

**Perth Amboy Board of Education**  
**REGULAR MEETING**  
April 15, 2021 – 5:30 p.m.  
**Perth Amboy High School and Virtually**  
**300 Eagle Avenue**

**MINUTES**

1. Call to Order – President Puccio

2. Pledge of Allegiance

3. Notice of Meeting

“The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Perth Amboy Board of Education has caused notice of this meeting to be published by having the date, time and place thereof posted at the bulletin board in the Administrative Headquarters Building, mailing notices to The Home News Tribune, The Amboy Guardian, El Diario/La Prensa, City Clerk Kupsch, as well as all other persons requiring notification pursuant to the New Jersey Open Public Meetings Law.”

4. Roll Call – Derek J. Jess, School Business Administrator/Board Secretary

Mr. Anderson	<u>P</u>
Dr. Brown	<u>P</u>
Mr. George	<u>P</u>
Ms. Gonzalez	<u>P</u>
Mr. Iglesia	<u>P</u>

Ms. Marquez-Villafane	<u>P</u> (virtual)
Mrs. Peralta	<u>P</u>
Mr. Puccio	<u>P</u>
Ms. Vazquez	<u>P</u>

Administration:

Dr. Roman	<u>P</u>
Dr. Rodriguez	<u>P</u>
Mr. Jess	<u>P</u>
Mr. Rodriguez	<u>P</u>
Mrs. Machado	<u>P</u>

5. **WHEREAS**, pursuant to N.J.S.A. 10:4-12 (b), the Board of Education may exclude the public from that portion of a public meeting wherein the board discusses any of the matters set forth at N.J.S.A. 10:4-12 (b) (1)-(9);

**NOW, THEREFORE, BE IT RESOLVED** that in accordance with the provisions of the Open Public Meeting Act (“Act”), the Board of Education shall conduct a closed session pursuant to the provisions of N.J.S.A. 10:4-12(b) for the purpose of discussing the following matter(s):

<u>      </u>	Matters rendered confidential by state or federal law
<u>  X  </u>	Personnel
<u>      </u>	Student(s) – Harassment, Intimidation & Bullying
<u>      </u>	Termination of employee
<u>      </u>	Appointment of a public official
<u>  X  </u>	Matters covered by the attorney-client privilege
<u>      </u>	Pending or anticipated litigation
<u>      </u>	Pending or anticipated contract negotiations
<u>      </u>	Protection of the safety or property of the public
<u>      </u>	Matters involving the purchase, lease, or acquisition of real property with public funds
<u>      </u>	Matters which would constitute an unwarranted invasion of privacy
<u>      </u>	Matters in which the release of information would impair a right to receive funds from the United States Government
<u>      </u>	Matters concerning collective negotiations and/or the negotiations of terms and conditions of employment of employees of the Board of Education
<u>      </u>	Possible imposition of a civil penalty or suspension
<u>      </u>	Any matter which could adversely affect the public interest if discussion of the matters were disclosed

It is anticipated that the length of time of this executive session will be 90 minutes, and that action may be taken in public after the executive session.

<u>Iglesia</u>	<u>Gonzalez</u>	Unanimously approved
Motion	Seconded	6:00PM

6. A motion was made at 8:01PM by Ms. Vazquez and seconded by Mr. Iglesia to return to public session. Unanimously approved.

7. Amendments/revisions to the agenda.

Removal - Minutes

Approval of Minutes of Executive Session held on March 11, 2021

Addition - Personnel

12). Approval to appoint Mr. Francisco Velez, Assistant School Business Administrator/ Assistant Board Secretary, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$148,000.00. (Replacing – M. LoBrace).

13). Approval to appoint Mr. Fred Geardino, Principal, Personalized Learning Program/Adult School, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$136,500.00. (Replacing – F. Velez).

14). Approval to appoint Mr. Ronald Mascenik, Principal, Dr. Herbert N. Richardson School, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$126,750.00, plus \$2,750 for longevity. (Replacing – R. Anderson).

15). Approval to appoint Ms. Robyn Carrera, Principal, Robert N. Wilentz School, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$126,750.00, plus \$3,250 for longevity. (Replacing - B. Carr-Clemente)

16). Approval to appoint Ms. Jacqueline Rosa, District Payroll Manager, effective on or before May 17, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$80,000.00 (Replacing – D. Palmer)

7. Meeting open to the public for discussion of agenda items and non-agenda items. There will be only one public participation session at this meeting.

At this time, comments are invited on any matter. Public participation shall be governed by Policy No. 0167. Anyone wishing to address the Board, please state your name, municipality of residence and group affiliation. Each statement made by a participant shall be limited to three minutes. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard. All statements shall be directed to the presiding officer. No member of the public may address or question board members individually. Although the Board encourages public participation, it reserves the right, through its presiding officer, to terminate remarks to and/or by any individual not keeping with the conduct of a proper and efficient meeting. The Board discourages the public from speaking negatively about any employee, administrator, or a student. Individuals can be held personally liable for defamatory or libelous statements made at public meetings. The Board bears no responsibility for comments made by members of the public. Comments regarding employees, administrators or students cannot be legally responded to by any member of the Board or administration.

Public Portion (continued)

Public Member #1 – Spoke about the legalization of marijuana and its effects on students and the community. She asked the board to partner with her to stop the sale and distribution of marijuana in our community. There will be a march in Perth Amboy to support this initiative. This will show that students are more important than money.

The district has to follow statutes and laws, the MOA and advice from our attorney. Educational programs will be put in place to deal with issues. We need to be clear and focus on our areas of responsibility.

Making sure our students are safe is the number one priority.

Public Member #2 – Comments were made regarding the staff’s return to school and perceived issues that they will have to deal with. Teaching at a podium for long periods of time while wearing a mask, disciplining students for not wearing a mask, staff bathroom breaks, comments made to staff by administrators.

Public Member #3 – Requested that parents be informed of COVID protocols, in the case students or family members test positive and that parents complete a daily form. Discussed perceived issues with staff members not being paid for prep-time, bathroom use, cross-contamination if teachers occupy more than one space, staff members teaching out of their certification area, school schedules and staff accommodation requests.

<u>Iglesia</u>	<u>George</u>	Carried unanimously
Motion	Seconded	(To close following discussion)

8. Approval of Minutes of Regular Meeting held on March 11, 2021.  
Approval of Board Retreat Meeting held March 18, 2021.  
Approval of Board Retreat Executive Session held on March 18, 2021.

<u>Vazquez</u>	<u>Gonzalez</u>	
Motion	Seconded	Carried unanimously

9. Approval of the Bill List for the period of March 1, 2021 through March 31, 2021.

<u>Anderson</u>	<u>Brown</u>	
Motion	Seconded	Carried unanimously

10. Reports

A. Board President’s Report – Mr. Kenneth Puccio

- Condolences were offered for staff members who lost a family member.
- Mr. Puccio, Ms. Vazquez and Dr. Roman met with city administration last month and through the office of OEM, vaccines were made available to district staff members. It was a team effort.
- Ms. Vazquez addressed the staff members who want to hear our message. The staff and students are coming back to a safe zone. Vaccines are being offered to our staff members in conjunction with the city and Hackensack Meridian Hospital. The city also has a new vaccine appointment center where you residents, aged 19 and older, can schedule appointments. It is a collaborative responsibility to keep people safe – follow the guidelines, wear masks, wash hands and social distance. Staff members can use the bathroom when needed and pull their masks down if they need a break. Thanks to everyone for adjusting, learning and excelling during remote learning.

B. Superintendent’s Report – Dr. David A. Roman

- Acknowledged staff for their hard work – an example is our first in person meeting this evening, which was made possible through the good work of our custodians, maintenance personnel and administrators.
- Addressed comments regarding bathroom use and the absurdity of being told that they cannot use the bathroom. Questions should be addressed with building principals.
- The return to school was pushed back so that teachers could enter first and begin their routine prior to students returning.
- We’ve met with AFT leadership and discussed many issues. Bring your concerns to us. We’re meeting with the administrators tomorrow and they will provide staff with information on our return.

