition)

<b><u>Katherine Zimny</u></b>	<b><u>Science Resource Teacher</u></b>
Degree:	BA/William Paterson Univ. 2017
Certification:	Elem. School w/Students w/Disabilities Science Gr 5-8
Experience:	Student Teacher Substitute Teacher – 4 months
Guide Placement:	BA, Step 1, \$51,905.00
Assignment:	Central Middle School (Replacement)

66. **Leave of Absence** **LOA**

BE IT RESOLVED that the Board approve a medical leave of absence for Employee #10155, Maintenance Worker, effective August 1, 2017 through August 14, 2017 utilizing available vacation days (concurrent with FMLA leave).

67. **Employment – Acting Head Custodian** **ACTING  
HEAD CUSTODIAN**

BE IT RESOLVED that the Board approve the individual named below who worked as acting head custodian at Mt. Tabor Elementary School and is entitled to a prorated portion of the head custodian stipend of \$5,404 for a total of 78 days:

<b>Edwin Canales Vargas</b>	
February 23, 2017 through March 1, 2017	(5 days)
March 3, 2017 through April 13, 2017	(30 days)
April 18, 2017 through May 4, 2017	(13 days)
May 8, 2017 through May 26, 2017	(15 days)
June 5, 2017 through June 21, 2017	(13 days)
June 28, 2017 through June 29, 2017	(2 days)

68. **Transfer of Assignment – PTHESA** **TRANSFER  
PTHESA**

BE IT RESOLVED that the Board approve the transfer of Joanne Koeck, Kindergarten Paraprofessional, from Rockaway Meadow Elementary School to Knollwood Elementary School for the 2017-2018 school year with no change in salary effective August 31, 2017.

69. **Gifts to the District** **GIFTS TO  
THE DISTRICT**

BE IT RESOLVED that the Board accept the following gifts and that the Superintendent send a letter of appreciation:

**District**  
Shamim Elyas of Parsippany has donated Art prints/posters, all different sizes, to the school district.

70. **Job Descriptions**

**JOB I  
DESCRIPTIONS**

BE IT RESOLVED that the Board approve the new or revised Job Descriptions for the following positions which have been reviewed by the Board Personnel Committee as appended.

- Manager of Technical Services – Revised
- Manager of Network Operations – Revised
- Secretary - Business Office – Revised
- Confidential Secretary – Business Office – Revised
- Purchasing Expeditor – Revised
- Receptionist – Revised
- Part-Time Office Aide - New

BE IT FURTHER RESOLVED, that the Board of Education approve the elimination of the title Office Aide – 5 Hour effective July 20, 2017.

71. **Board Policies**

**BOARD  
POLICIES**

BE IT RESOLVED that the Board approve the following revised Board Policies/Guidelines and Procedures at this first of two readings.

- ByLaw 0141 – Board Member Number and Term – REVISED
- ByLaw 0143 – Board Member Election and Appointment – REVISED
- Policy 5460 – High School Graduation – REVISED
- Policy 8550 – Unpaid Meal Charges – REVISED

**J  
K  
L  
M**

BE IT FURTHER RESOLVED, that the Board of Education approve the abolishment of Policy 5465 as the required provisions of this Policy have been updated and incorporated into Policy 5460.

72. **PTHESA Revised Salaries 2016-2017**

**PTHESA REVISED  
SALARIES N**

BE IT RESOLVED that the Board approve the adjusted salaries of the paraprofessionals named on the attached list for the 2016-2017 school year based on the revised salary guides as per the June 20, 2017 Ratification Agreement between the Board of Education and the PTHESA.

73. **Correction – Salaries ESY**

BE IT RESOLVED that the Board approve the change in hourly salary as the per the Miscellaneous Salary rates approved on June 20, 2017 for the ESY Staff 2017 as follows, originally approved in Bulletin No. 21, PPS Item #43:

- Paraprofessionals: From \$16.95 to \$17.40
- Sub Paraprofessionals: From \$14.90 to \$15.00

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**JOB DESCRIPTION**

**TITLE:** Manager of Technical Services

**REPORTS TO:** Assistant Superintendent for Business/Chief Finance and Operations Officer  
**Director of Technology**

**QUALIFICATIONS:** Must have strong technology background and computer based "break-fix" issues with both PC and MAC platforms.  
Must be self-motivated with the ability to work, and travel, independently within the district.

Must be able to communicate effectively both orally and in writing.  
Must be familiar with database structures, and be able to create a variety of database reports.  
Should have experience in a school setting.  
Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOALS:** To manage the technical support and services for both administrative and instructional client computers, and both student and staff throughout the district in accordance with the technology goals of the district.

**PERFORMANCE RESPONSIBILITIES:**

- ~~1. Supervises district documentation such as: e-rate filings and reimbursements.~~
- ~~2. Monitor and manage budgetary accounts related to technology hardware, software, and all related services.~~
- ~~3. Evaluates support technicians and manages technical assistance throughout the 17 buildings.~~
- 4. 1. In collaboration with the site administrators, supervises building level technicians in order to mentor and model appropriate "break and fix" skills and mentoring "just-in-time" training in order to ensure efficiency with site-based techs.
- ~~5. In collaboration with the Coordinating Supervisor of Educational Technology, the Manager of Information Systems, the Manager of Network Operations, advise the Assistant Superintendent/Chief Academic Officer and the Assistant Superintendent for Business/Chief Finance and Operations Officer with regard to budgetary needs for the maintenance, upgrade, and expansion of hardware and software supporting instructional programs and information systems.~~
- 6. 2. Manages maintenance and upgrades to existing client computers district-wide.
- 7. 3. Manages and supervises a district-wide "help-desk" solution to handle client computer needs.
- 8. 4. Works cooperatively with others and accepts direction from supervisors.
- 9. 5. Demonstrates and presents workshops in installing, troubleshooting, and upgrading hardware and software, for site-based technicians to support both administrative and instructional users.
- 10. 6. Provides assistance to site-based technicians in troubleshooting hardware, software and network problems on a variety of platforms, including PCs, and MACs.

- ~~11.~~ 7. Mentors and manages site-based technical support in order to setup and support a “help-desk” infrastructure district-wide.
- ~~12.~~ 8. Interfaces with and provides hardware/software support for instructional and administrative users.
- ~~13.~~ 9. Manages a district-wide inventory system: working with vendors, pricing and purchasing, inventorying, and distributing computer supplies in an equitable and appropriate manner.
- ~~14.~~ 10. Arranges for proper maintenance of district computer hardware and software.
- ~~15.~~ 11. Assists in maintaining administrative databases, including, but not limited to, voicemail system, Sharepoint and other educational databases.
- ~~16.~~ 12. Manages the repair of client hardware with vendors (e.g.: DELL, APPLE) as appropriate.
- ~~17.~~ 13. Arranges for the disposal of obsolete computer hardware.
- ~~18.~~ 14. Oversees the installation of new computer hardware and district-approved software.
- ~~19.~~ 15. Provides hardware, software, and database recommendations and assistance to the Manager of Information Systems and the **Director of Technology** ~~Coordinating Supervisor of Educational Technology~~, as needed.
- ~~20.~~ 16. Participates in professional development and technical training as necessary to maintain and upgrade skills.
- ~~21.~~ 17. Perform such other duties that may be assigned.

Adopted: 4/5/07  
 Approved: 5/12/09  
 Revised: 9/24/09  
 Revised: 7/24/14  
 Revised: \_\_\_\_\_  
 JD/Computer Services

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**JOB DESCRIPTION**

**TITLE:** Manager of Network Operations

**REPORTS TO:** ~~Assistant Superintendent for Business/Chief Finance and Operations Officer~~

**DIRECTOR OF TECHNOLOGY**

**QUALIFICATIONS:** Minimum of five years experience working with networked systems  
Certifications that support servers and virtualization technologies such as: MCITP, and/or VCA-DCV **MCP, MCSE, CCNA** and/or **CCNE**  
Expertise in the deployment of wired and wireless network technologies.  
Expertise in current educational technology and software systems  
Effective communication skills  
Required criminal background check and proof of US citizenship or legal resident alien status

**JOB GOAL:** This is a staff position within the Technology Services and Solutions department accountable for planning, managing, and supporting, high-speed reliable networking operation systems and supporting client computers in a collaborative management environment on the district network.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates, supervises, plans, manages and makes recommendations for network connectivity through the Internet Service provider-network maintenance, expansion, storage capacity, and utilization of new networking technologies-such as Virtual clients and servers-to improve the instructional and administrative programs.
2. ~~In collaboration with the Coordinating Supervisor of Educational Technology, the Manager of Information Systems, the Manager of Technical Support, advise the Director of Curriculum and Instruction and Business Administrator with regard to budgetary needs for the maintenance, upgrade, and expansion of PTHSD student, staff, administrative instructional and administrative informational systems hardware and software.~~
3. ~~2.~~ Supervises district documentation such as: e-rate filings and reimbursements.
4. ~~3.~~ Develops, coordinates, and manages the information support, including assessing district's technology needs, implementing program services, and monitoring and evaluating service delivery.
5. ~~Monitor and manage budgetary accounts related to technology hardware, software, and all related services.~~
6. ~~4.~~ Plans, manages, and supports a growing wired and wireless network infrastructure leveraging cloud technologies including (but not limited to) Meraki and Google Apps, and technology on premises including (but not limited to) Active Directory, Web Content Filter, Malware Virus Filtering, NetApp SAN, VMware ESXi, VMware View, Cisco UCS, Cisco Switches, Cisco Firewall, Extreme Switches, RADIUS and 802.1x authentication system, and a variety of application software.
7. ~~5.~~ Works cooperatively with others and accepts direction from supervisors.