**CUR-11). Recommendations of the Superintendent of Schools**

**Curriculum Committee – Mr. Michael George, Chairperson**

1). Approval for the following Summer School Programs:

	Program	Date(s)	Grade Level(s)	Approx. # of Students	Total Cost Not to Exceed	Account #	Under the Supervision of:
a.	PreK to Kindergarten Transition Summer Program	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	Rising Kindergarten Students	Hybrid/In-Person: 200 Students  All Remote: 300-400 Students	\$262,965.00	Pending the approval of the 2021-2022 ESSA or ESSER II Applications	Ms. Pamela Spindel, Director of Special Funded Programs
b.	K-4 Summer Program	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	Grades K – 4 Students	Hybrid/In-Person: 300 Students  All Remote: 600 Students	\$224,920.00	Pending the approval of the 2021-2022 ESSA or ESSER II Applications	Ms. Pamela Spindel, Director of Special Funded Programs
c.	Title I Dual Language Summer Program	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	Grades K – 8 Students	Hybrid/In-Person: 300 Students  All Remote: 300 Students	\$ 95,400.00	Pending the approval of the 2021-2022 ESSA or ESSER II Applications	Mr. Rogelio Suarez, Director of Bilingual / ESL & World Languages
d.	Title III Bilingual Summer Program for English Learners (EL)	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	Grades K – 8 Students	Hybrid/In-Person: 530 Students  All Remote: 530 Students	\$166,880.00	Pending the approval of the Title III 2021-2022 ESSA or ESSER II Applications	Mr. Rogelio Suarez, Director of Bilingual / ESL & World Languages
e.	Title III-Immigrant SLIFE Summer Program	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	Grades 3 – 9 Students	Hybrid/In-Person: 23 Students  All Remote: 23 Students	\$12,720.00	Pending the approval of the Title III 2021-2022 ESSA or ESSER II Applications	Mr. Rogelio Suarez, Director of Bilingual / ESL & World Languages
f.	Middle School Summer Program	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	Grades 5 - 8 Students	Hybrid/In-Person: 410 Students  All Remote: 410 Students	\$160,763.00	Pending the approval of the 2021-2022 ESSA or ESSER II Applications	Ms. Melissa España, Mr. David Loniewski, & Mr. Jose Santos Principals

## George Motion

Vazquez  
Seconded

Carried unanimously

CUR-11). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Michael George, Chairperson

1). Approval for the following Summer School Programs: **(Continuation)**

	Program	Date(s)	Grade Level(s)	Approx. # of Students	Total Cost Not to Exceed	Account #	Under the Supervision of:
g.	HS Credit Recovery Summer Program	Student Program: July 1, 2021 through August 6, 2021	Grades 9–12	Hybrid/In-Person: 650 Students  All Remote: 650 Students	\$393,989.60	Pending the approval of the 2021-2022 ESSA or ESSER II Applications	Mr. Michael Heidelberg, Principal
h.	Special Services Extended School Year (ESY) Summer Program	Staff Orientation: July 1, 2021 Student Program: July 6, 2021 through July 30, 2021	District-wide Students with Disabilities	Hybrid/In-Person: TBD Students	\$273,307.00	11-000-221-102-2-0000-16	Dr. Jessica Neu, Director of Special Services

2). Approval for the following Professional Development Services:

	Name of Program / Consultant	Date(s)	Audience	Total Cost Not to Exceed	Account #	Under the Supervision of:
a.	Frontline Education, IEP Direct – 2 Hours PD - State Monitoring Recommendation	April 29, 2021	Child Study Teams	\$ 400.00	11-000-217-320-0-0000-16	Dr. Jessica Neu, Director of Special Services
b.	Make it Better for Youth Organization – LGBT Professional Development Curriculum & Inclusion (Virtual)	May 17, 2021 May 18, 2021 May 24, 2021 May 25, 2021	PreK – 12 Certified Staff	\$1,750.00	20-271-200-300-0-0000-40	Mr. Rogelio Suarez, Director of Bilingual/ ESL & World Languages
c.	CDW-G, LLC – Onsite Professional Development – Promethean Boards	May 19, 2021 June 14, 2021 June 18, 2021	Assumption Catholic Staff	\$3,513.00	20-272-200-300-0-0000-81 & 20-271-200-320-0-0000-81	Ms. Pamela Spindel, Director of Special Funded Programs

3). Approval for the continuation for Phase 1 - Cycle 4 of Panther Enrichment Center at Perth Amboy High School, Main Campus and Personalized Learning Program with a remote component only instruction to provide Credit Recovery/Independent Study, for both Main Campus and Personalized Learning Program 12th graders, who are graduation eligible in 2021 school year. Phase 1- Cycle 4 - will run from May 3, 2021- June 11, 2021 at an hourly contractual rate of \$40.00 at a total cost not to exceed \$20,651 under the supervision of Mr. Michael Heidelberg, Principal of Perth Amboy High School–Main Campus and Mr. Francisco Velez, Principal of the Personalized Learning Program. Funded through Title I account number 20-234-100-101-1-0000-03.

George  
Motion

Peralta  
Seconded

Carried unanimously

CUR-11). Recommendations of the Superintendent of Schools

Curriculum Committee – Mr. Michael George, Chairperson

- 4). Approval for the continuation for Phase 2 Virtual or Hybrid/In-Person After-school Extra-Curricular Clubs/Activities from April 16, 2021 through June 25, 2021 for Samuel E. Shull School and William C. McGinnis School, at the pro-rated amount of each stipend, under the supervision of Ms. Melissa España, Principal, and Mr. David Loniewski, Principal. Funded through account numbers 15-401-100-100-0-0000-06 and 15-401-100-100-0-0000-04.
- Gay/Straight Alliance Club Advisor      Stipend \$1,175.00
  - Student Council Club Advisor              Stipend \$1,215.00
  - Video Production Club Advisor           Stipend \$ 930.00
- 5). Approval for the renewal of Frontline Education/IEP Direct Software Program to generate Individualized Education Programs (IEPs) for students with disabilities from July 1, 2021 through June 30, 2022 at a total cost not to exceed \$36,015.98, under the supervision of Dr. Jessica Neu, Director of Special Services. Funded through account number 11-000-217-320-0-0000-16.
- 6). Approval for the renewal of Learning Ally Inc. Instructional Site License an educational solution platform for struggling learners to all general and special education students from May 2021 – December 2021, at no cost to the district, under the supervision of Dr. Jessica Neu, Director of Special Services.
- 7). Approval of the following corrections to be made to correct the account being charged for items approved on March 11, 2021, Curriculum Agenda Items 15 and 16, page 6 under the supervision of Mr. Rogelio Suarez, Jr., Director of Bilingual/ESL and World Languages and Dr. Vivian Rodriguez, Assistant Superintendent of Curriculum and Instruction, from Account Number 20-243-200-300-0-0000-40 to Account Number 20-271-200-300-0-0000-40.
- 8). Approval to amend the 2020-2021 Perth Amboy Public Schools Student Code of Conduct Handbook and adopt for the 2021-2022 academic school year, under the supervision of Ms. Carmen Southward, Director of Operations.

<u>George</u>	<u>Peralta</u>	Abstain - Anderson
Motion	Seconded	Carried by majority 8-0-1

A question was asked how the Code of Conduct was developed, was it just one person or was it the result of a committee? It was stated that the Code was developed over the course of the last several years, under Dr. Rodriguez and many former board members, community members, administrators, staff members and students.

If a student doesn't wear a mask, we'll take appropriate measures within the Code. Our first role is to be educational and we'll talk to the students about the reasons why they need to wear masks. Appropriate action will be taken.

It was recommended that the Code be placed on the district website.