**Job Description – Manager of Network Operations**

**Page 2**

- ~~8.~~ **6.** Works collaboratively with district-level service technicians in a team environment to implement, maintain, install, and repair computers, network hardware, and cabling.
- ~~9.~~ **7.** Plans district initiatives such as (but not limited to): new building wired and wireless networks, migration to newer servers as needed, wireless LAN deployment, upgrades to network infrastructure and new security and content filtering systems.
- ~~10.~~ **8.** Supervises the District Network Administrator
- ~~11.~~ **9.** Plans, procures, and manages all network hardware, including diagnostic services, upgrading, and customizing WAN and LAN networks to meet the need of individual schools as well as the district network.
- ~~12.~~ **10.** In collaboration the Manager of Technical Support, supports site level techs and identifies trainings needed to trouble-shoot network related issues.
- ~~13.~~ **11.** Supports the Manager of Information Systems in establishing and maintaining web-based information and communication regarding in-district and out-of-district access to student information and teacher folders.
- ~~14.~~ **12.** Manage telephone, Internet, and private fiber network services.
- ~~15.~~ **13.** Assists in installation, problem-solving, and repair of networked hardware and software.
- ~~16.~~ **14.** Serves as a member of the District Technology Committee.
- ~~17.~~ **15.** Maintains awareness of emerging network technologies.
- ~~18.~~ **16.** Assists in the development and implementation of the long-range technology plan.
- ~~19.~~ **17.** Communicates with vendors and outside contractors as needed.
- ~~20.~~ **18.** Manages a central monitoring and notification system to communicate network issues.
- ~~21.~~ **19.** Performs such other duties that may be assigned

Adopted: 4/05/07  
Approved: 5/12/09  
Revised: 9/24/09  
Revised: 7/24/14  
Revised:

JD/Computer Services

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

**TITLE:** Administrative Support Specialist—Secretary – Business Office

**REPORTS TO:** Assistant Business Administrator

**JOB GOAL:** To assist with the operations of the Business Office

**QUALIFICATIONS:** High School Graduate  
Thorough familiarity with key computer programs including Word, Excel, Access, and Systems 3000.  
Excellent clerical and organizational skills  
Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.  
Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, and learn new skills and work effectively under pressure  
Required Criminal History Check and proof of U.S. citizenship or resident alien status of the persons

PERFORMANCE RESPONSIBILITIES

1. Process district wide cultural arts requests.
2. Review and coordinate use of district field applications and permits.
3. Process outside and weekly billings for use of facilities.
4. Process Use of Facility applications.
5. Maintain Board Office petty cash disbursements.
6. Input purchase orders and enter budget line items.
7. Assists the Assistant Business Administrator and other duties as directed by the ~~Assistant Superintendent for Business/CFO.~~ **Business Administrator**
8. Coding Cash receipts and set-up of purchase cards for the facility and Home Economics Program.
9. Review and approval of district lunch applications and coordinate approvals with School Nurses and food service vendor.
10. Processing of Food Service vendor deposits and parent deposits.
11. Process all refund cash receipts for the district.
12. ~~Account for all district scholarship programs.~~
13. ~~Sort mail.~~
14. 12. Data entry.
15. ~~Update employee status with vendors.~~
16. ~~Coordinating Bulletin updates.~~
17. 13. ~~Filing.~~ Performs other duties as assigned for the efficient operation of the Business Office.

Date Adopted: \_\_\_\_\_

Date Revised:

JD/Central Office

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**JOB TITLE:** Confidential Secretary – Assistant Business Administrator – Business Office

- QUALIFICATIONS:**
1. High School graduate
  2. Thorough familiarity with key computer programs including Word, Excel, Access **and Systems 3000**
  3. Excellent clerical and organizational skills
  4. Strong interpersonal skills with demonstrated ability to effectively communicate with staff and community members.
  5. Demonstrated ability to multitask, work as a self-starter, produce high quality outcomes, learn new skills and work effectively under pressure
  6. Required criminal history check and proof of U.S. citizenship or resident alien status

**REPORTS TO:** ~~Assistant~~ Business Administrator

**JOB GOALS:** Perform secretarial duties entailing a high degree of confidentiality and responsibility, in addition to routine work necessary for the smooth and efficient operation of the Business Office.

**PRIMARY RESPONSIBILITIES:**

- ~~1. Assist with preparation of budget materials, includes preparing all text and Excel spreadsheets for object budget book and notebooks for Board members.~~
- ~~2. Assists in the preparation of budget books and assists in the budget development/presentation process.~~
- ~~3. Assist with Preparing Board meeting agendas and related materials.~~
- ~~4. Assist the Assistant Business Administrator in the completion of the audit.~~
- ~~5. 1. Process district wide health benefit enrollment information. Maintain all changes to employee benefit coverage. Maintain benefit files and confidentiality of all records and information.~~
- ~~6. 2. Process COBRA (Consolidated Omnibus Budget Reconciliation Act) notification for employee's leaving the Parsippany-Troy Hills School District.~~
- ~~7. Assist with confidential Worker's Compensation Insurance Claims.~~
- ~~8. 3. Accurately complete, process and file Worker's Compensation reports~~
- ~~9. Performs secretarial duties; including, but not limited to entering purchase orders, photocopying, filing, ordering supplies, compiling reports, telephone, appointments, mail and correspondence, while maintaining confidentiality of sensitive information.~~
- ~~10. Communicates effectively with the members of the Board of Education.~~
- ~~11. 4. Process and maintain 1095 file for ACA (Affordable Care Act).~~
- ~~12. 5. Process and maintain all district health waiver/opt out paperwork~~
- ~~13. 6. Process and maintain all district Source4Teachers data and invoicing.~~
- ~~14. 7. Performs other duties as assigned for the efficient operation of the Business Office.~~

Approved: 7/24/14

Revised:

JD/Central Office

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Purchasing Expeditor

**REPORTS TO:** Business Administrator/Assistant to the Business Administrator

- QUALIFICATIONS:**
1. High School diploma or equivalent training
  2. Minimum experience as determined by the Board of Education
  3. Pleasant demeanor and strong interpersonal skills
  4. Strong organizational skills
  5. Excellent working knowledge of the CrossPointe Systems 3000 finance system and Microsoft Office applications
  6. Ability to multi-task
  7. Excellent telephone skills and ability to communicate effectively
  8. Maintains confidentiality as required and appropriate
  9. Knowledge of automated office equipment and efficient office procedures
  10. Required criminal background check and proof of US citizenship or resident alien status.

**JOB GOAL:** To carry out all aspects of the purchasing function of the district in a systematic and efficient manner.

**PERFORMANCE RESPONSIBILITIES:**

- ~~1. Accurately process invoices for payment at Board of Education meetings.~~
- ~~2.~~ 1. Process all payments for utilities and other district systems such as photo copiers, postage meters and other equipment and maintains spreadsheets on each for tracking purposes.
- ~~3. Prepare purchase orders for all construction and capital projects; organize and maintain files for projects.~~
- ~~4.~~ 2. Prepare and distribute Board of Education notices.
- ~~5.~~ 3. Maintain vendor records including all required specifications.
- ~~6. Maintain an accurate filing system of purchase orders and paid invoices.~~
- ~~7.~~ 4. Assist district staff with purchasing of supplies, equipment and furniture.
- ~~8.~~ 5. Handle and organize general office work.

- ~~9.~~ 6. Assist district staff with inquiries and problems **for vendor numbers.**
- ~~10.~~ 7. **Maintain logs for reimbursement and distribute uniform orders for Local 32.**
- ~~11.~~ 8. **Maintain inventory and order paper/envelopes for district; supplies for CEC; and district furniture as assigned by Business Administrator.**
- ~~12.~~ 9. **Responsible for maintenance of Records Retention Room including accurate organization of all files.**
- ~~13.~~ 10. **Receive and organize files from all locations throughout district.**
- ~~14.~~ 11. **Process microfilming of student and employee records.**
- ~~15.~~ 12. **Accurately follow proper procedures for destruction of district records as required by New Jersey statutes.**
- ~~16.~~ 13. **Follow proper procedures for Shredding documents as needed.**
- ~~17.~~ 14. Perform such other duties as may be assigned.