FIN-12). Recommendations of the Superintendent of Schools

Finance Committee – Mr. Junior Iglesia, Chairperson

- 1). Approval of travel expenses, under the supervision of Mr. Derek J. Jess, School Business Administrator. **(Specified in Attachment)**
- 2). Approval for Assumption Catholic School to purchase Draper Flex Roller Shades from Bailar Interior Services Inc. for the nurse’s office, hallway, resource and teacher’s rooms. Costs not to exceed \$1,022.49 of the total allocated \$17,325 for the 2020-2021 school year. Under the supervision of Ms. Pamela Spindel, District Director of Special Funded Programs.
- 3). Approval for Assumption Catholic School to purchase Motorola 4 Channel 2 Way Radios from CDW-G, LLC. Cost not to exceed \$633.28 of the total allocated \$17,325 for the 2020-2021 school year. Under the supervision of Ms. Pamela Spindel, District Director of Special Funded Programs.
- 4). Approval for Assumption Catholic School to purchase and install Draper Flex Roller Shades from Bailar Interior Services Inc. in the library. Costs not to exceed \$1,049.23 of the total allocated \$17,325 for the 2020-2021 school year. Under the supervision of Ms. Pamela Spindel, District Director of Special Funded Programs.
- 5). Approval for Perth Amboy Catholic School to purchase and install security cameras and video recording equipment from Open Systems Integrators Inc. Costs not to exceed \$30,020.57 of their \$30,275 total allocated for the 2020-2021 school year. Under the supervision of Ms. Pamela Spindel, District Director of Special Funded Programs.
- 6). Approval is requested to apply for the ESSER II Application of the Electronic Web-Enabled Gant System (EWEG). Under the supervision of Ms. Pamela Spindel, District Director of Special Funded Programs
- 7). Approval of the placement of the following special education student in an out-of-district facility for the 2020-2021 school year. Under the supervision of Dr. Jessica Neu, Director of Special Services and Ms. Diane Dahl, Supervisor of Special Education Services:

Initial	Class	Facility	Tuition	Date
KJ	AUT	Atlantic County Special Services School District	\$106,200.00	02/16/2021

- 8). Approval for the Special Services Department to utilize Dr. Kavita Singh from April 16, 2021 through June 30, 2021 to provide additional neurological evaluations in-district at a cost not to exceed \$400 per evaluation to be funded through local budget account number 11-000-217-320-0-0000-16. Under the supervision of Dr. Jessica Neu, Director of Special Education Services.
- 9). Approval to donate 15 cases of Rice to the St. Vincent De Paul Pantry located at 230 New Brunswick Avenue, Perth Amboy, NJ. Under the supervision of Ms. Jasmin Minaya, Food Service Manager and Ms. Carmen Southward, Director of Operations.
- 10). Approval to amend the ESSER Application for the 2020-2021 school year to transfer \$70,737.00 from consultant lines and the non-instructional equipment line to the non-instructional supply line in order to purchase sanitizing wipes for all district classrooms

Iglesia  
Motion

Vazquez  
Seconded

Carried unanimously

B&G-13). Recommendations of the Superintendent of Schools

Buildings & Grounds Committee – Ms. Stacey Peralta

- 1). Approval of the following use of facilities requests, under the supervision of Mr. Derek J. Jess, School Business Administrator.

	Organization	Building	Dates/Time	Event	Certificate of Insurance
a.	Department of Recreation	Perth Amboy High School (Water Stadium)	April 1, 2021 – Aug. 31, 2021 Monday – Friday 6:00 pm – 8:30 pm Saturday & Sunday 10:00 am – 7:00 pm	Recreation Travel Soccer League	X
b.	Department of Recreation	Dr. Herbert N. Richardson School (Turf Field)	April 1, 2021 – Aug. 31, 2021 Monday – Friday 6:00 pm – 9:00 pm	Youth Soccer Practice	X

Peralta  
Motion

Vazquez  
Seconded

Abstain - Vazquez  
Carried by majority 8-0-1

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Tashi Vazquez, Chairperson

**Note: All appointments of district staff are contingent upon satisfying the requirements of the New Jersey Criminal History Background Check Status.**

1). Acceptance of the following retirements:

	Name (Last, First)	Position	Location	Effective Date
a.	Gallanter, Shelly	Teacher	E.J. Patten School	July 1, 2021
b.	Johnston, Patricia	Art Teacher	S.E. Shull School	June 1, 2021

2). Approval of the following requests for a Leave of Absences:

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
a.	Dunne, Norma	Medical Leave	Teacher	Ceres School	3/15/21	6/25/21	Medical Leave without pay
b.	Novello, Michele	Extension of Medical Leave	Teacher	Shull School	2/1/21	6/25/21	Extension of Medical Leave utilizing sick days.
c.	Novak, Karen	Medical Leave	Teacher	Ceres School	3/10/21	6/25/21	Utilizing sick days
d.	Cabrera-Rivera, Lazaro	Medical Leave	Custodian	McGinnis School	2/17/21	3/19/21	Utilizing sick days
e.	Manson, Migdalia	Medical Leave	Teacher	Wilentz School	3/8/21	3/31/21	3/8/21 – 3/24/21 Utilizing sick days 3/25/21 – 3/31/21 Without pay
f.	Berard, Rachel	Medical Leave	Teacher	Richardson School	3/1/21	3/31/21	Utilizing sick days
g.	Rivera, Andres	Medical Leave	Custodian	Administration Building	4/14/21	4/30/21	Utilizing sick days
h.	Serrano, Lydia	Rescind of Intermittent Family Leave to Medical Leave	Food Service	Shull School	2/23/21	3/19/21	Rescind of Intermittent Family Leave From: 9/21/21 – 6/30/21 Without pay To: 2/23/21 – 3/19/21 Utilizing sick days
i.	Santos, Ana	Medical Leave	Secretary	High School	2/8/21	5/28/21	2/8/21 – 2/18/21 Utilizing sick, personal and vacation days 2/19/21 – 5/28/21 With pay from Sick bank donated days
j.	Cruz, Wanda	Extension of Medical Leave	Security	McGinnis School	3/30/21	4/30/21	Extension of Medical Leave without pay
k.	Rossi-Dos Reis, Pamela	Maternity Leave	Paraprofessional	Shull School	5/5/21	6/25/21	Maternity Leave without pay
l.	Ramos, Shelly	Extension of Maternity Leave	Teacher	Rose Lopez	3/10/21	6/25/21	Extension of Maternity Leave without pay
m.	Rivas, Kathleen	Maternity Leave	Teacher	Patten School	5/10/21	6/25/21	Utilizing sick days

Vazquez  
Motion

Iglesia  
Seconded

Carried unanimously

PER-14). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Tashi Vazquez, Chairperson

2). Approval of the following requests for a Leave of Absences: **(Continued)**

	Name (Last, First)	Reason	Position	Location	Date Effective	End Date	Notes
n.	Carelli, Kassandra	Revision of Maternity Leave	School Counselor	McGinnis School	3/22/21	6/25/21	Revision of Maternity Leave From: 3/25/21 – 4/16/21 Utilizing sick days To: 3/22/21 – 5/14/21 Utilizing sick and personal days 5/17/21 – 6/25/21 Without pay
o.	Howell, Janaya	Revision of Maternity Leave	School Psychologist	Wilentz School	2/18/21	3/22/21	Revision of Maternity Leave From: 2/18/21 – 3/31/21 Utilizing sick and personal days To: 2/18/21 – 3/22/21 Utilizing sick days
p.	Glaubinger, Kimberly	Revision of Maternity Leave	Teacher	Richardson and Wilentz School	2/1/21	5/7/21	Revision of Maternity Leave From: 2/1/21 – 2/26/21 Utilizing sick days 3/1/21 – 5/7/21 Without pay To: 2/1/21 – 4/23/21 Utilizing sick days 4/26/21 – 5/7/21 Without pay
q.	Henriquez, Marissa	Maternity Leave	Paraprofessional	Cruz Center	3/9/21	3/26/21	Utilizing sick days
r.	Casselli, Shirley	Maternity Leave	Teacher	Hmieleski Center	4/21/21	6/25/21	Utilizing sick days
s.	Giordano, Jenna	Revision of Maternity Leave	Teacher	Ceres School	3/23/21	6/25/21	Revision of Maternity Leave From: 3/30/21 – 5/20/21 Utilizing sick days 5/21/21 – 6/25/21 Without pay To: 3/23/21 – 5/20/21 Utilizing sick days 5/21/21 – 6/25/21 Without pay
t.	Hernandez, Geraldin	Family Leave	Paraprofessional	Shull School	4/15/21	6/25/21	Family Leave without pay
u.	Esposito, Jaime	Family Leave	Teacher	Wilentz school	4/12/21	6/25/21	Family Leave without pay

Vazquez  
Motion

Gonzalez  
Seconded

Carried unanimously

**PER-14). Recommendations of the Superintendent of Schools**

**Personnel Committee – Ms. Tashi Vazquez, Chairperson**

- |     |   |                 |                                       |
|-----|---|-----------------|---------------------------------------|
| 3). | Approval of the Superintendent's Merit Goals/Merit Payment for the 2020-2021 school year. |                 |                                       |
|     | <u>Vazquez</u>  | <u>Gonzalez</u> | Abstain – Anderson, Gonzalez, Iglesia |
|     | Motion  | Seconded        | Carried by majority 6-0-3             |

- 4). Approval to accept the following Student Teachers/Student Observations/Internships for the 2020-2021 school year (In-District):

	Name (Last, First)	Subject	Location	Cooperating Teacher/ Administrator	Start Date	End Date	School
a.	Kaplan, Alex	Administration	Shull	Dr. Courtney Pepe	05/03/2021	06/30/2021	Montclair
b.	Wilcox, Stephanie	Counseling	Richardson	Ms. Erica Mateo-Baez	04/16/2021	06/30/2021	Pillar

- 5). Approval for the following staff to work the Extra-Curricular Advisors, at the Personalized Learning Program, from April 19, 2021 through June 14, 2021, and be compensated at the prorated contractual rate, under the supervision of Mr. Francisco Velez, Principal.

	Name (Last, First)	Program Name	Account Number	Rate of Pay	Dates (From-To)
a.	Rodriguez, Leezenia	Senior Class Advisor	13-601-200-100-0-0000-12	\$2,780 prorated	4/19/21-6/14/21

- 6). Approval for the continuation of Phase 2 Virtual, Hybrid or In-Person After-School Extra-Curricular Clubs/Activities from April 19, 2021 – June 25, 2021 for the Samuel E. Shull School and William C. McGinnis School, and be compensated at the pro-rated contractual rate, under the supervision of Ms. Melissa España, Principal and Mr. David Loniewski, Principal. **(Specified in Attachment)**

- 7). Approval for the continuation for Phase 1-Cycle 4 of Panther Enrichment Center at Perth Amboy High School, Main Campus and Personalized Learning Program with a remote component only instruction to provide Credit Recovery/Independent Study, for both Main Campus and Personalized Learning Program 12<sup>th</sup> graders, who are graduation eligible in 2020-2021 school year. Phase 1-Cycle 4 – will run from May 3, 2021- June 11, 2021 and be compensated at the contractual rate at a total cost not to exceed \$20,651 under the supervision of Principals, Mr. Michael Heidelberg of PAHS, and Mr. Francisco Velez of the Personalized Learning Program. Funded through Title I account number 20-234-100-101-1-0000-03. **(Specified in Attachment)**

- 8). Approval for the following additional staff to work the Extra-Curricular Advisors, Phase II - Cycle 2, at the Perth Amboy High School, from April 19, 2021 through June 14, 2021, and be compensated at the pro-rated contractual rate, under the supervision of Principals, Mr. Michael Heidelberg, PAHS and Mr. Keith Guarino, Freshman Academy.

	Name (Last, First)	Program Name	Account Number	Rate of Pay Prorated	Dates (From-To)
a.	Worthley, Colin	Asst. Debate Team (1 of 3)	15-401-100-100-0-0000-03	\$600 each	4/19/21-6/14/21

<u>Vazquez</u>	<u>Gonzalez</u>	
Motion	Seconded	Carried unanimously

PER-14). Recommendations of the Superintendent of Schools

Personnel Committee – Ms. Tashi Vazquez, Chairperson

- 9). Approval for the following Perth Amboy High School staff to receive an Extra Period Teaching Assignment (EPTA) and be retroactively compensated at the hourly per diem rate of \$47.50, under the supervision of Mr. Michael Heidelberg, Principal.

	Name (Last, First)	Program Name	Account Number	Rate of Pay	Effective Date	Period
a.	Acevedo, Isai	Social Studies	15-140-100-101-0-0000-03	\$47.50	2/26/21	As needed
b.	Liam, Kelly	VPA	15-140-100-101-0-0000-03	\$47.50	2/26/21	As needed
c.	Lopez, Alexandre	Social Studies	15-140-100-101-0-0000-03	\$47.50	2/26/21	As needed
d.	Rosenthal, Gregory	SPED	15-140-100-101-0-0000-03	\$47.50	2/26/21	As needed

- 10). Approval for the following transfer and/or change of assignment for the following staff for the 2020-2021 school year.

	Name (Last, First)	From	To	Effective
a.	Marte, Ana	Paraprofessional South Campus	Paraprofessional Edward J. Patten School	4/19/2021

- 11). Approval of the following salary adjustments. **(Specified in Attachment)**

Vazquez                      Peralta  
Motion                      Seconded                      Carried unanimously

- 12). Approval to appoint Mr. Francisco Velez, Assistant School Business Administrator/ Assistant Board Secretary, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$148,000.00. (Replacing – M. LoBrace).

Vazquez                      Brown  
Motion                      Seconded                      Roll call – all yes

- 13). Approval to appoint Mr. Fred Geardino, Principal, Personalized Learning Program/Adult School, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$136,500.00. (Replacing – F. Velez).

Vazquez                      Anderson  
Motion                      Seconded                      Roll call – all yes

- 14). Approval to appoint Mr. Ronald Mascenik, Principal, Dr. Herbert N. Richardson School, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$126,750.00, plus \$2,750 for longevity. (Replacing – R. Anderson).

Vazquez                      Gonzalez  
Motion                      Seconded                      Roll call – all yes

- 15). Approval to appoint Ms. Robyn Carrera, Principal, Robert N. Wilentz School, effective April 16, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$126,750.00, plus \$3,250 for longevity. (Replacing - B. Carr-Clemente)

Vazquez                      Peralta  
Motion                      Seconded                      Roll call – all yes

PER-14). Recommendations of the Superintendent of Schools  
Personnel Committee – Ms. Tashi Vazquez, Chairperson

- 16). Approval to appoint Ms. Jacqueline Rosa, District Payroll Manager, effective on or before May 17, 2021 through June 30, 2021 at a pro-rated 12-month salary of \$80,000.00 (Replacing – D. Palmer)

Vazquez                      Brown  
Motion                      Seconded                      Roll call – all yes

Old Business

Iglesia                      Anderson  
Motion                      Seconded                      Carried unanimously

New Business

1. Approval of the revised school calendar for the 2020-2021 school year. **(Specified in Attachment)**

Iglesia                      Brown  
Motion                      Seconded                      Carried unanimously

2. Approval of the school calendar for the 2021-2022 school year. **(Specified in Attachment)**

A comment was made regarding the first two days of school being over Rosh Hoshana, and it may impact staff members attendance.

Anderson                      Vazquez                      Abstain - Anderson  
Motion                      Seconded                      Carried by majority – 8-0-1

3. Approval of the following revised Job Descriptions: **(Specified in Attachment)**

- Behavior Analyst
- Speech and Language Therapist

Gonzalez                      Peralta  
Motion                      Seconded                      Carried unanimously

4. Approval of the following Job Descriptions: **(Specified in Attachment)**

- Physical Therapist
- Occupational Therapist
- Director of Mathematics (K-12)
- Director of Instructional Technology

Thanks were given for bringing these job descriptions forth, especially the PT and OT. The Director of Math will be put in place of the Director of Curriculum, grades 7-12, so it is not an additional cost.

Vazquez                      George                      Abstain – Anderson on both Director job descriptions.  
Motion                      Seconded                      Carried unanimously for PT/OT  
Carried by majority – 8-0-1 for Directors

New Business

Anderson                      Iglesia  
Motion                      Seconded                      To close new business  
Carried unanimously

Motion to Adjourn – 9:04 PM

Vazquez                      Iglesia  
Motion                      Seconded                      Carried unanimously

Respectfully submitted,

Derek J. Jess  
School Business Administrator/Board Secretary

**12-Item #1**

## Perth Amboy Public Schools

[illegible]

## Perth Amboy Public Schools

[illegible]

20-21 Samuel E. Shull School  
Phase 2 Virtual, Hybrid or In Person After-School Program Extra-Curricular Clubs/Activities