Approved: 5/12/09

Revised:

Legal References:

JD/Central Office 09

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Receptionist

**REPORTS TO:** ~~Business Administrator/Assistant Business Administrator~~  
Chief of Staff/Public Information Officer

**QUALIFICATIONS:**

1. High school diploma or equivalent training
2. Minimum experience as determined by the Board of Education
3. Maintains pleasant demeanor and has strong interpersonal skills
4. Knowledge of automated office equipment, and efficient office procedures
5. Excellent telephone skills and ability to communicate effectively
6. Ability to multi-task
7. Has good working knowledge of computers and Microsoft office applications
8. Maintains confidentiality as required and appropriate
9. Required criminal background check and proof of U.S. citizenship or resident alien status

**JOB GOAL:** To answer and direct incoming calls and visitors to appropriate individuals; to take and forward messages as necessary; and be responsible for routine clerical and record keeping functions

**PERFORMANCE RESPONSIBILITIES:**

1. Maintain front desk in a professional and pleasant manner
2. Oversee and greet visitor entry to the central office and maintain sign-in log
3. Answer central office switchboard in a professional and pleasant manner and properly transfer calls
4. Photocopy and distribute Use of Facility Applications
5. ~~Accurately complete, process and file Worker's Compensation reports~~
6. Organize vouchers and invoices for bookkeeping department
7. File Pupil Accident Reports
8. File School Fire Drill Reports
9. Perform such other duties as may be assigned

Approved: 5/12/09

Revised:

JD/Central Office 09

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**  
**JOB DESCRIPTION**

TITLE: Coordinator of External Programs (PACE)  
 REPORTS TO: ~~Assistant Superintendent for Business/Chief Financial Officer~~  
**Business Administrator**  
 JOB GOAL: To provide leadership to the Parsippany Adult and Community Education Program and the Safe Kids in Parsippany Program  
 QUALIFICATIONS: Strong organizational ability  
 (Non-certificated) Knowledge of Community Education Programs  
 Ability to develop and maintain program budget  
 Ability to interface with members of the community to generate program ideas  
 Required criminal background check and proof of US citizenship or legal resident alien status

**PERFORMANCE RESPONSIBILITIES:**

1. Program design, budget preparation, recruitment of staff and recommendation of candidates for hire in the Parsippany Adult and Community Education and Safe Kids in Parsippany Programs.
2. Create and maintain all schedules.
3. ~~Meet regularly with the PACE Advisory Committee.~~
4. Coordinate public relations program including the creation of fall and spring brochures and program announcements.
5. Prepare statistical reports for the Board of Education ~~and the PACE Advisory Committee.~~
6. Prepare and disseminate all publicity for adult education programs.
7. Direct the activities of aides and community education program providers.
8. Coordinate the summer day camp program.
9. Provide input to the ~~Assistant Superintendent for Business/Chief Financial Officer~~ **Business Administrator** for the evaluation of all staff.
10. Coordinate building use with the business office and the building principals.
11. Research and apply for grant funding appropriate for community education programs.
12. Perform any other additional duties that may be assigned.

Approved: 8/18/05  
 Approved: 5/12/09  
 Revised: 9/24/09  
 Revised: 7/24/14  
 Revised:

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Part-Time Office Aide

**REPORTS TO:** Principal

**QUALIFICATIONS:**

1. High School Diploma
2. Collegial/collaborative interactive style
3. Ability to relate well to students and parents
4. Ability to conduct oneself with professionalism
5. Able to maintain confidentiality
6. Required criminal background check and proof of U.S. citizenship or resident alien status

To assist the office staff and principal with clerical tasks, coordinate the School Breakfast and Lunch program, and assist certified staff with the supervision of children during lunch and recess.

**PERFORMANCE RESPONSIBILITIES:**

1. Assist with the school's daily operations including in the main office and other assigned locations.
2. Provide coverage for the main office during breaks and other absences of main office staff.
3. Assist with the coordination and supervision of the school lunch and/or breakfast program.
4. Assists with bus duties and arrival/dismissal procedures.
5. Assist in greeting and screening visitors to the school or office.
6. Assist the Media Specialist to ensure the efficient operation of the Media Center.
7. Assist certified staff with the supervision of students during lunch in the classroom and/or multi-purpose room and while at play on the playground to ensure a safe school environment.
8. Ensure that all students adhere to proper rules of conduct as determined by the administration.
9. Ensure that appropriate safety standards in the classroom, the multi-purpose room and on the playground are adhered to by all students.
10. Report infractions of the rules to the classroom teacher or building principal.
11. Report all accidents to the nurse immediately and inform the classroom teacher as soon as practical.
12. Direct the movement of groups of students to and from the multi-purpose room and the playground.
13. Communicate any special needs of individual students to the teacher.
14. Perform such other duties as may be assigned.

Adopted:  
JD/School Building Personnel