Employee name	School	Position	Program Name	Account Number	Rate of Pay (prorated)	Dates (From-To)	Hours
Katrice Boykins	Shull	Advisor	National Jr. Honor Society	15-401-100-100.0-0000-06	\$ 1,175.00	4/19/21 to 6/25/21	AM/PM
Patricia Astarita	Shull	Advisor	Publication	15-401-100-100.0-0000-06	\$ 3,235.00	4/19/21 to 6/25/21	AM/PM
Abreu, Orlanldo	Shull	Advisor	8th Grade Advisor	15-401-100-100.0-0000-06	\$ 2,200.00	4/19/21 to 6/25/21	AM/PM
Vega, Elyssa	Shull	Advisor	8th Grade Advisor	15-401-100-100.0-0000-06	\$ 2,200.00	4/19/21 to 6/25/21	AM/PM
Katherine Lin	Shull	Advisor	Gay/Straight Alliance Advisor	15-401-100-100.0-0000-06	\$ 1,175.00	4/19/21 to 6/25/21	AM/PM
Katherine Lin	Shull	Advisor	Video Production Advisor	15-401-100-100.0-0000-06	\$ 930.00	4/19/21 to 6/25/21	AM/PM

William C. McGinni School

Phase 2 Virtual, Hybrid or In Person After-School Extra-Curricular Clubs/Activities

Employee Name	School	Position	Program Name	Account Number	Rate of Pay (prorated)	Dates (From-To)	Hours/ Am or PM	Dates
Boggs, Jenny	WCM	Teacher	Publication Advisor	15-401-100-100-0-0000-04	\$1,617.50	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Papa, Danielle	WCM	Teacher	Publication Advisor	15-401-100-100-0-0000-04	\$1,617.50	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Parlamis, Joanna	WCM	Teacher	8th Gr. Advisor	15-401-100-100-0-0000-04	\$2,200.00	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Rivera, Mark	WCM	Teacher	Junior National Honor Society	15-401-100-100-0-0000-04	\$587.50	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Weyrick, Kristen	WCM	Teacher	Junior National Honor Society	15-401-100-100-0-0000-04	\$587.50	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Fazzin, Jaime	WCM	Teacher	Gay/Straight Alliance Club	15-401-100-100-0-0000-04	\$587.50	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Weyrick, Kristen	WCM	Teacher	Gay/Straight Alliance Club	15-401-100-100-0-0000-04	\$587.50	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Doctor, Alyssa	WCM	Teacher	Student Council Club Advisor	15-401-100-100-0-0000-04	\$1,215.00	4/19/21 - 6/25/21	AM/PM	Mon - Fri
Boggs, Jennifer	WCM	Teacher	Video Production Club Advisor	15-401-100-100-0-0000-04	\$930.00	4/19/21 - 6/25/21	AM/PM	Mon - Fri

**Perth Amboy High School**  
**2020-2021 Panther Enrichment Center Phase 1-Cycle 4**

April Agenda

Employee Name	School	Position	Program Name	Account Number	Rate of Pay	Dates (From-To)	Hours	Content Area
Bala, Anju	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math
Baltodano, Carlos	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Social Studies
Bedir, Nagla	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Social Studies
Berrios, Theresa	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	SPED
Boyчук, Mary	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	SPED
Chapman, Keith	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Science
Corvino, Nicholas	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Social Studies
Costanzo, Jaime	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	English
Curia, Marissa	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	ESL
DeMuro, Vincent	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	English
Depa, Makka	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Science
Dhvani, Desai	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Science
Grievies, Janet	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	English
Guzman, Maureen	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	ESL
Johnson, David	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math
Konopka, Raymond	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math
Lips, Nelly	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	WL
McLaughlin, Lisa	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	English
Mintmier, Maria	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	English
O'Grady, Tricia	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	WL
Salazar, Suzanne	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math
Seaman, Tami	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math
Striptlet, Jean-Claude	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math
Turab, Nusrat	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Science
Tzanos, Ana	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	English
Vyas, Dr. Nayna	PAHS	Teacher	Panther Enrichment Center	20-234-100-101-1-0000-03	\$40 per hr	5/3/2021-6/11/2021	M-F 3:10-5:40	Math

## Recommendations Board Meeting

[illegible]



# Perth Amboy Public Schools

## Administrative Headquarters Building

178 Barracks Street  
Perth Amboy, NJ 08861  
(732) 376-6200

**Personnel**  
**14 – Item #11**

**Ms. Yolanda Gómez**  
Director of Personnel

Ext. 30-151/30-152  
30-153/30-154  
Fax: (732) 638-1007

March 25, 2021

### **AGENDA: April 15, 2021**

To: The Honorable Members of the Board of Education

From: Ms. Yolanda Gómez   
Director of Personnel

Please be advised that the annual salary of the following employee(s) salaries and previously approved by the Board are recommended to be adjusted as follows:

Name	Location	Salary-From	Salary-To (Retroactively)	Reason for Change	Effective Date
Isabel Chita	Ignacio Cruz	\$95,500.00	\$97,065.00	20 yrs. Teacher Long.	3/16/2021
Pedro Roman	R.N. Wilentz	\$58,675.00	\$59,780.00	25 yrs. SRP Long.	3/16/2021
Jacqueline Gonzalez	Ignacio Cruz	\$50,930.00	\$52,075.00	20 yrs. Para Long.	4/1/2021
Rosa Napoles	Ignacio Cruz	\$53,330.00	\$54,475.00	20 yrs. Para Long.	4/1/2021
Marta Velez	Hmieleski E.C.C.	\$50,930.00	\$52,075.00	20 yrs. Para Long.	4/1/2021

# Perth Amboy Public Schools Calendar

## 2020-2021 School Calendar – Revised

July 2020						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
Su	M	Tu	W	Th	F	S
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

October 2020						
Su	M	Tu	W	Th	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
						22

November 2020						
Su	M	Tu	W	Th	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					14

December 2020						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		16

January 2021						
Su	M	Tu	W	Th	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						19

February 2021						
Su	M	Tu	W	Th	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						17

March 2021						
Su	M	Tu	W	Th	F	S
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28	29	30	31			23

April 2021						
Su	M	Tu	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
						16

May 2021						
Su	M	Tu	W	Th	F	S
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

June 2021						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
						17

School Closed/ Holidays

First Day of School for Students – Tuesday, September 8, 2020.

Board Meetings – 10

Teacher in-Service Days – 3 full days (no students).

Early Dismissal Days. Last Day of School – June 25, 2021.

Includes 4 bad weather days; total 185  
Snow Days Used - December 17, 2020; February 1 & 2, 2021.  
Unused Snow Day – June 1, 2021.

# Perth Amboy Public Schools Calendar

## 2021-2022 School Calendar

July 2021						
Su	M	Tu	W	Th	F	S
				1	2	3
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
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22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	S
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19	20	21	22	23	24	25
26	27	28	29	30		
						18

October 2021						
Su	M	Tu	W	Th	F	S
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

November 2021						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				15

December 2021						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	17

January 2022						
Su	M	Tu	W	Th	F	S
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

February 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					19

March 2022						
Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		23

April 2022						
Su	M	Tu	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

May 2022						
Su	M	Tu	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				21

June 2022						
Su	M	Tu	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						17

School Closed/ Holidays

First Day of School for Students – Tuesday, September 7, 2021.

Board Meetings – 10

Teacher in-Service Days – 3 full days (no students).

Early Dismissal Days. Last Day of School – June 24, 2022.

Includes 4 bad weather days; total 185

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Behavior Analyst**

#### **Qualifications:**

1. Bachelor's degree in education, special education (preferred) or social sciences
2. Master's Degree in related field.
3. Board Certified Behavior Analyst certificate
4. Specialized training and/or demonstrated expertise in school-based Applied Behavior Analysis (ABA)
5. Experience working with special education populations.
6. Training in crisis management, preferred.
7. Has strong interpersonal and communication skills.
8. Have excellent integrity; demonstrate good moral character and initiative.
9. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. Bilingual preferred.
10. Required Criminal History Check.
11. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
12. Pass required State Mantoux/Tuberculin test and physical exam as required.

**Reports to:** Director of Special Education Services, Supervisor of Special Services, Building Administration

#### **Nature and Scope of Job:**

The Behavior Analyst provides continuous support to the overall educational environment by utilizing Positive Peer Culture strategies in order to address student behaviors. To provide ongoing behavior intervention strategies for all students, in all aspects of the educational environment (Assisting within the classrooms, within the hallways, cafeteria, gymnasium, and all other extracurricular activities, including student arrival and dismissal). The Behavior Analyst will also work directly with administrators to provide outlets and avenues for students to communicate with staff in the building, serving as a liaison helping to empower students, develop leadership skills and build healthy relationships built on trust.

#### **Duties and Responsibilities:**

##### **Assessment, Planning, and Instruction**

- Establishes and maintains a classroom schedule as directed by the Department of Special Services.
- Trains staff to implement various assessments (i.e. VB-MAPP, ABLIS-R, AFLS), performance and learning protocols pertinent to the needs of students (i.e. research based teaching tactics, induction of developmental cusps and capabilities, Direct Instruction programs)
- Evaluates and analyzes individual student's comprehensive learning and performance needs, through direct observation and including the use of Functional Behavioral Assessments and submits documentation and report of data analysis upon request in an approved format.
- Creates, implements, monitors accurate and regular and ongoing data collection, graphing and analysis using a research based algorithm for analysis.
- Accurately completes all requisite paperwork in approved formats.
- Provides for the care and proper use of school property and maintains current inventories of materials/resources, as directed.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Behavior Analyst (Cont'd.)**

#### **School and Community Relations**

- Regards personal information concerning students or families as confidential and utilizes such information only as an aide in helping the student to attain appropriate educational goals.
- Participates in Individualized Education Plan and educational planning meetings to provide input on the appropriate use of learning and performance goals and objectives and procedures for students, including Behavioral Intervention Plans.
- Serves as a resource and/or consultant to school personnel on topics related to principles, tactics and strategies of Applied Behavior Analysis.
- Collaborates with District and Department personnel in order to provide a team approach to learning and performance behavior plans in an approved format.
- Assists in appropriate referrals of individuals to agencies and specialists in the community.
- Collaborates with various professionals and non-professionals in the development, implementation and maintenance of individual and/or group behavior support plans.

#### **Professional Development and Training**

- Trains, supports, and implements crisis training protocols and procedures in accordance with State and District policies.
- Develops and disseminates professional development in-services during Professional Learning Communities, after school meetings, etc.
- Offers embedded professional development by modeling behavior management and instructional strategies based on the principles of ABA on a routine basis in the classroom setting.
- Provides individual and/or group parent/family training and individual parent/family training on an as needed basis during the school day and/or conducts home visits.
- Communicates effectively and efficiently to families, professionals, and ancillary service providers in reference to the principles of ABA and individual applications.
- Attends behavior analyst or other Department meetings as needed.
- Keeps updated on the applied behavioral analytic research including intervention and related behavior change tactics and strategies.
- Attends staff, professional, departmental, and other appropriate meetings as required and approved by appropriate Supervisors.
- Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

#### **Other**

- Perform other related duties as required by school administrators and Director and Supervisor of Special Services.

#### **Verifications of competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Behavior Analyst (Cont'd.)**

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **Terms of Employment:**

10-month salaried position with agreement between the Perth Amboy Association Federation of Teachers and the Perth Amboy Board of Education. The Behavior Analyst will be evaluated by the Director of Special Education Services and/or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21  
NJAC 6:11-10.9

**Date Adopted:** March 29, 2012

**Date Revised:** May 31, 2012  
April 15, 2021

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Speech and Language Therapist**

#### **Qualifications:**

1. Valid New Jersey Educational Services Certificate and Speech Therapist Endorsement.
2. Demonstrates comprehensive knowledge in the field of speech-language pathology.
3. Possess the ability to effectively apply the principles of assessment, treatment and prevention of speech, language, and hearing disorders.
4. Has strong interpersonal and communication skills.
5. Have excellent integrity; demonstrate good moral character and initiative.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. Bilingual preferred.
7. Required Criminal History Check.
8. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
9. Pass required State Mantoux/Tuberculin test and physical exam as required.

**Reports to:** Director of Special Education Services, Supervisor of Special Services, Building Administration

#### **Nature and Scope of Job:**

To support the district's instructional program by helping to improve communication skills, attain the Individualized Education Program (IEP) goals and objectives and curriculum goals established by the Child Study Team and Board of Education and within the resources provided by it and eliminate speech and hearing impairments. The Speech and Language Therapist shall serve as a professional member of the Child Study Team when appropriate.

#### **Duties and Responsibilities:**

The Speech and Language Therapist shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

- Assesses and diagnoses suspected communication, articulation, pragmatic language, communication, voice and hearing disorders in referred students for the purpose of identification, evaluation and classification of speech and/or language disorders in order for students to receive a free and appropriate public education.
- Evaluates students referred to the Child Study Team and participates in the deliberations of the Child Study Team for any student who is eligible for classification as required by federal and state law.
- Classifies students as 'Eligible for Speech and Language Only' when appropriate, complying with the requirements of federal and state law.
- Proposes Speech Therapy as a related service when appropriate, complying with the requirements of federal and state law.
- Collaborates with special services personnel, school personnel, parents and where appropriate, the student, in the preparation of Individualized Education Programs (IEP) for students with disabilities.
- Develops and implements an Individualized Education Programs (IEP) in conjunction with parents and teachers for pupils who are eligible for related services.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Speech and Language Therapist (Cont'd.)**

#### **Instruction and Planning**

- Schedules speech therapy sessions within assigned schools.
- Plans, prepares and delivers treatment programs for students with speech deficits.
- Establishes and maintains an orderly and positive classroom environment.
- Maintains close liaison with the Child Study Team in the implementation of intervention services.
- Provides individual and/or small group intervention sessions with students who have been classified and require speech therapy as a related service.
- Provides push in services to the greatest extent possible and works collaboratively with all key stakeholders.
- Employs a variety of instructional media/technology, consistent with the physical limitations of the location provided, the resources made available, and the needs and capabilities of the individuals or student groups involved.
- Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies related to speech therapy services.
- Assesses on a regular basis the extent to which students achieve the objectives indicated in their Individualized Education Programs (IEPs) through IEP progress reports and re-evaluations.
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board of Education policy and the procedures of the Department of Special Services.
- Provides thorough and timely reports, data, information, etc. as requested by the Department of Special Services and administration.
- Provides parent training during the school day on an individual or group basis, as requested by the Department of Special Services and administration.

#### **Professional Development**

- Keeps updated on the identification, assessment and diagnostic techniques, therapeutic procedures and statutory requirements of IDEA and N.J. Special Education 6A:14.
- Attends staff, professional, departmental, and other appropriate meetings as required and approved by appropriate supervisors.
- Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

#### **School/Community Relations**

- Informs parents of their child's need for speech therapy services as required by federal and state statutes and provides advice to these parents when appropriate.
- Provides parent training during the school day on an individual or group basis.
- Serves as a resource and/or consultant to school personnel on topics related to speech therapy performance.
- Collaborates with other District and Department personnel in order to provide a team approach to the identification, diagnosis and assessment of students with speech and language deficits.
- Assists in appropriate referrals of individuals to agencies and specialists in the community.

#### **Other**

- Performs other related duties as required by school administrators and Director and Supervisor of Special Services

#### **Verification of Competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations and observations of teaching/administrative performance.
4. Official college transcripts.
5. Employment interview.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Speech and Language Therapist (Cont'd.)**

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **Terms of Employment:**

10-month salaried position with agreement between the Perth Amboy Association Federation of Teachers and the Perth Amboy Board of Education. The Speech and Language Therapist will be evaluated by the Director of Special Education Services and/or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21  
NJAC 6:11-10.9

**Date Adopted:** June 1, 1972

**Date Revised:** June 28, 1979  
April 15, 2021

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Physical Therapist**

#### **Qualifications:**

1. Valid New Jersey Physical Therapist Certificate and Physical Therapist Endorsement.
2. Demonstrates comprehensive knowledge in the field of physical therapy.
3. Possess the ability to effectively apply the principles of assessment, treatment and prevention of physical delays/limitations.
4. Has strong interpersonal and communication skills.
5. Have excellent integrity; demonstrate good moral character and initiative.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. Bilingual preferred.
7. Required Criminal History Check.
8. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
9. Pass required State Mantoux/Tuberculin test and physical exam as required.

**Reports to:** Director of Special Education Services, Supervisor of Special Services, Building Administration.

#### **Nature and Scope of Job:**

To support the district's instructional program by helping to improve gross motor skills, coordinated gestures/movements for communication, attain the Individualized Education Program (IEP) goals and objectives and curriculum goals established by the Board of Education and within the resources provided by it. The Physical Therapist shall serve as a professional member of the Child Study Team when appropriate.

#### **Duties and Responsibilities:**

##### **Identification and Assessment**

- Assesses and diagnoses suspected gross motor, self-care skills, and mobility in referred students in order for students to receive a free and appropriate public education, including but not limited to: facilitation of developmental motor skills, postural awareness, ambulation and gait training, sensorimotor processing, wheelchair mobility, adaptation or modification of equipment, recommendation and monitoring of orthoses and other assistive devices, and transportation needs of students with disabilities.
- Evaluates students referred to the Child Study Team and participates in the deliberations of the Child Study Team for any student who is eligible for classification as required by federal and state law.
- Evaluates students referred to the 504 Team upon the request of the Supervisor or Director of Special Services and participates in the deliberations of this team for any student who is eligible for direct or consultative services as required by federal and state law. Reassess the need for continued services each year.
- Proposes Physical Therapy as a related service when appropriate, complying with the requirements of federal and state law.
- Collaborates with special services personnel, school personnel, parents and where appropriate, the student, in the preparation of Individualized Education Programs (IEP) for students who are classified.
- Contributes to the development of and implements an Individualized Education Programs (IEP) in conjunction with parents and teachers for pupils who are eligible for related services.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Physical Therapist (Cont'd.)**

#### **Instruction and Planning**

- Schedule physical therapy sessions within assigned schools.
- Plans, prepares and delivers treatment programs for students with mobility deficits, including but not limited to: facilitation of developmental motor skills, postural awareness, ambulation and gait training, sensorimotor processing, wheelchair mobility, adaptation or modification of equipment, recommendation and monitoring or orthoses and other assistive devices, and transportation needs of students with disabilities.
- Establishes and maintains an orderly and positive classroom environment.
- Maintains close liaison with the Child Study Team in the implementation of intervention services.
- Provides individual and/or small group intervention sessions with students who have been classified and require physical therapy as a related service.
- Provides push in services to the greatest extent possible and works collaboratively with all key stakeholders.
- Employs a variety of instructional media/technology, consistent with the physical limitations of the location provided, the resources made available, and the needs and capabilities of the individuals or student groups involved.
- Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies related to physical therapy services.
- Assesses on a regular basis the extent to which students achieve the objectives indicated in their Individualized Education Programs (IEPs).
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board of Education policy and the procedures of the Department of Special Services.
- Provides thorough and timely reports, data, information, etc. as requested by the Department of Special Services and administration.

#### **Professional Development**

- Keeps updated on the identification, assessment and diagnostic techniques, therapeutic procedures and statutory requirements of IDEA and N.J. Special Education 6A:14.
- Attends staff, professional, departmental, and other appropriate meetings as required and approved by appropriate supervisors.
- Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

#### **School/Community Relations**

- Informs parents of their child's need for physical therapy services as required by federal and state statutes and provides advice to these parents when appropriate.
- Provides parent training during the school day on an individual or group basis.
- Serves as a resource and/or consultant to school personnel on topics related to physical therapy performance.
- Collaborates with other District and Department personnel in order to provide a team approach to the identification, diagnosis and assessment of students with mobility deficits.
- Assists in appropriate referrals of individuals to agencies and specialists in the community.

#### **Other**

- Performs other related duties as required by school administrators and Director and Supervisor of Special Services.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Physical Therapist (Cont'd.)**

#### **Verifications of competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **Terms of Employment:**

10-month salaried position with agreement between the Perth Amboy Association Federation of Teachers and the Perth Amboy Board of Education. The Physical Therapist will be evaluated by the Director of Special Education Services and/or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21  
NJAC 6:11-10.9

**Date Adopted:** April 15, 2021

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Occupational Therapist**

#### **Qualifications:**

1. Valid New Jersey Occupational Therapist Certificate and Occupational Therapist Endorsement.
2. Demonstrates comprehensive knowledge in the field of occupational therapy.
3. Possess the ability to effectively apply the principles of assessment, treatment and prevention of sensory-motor disorders
4. Has strong interpersonal and communication skills.
5. Have excellent integrity; demonstrate good moral character and initiative.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary. Bilingual preferred.
7. Required Criminal History Check.
8. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
9. Pass required State Mantoux/Tuberculin test and physical exam as required.

**Reports to:** Director of Special Education Services, Supervisor of Special Services, Building Administration.

#### **Nature and Scope of Job:**

To support the district's instructional program by helping to improve fine motor skills, coordinated gestures/movements for communication, attain the Individualized Education Program (IEP) goals and objectives and curriculum goals established by the Board of Education and within the resources provided by it. The Occupational Therapist shall serve as a professional member of the Child Study Team when appropriate.

#### **Duties and Responsibilities:**

##### **Identification and Assessment**

- Assesses and diagnoses suspected fine motor, attention learning readiness, social/emotional learning readiness, self-care skills, pre-reading/pre-writing readiness and spatial orientation relationships for math and handwriting readiness in referred students in order for students to receive a free and appropriate public education.
- Evaluates students referred to the Child Study Team and participates in the deliberations of the Child Study Team for any student who is eligible for classification as required by federal and state law.
- Evaluates students referred to the 504 Team upon the request of the Supervisor or Director of Special Services and participates in the deliberations of this team for any student who is eligible for direct or consultative services as required by federal and state law. Reassess the need for continued services each year.
- Proposes Occupational Therapy as a related service when appropriate, complying with the requirements of federal and state law.
- Collaborates with special services personnel, school personnel, parents and where appropriate, the student, in the preparation of Individualized Education Programs (IEP) for students who are classified.
- Contributes to the development of and implements an Individualized Education Programs (IEP) in conjunction with parents and teachers for pupils who are eligible for related services.

##### **Instruction and Planning**

- Schedules occupational therapy sessions within assigned schools.
- Plans, prepares and delivers treatment programs for students with occupational deficits.
- Establishes and maintains an orderly and positive classroom environment.
- Maintains close liaison with the Child Study Team in the implementation of intervention services.
- Provides individual and/or small group intervention sessions with students who have been classified and require occupational therapy as a related service.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Occupational Therapist (Cont'd.)**

- Provides push in services to the greatest extent possible and works collaboratively with all key stakeholders.
- Employs a variety of instructional media/technology, consistent with the physical limitations of the location provided, the resources made available, and the needs and capabilities of the individuals or student groups involved.
- Assumes primary responsibility for requisitioning and maintaining needed equipment and supplies related to occupational therapy services.
- Assesses on a regular basis the extent to which students achieve the objectives indicated in their Individualized Education Programs (IEPs).
- Maintains confidential records on all referred students and student/parent contacts in accordance with federal and state law, Board of Education policy and the procedures of the Department of Special Services.
- Provides thorough and timely reports, data, information, etc. as requested by the Department of Special Services and administration.

### **Professional Development**

- Keeps updated on the identification, assessment and diagnostic techniques, therapeutic procedures and statutory requirements of IDEA and N.J. Special Education 6A:14.
- Attends staff, professional, departmental, and other appropriate meetings as required and approved by appropriate supervisors.
- Maintains professional competence through readings, attendance at conferences, workshops, memberships in professional organizations and other relevant activities in accordance with district guidelines.

### **School/Community Relations**

- Informs parents of their child's need for occupational therapy services as required by federal and state statutes and provides advice to these parents when appropriate.
- Provides parent training during the school day on an individual or group basis.
- Serves as a resource and/or consultant to school personnel on topics related to occupational therapy performance.
- Collaborates with other District and Department personnel in order to provide a team approach to the identification, diagnosis and assessment of students with occupational deficits.
- Assists in appropriate referrals of individuals to agencies and specialists in the community.

### **Other**

- Performs other related duties as required by school administrators and Director and Supervisor of Special Services

### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Occupational Therapist (Cont'd.)**

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **Terms of Employment:**

10-month salaried position with agreement between the Perth Amboy Association Federation of Teachers and the Perth Amboy Board of Education. The Occupational Therapist will be evaluated by the Director of Special Education Services and/or designee.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21  
NJAC 6:11-10.9

**Date Adopted:** April 15, 2021

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Director of Mathematics (K-12)**

#### **Qualifications:**

1. Possession or eligibility of New Jersey Certification in Administration or Supervision and Mathematics.
2. Hold a Master's Degree or higher from an accredited college or university. Doctorate preferred.
3. Have at least five (5) years of successful teaching/administrative experience.
4. Demonstrates success in advancing Mathematics proficiency in students.
5. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents and the community.
6. Have excellent integrity; demonstrate good moral character and initiative.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Required Criminal History Check.
9. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
10. Pass required State Mantoux/Tuberculin test and physical exam as required.

**Reports to:** Assistant Superintendent of Curriculum and Instruction

#### **Nature and Scope of Job:**

The Director of Mathematics (K-12) coordinates the planning, development, implementation and evaluation of curriculum and instructional practices within Mathematics to ensure that all students meet and exceed the New Jersey Student Learning Standards. The Director works collaboratively with the administrative and instructional staff and communicates effectively with parents, members of the community and colleagues in other districts and schools.

#### **Duties and Responsibilities:**

The Director of Mathematics (K-12) shall within his/her certificate and in accord with terms and conditions of employment contained in the negotiated agreements, when and if applicable:

1. Establish and promote high standards and expectations for students and staff for academic performance and responsibility for behavior.
2. Provide educational leadership in the development of curriculum and the implementation of mathematical instructional programs of the district, including the evaluation of classroom instruction on a regular basis to encourage differentiated instruction and the use of variety strategies and materials consistent with research on learning and child growth and development.
3. Ensure coordination of services and articulation between the elementary and secondary levels of the instructional programs by communicating frequently with supervisors, instructional leaders and principals on a regular basis.
4. Develop, implement, supervise and evaluate curriculum and mathematical instructional best practices that ensure that each student meets and exceeds New Jersey Student Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district and meeting all laws, codes, Board Policies and Regulations.

### **Director of Mathematics (K-12) (Cont'd.)**

5. Provide educational leadership for assigned programs, including:
  - Focus on individual student performance;
  - Clear procedures with consistent and fair application of policies and regulations;
  - Vertical and horizontal articulation of skills and content sequence;
  - Integrated, interdisciplinary thematic curriculum;
  - Effective and efficient utilization of instructional resources; and
  - Coordination of services with community agencies.
6. Provide administrative and supervisory responsibility for assigned instructional programs in the respective Student Learning Standards.
7. Recommend budget line items and coordinate the purchasing of instructional materials and equipment within assigned programs.
8. Collect and analyze performance data including, but not limited to, State and district assessment regarding the achievement of students, work samples, and other pertinent information affecting the design and evaluation of curriculum and instructional practices.
9. Ensure that the instructional programs engage the learner in tasks that require analytical and critical thinking, problem solving and creativity, that they address each student's needs, interests and skill levels, that they encourage the student to define individual goals and accept responsibility for learning, and that they provide a variety of methods for the student to demonstrate performance and achievement.
10. Monitor instructional areas to ensure that the facilities support instruction and are attractive, organized, functional, healthy, clean and safe, with proper attention to the visual, acoustic and thermal environments.
11. Work cooperatively and collectively with principals, supervisors, directors, instructional leaders and teachers to ensure that instructional programs and services are coordinated in the schools and are administered uniformly and equitably.
12. In collaboration with building principals, observe classroom instruction to evaluate curriculum implementation (content, materials, pedagogy, pace and standards), student performance, and program effectiveness.
13. Collaborate with the Assistant Superintendent of Curriculum and Instruction to ensure that appropriate reference materials are available to support the Math program.
14. Organize and implement a system for the evaluation and selection of equipment and instructional materials that are free of prejudice and stereotyping and designed to meet the New Jersey Student Learning Standards, using staff identified criteria reflecting the needs of the program.
15. Remain current in the research that support curriculum development, instructional program design and delivery, and assessment in the assigned content areas.

### **Director of Mathematics (K-12) (Cont'd.)**

16. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
17. Summarize, interpret and disseminate current developments in instruction, learning theory and cognitive research through reading of professional journals, participation in professional development and involvement in professional organizations.
18. Supervise assigned personnel to ensure that all responsibilities are met and exceeded.
19. Ensure that personnel evaluation procedures are accomplished in a fair and consistent manner that encourages accountability, growth and excellence, in accordance with law, Board policy and contractual requirements.
20. Recommend to the Director of Personnel the renewal, dismissal, withholding of increment, promotion or other actions for all personnel assigned, following established procedures and timelines.
21. Recommend staffing needs and assist the recruitment and selection of new personnel.
22. Provide orientation for new staff and ongoing opportunities for effective professional development that address the needs of the individual and the instructional program, including workshops, visitations, demonstration lessons, and team teaching in which the staff share successful practices and strategies.
23. Establish a professional rapport with students and with staff that earns their respect, maintaining visibility with students, staff, parents, and the community.
24. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school.
25. Serve as a role model for students, dressing professionally, and demonstrating the importance and relevance of learning, accepting responsibility and pride in the education profession.
26. Notify immediately appropriate personnel and agencies and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
27. Conduct meetings as necessary for the proper functioning of the Math instructional programs. Keep the staff informed about current educational research, technology and materials for the improvement of instruction.
28. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech. Use excellent written and oral English skills when communicating with students, parents and colleagues.
29. Demonstrate initiative, effective organizational skills and the ability to motivate people.
30. Demonstrate integrity and good moral character.

### **Director of Mathematics (K-12) (Cont'd.)**

31. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
32. Demonstrate the ability to use and evaluate electronic equipment for word processing, data management information retrieval, visual and audio presentations, and telecommunications.
33. Complete, in a timely fashion, all grant applications, records, and reports as required by law and regulation or requested by the Assistant Superintendent of Curriculum and Instruction. Answer correspondence promptly.
34. Communicate with the administrative and supervisory staff regularly about the needs, successes, and general operation of assigned programs and services.
35. Recommend policies and procedures to promote a healthy and positive learning environment to facilitate effective classroom instruction and successful student performance.
36. Follow procedures for safe storage and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and Federal Law and District Policy.
37. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
38. Attend required staff meetings and serve, as appropriate, on staff committees.
39. Represent the school and district at community, State and professional meetings.
40. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
41. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
42. Adhere to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies and Regulations, school regulations and procedures, and contractual obligations.

#### **Verifications of competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Director of Mathematics (K-12) (Cont'd.)**

#### **Physical Demands, Visual Acuity and Working Conditions:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job. Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.
6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **Terms of Employment:**

12-month salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. The Director of Mathematics (K-12) will be evaluated by the Assistant Superintendent of Curriculum & Instruction.

#### **Legal References:**

18A: 11-1  
18A: 26-2  
NJAC 6:3-1.21  
NJAC 6:11-10.9

**Date Adopted:** April 15, 2021

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Director of Instructional Technology (K-12)**

#### **Qualifications:**

1. Hold a New Jersey administrative certificate in accordance with the requirements of N.J.S.A. 18A:27. 1 et seq. and N.J.A.C. Title 6 Chapter 11, with Principal and/or School Administrator endorsement as well as education services certification and experience in the Technology field.
2. Hold a Master's Degree from an accredited college or university. Doctorate preferred.
3. Have at least five (5) years of successful teaching/administrative experience.
4. Demonstrates success in advancing Technology proficiency in students.
5. Exhibits a personality that demonstrates enthusiasm and interpersonal skills that relates well with students, staff, administration, parents, and the community.
6. Have excellent integrity; demonstrate good moral character and initiative.
7. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
8. Required Criminal History Check.
9. Provide Proof of US citizenship or legal Resident Alien status by completing Federal Form I-9.
10. Pass required State Mantoux/Tuberculin test and physical exam as required.

**Reports to:** Assistant Superintendent of Curriculum and Instruction

#### **Nature and Scope of Job:**

The Director of Instructional Technology (K-12) provides leadership aligned with district goals to ensure that technology resources effectively support teaching and learning throughout the district. The Director will also provide leadership regarding the planning, development, implementation and evaluation of technology use within a school and school library. The Director of Instructional Technology will coordinate the planning, development, implementation and evaluation of curriculum and instructional practices within instructional technology to ensure that all students meet and exceed the New Jersey adopted standards.

#### **Duties and Responsibilities:**

The Director of Instructional Technology (K-12) shall:

1. Work collaboratively with the office of Curriculum and Instruction, central office administrators, principals, and teachers to ensure that media technology services are effectively implemented throughout the district.
2. Provide administrative and supervisory responsibility for implementing the Technology Curriculum (K-12).
3. Develop, implement, supervise, and evaluate curriculum and instructional practices that ensure that each student meets and exceeds New Jersey Student Learning Standards, consistent with the mission, philosophy, values, and instructional goals of the district and meeting all laws, codes, Board Policies and Regulations.
4. Observe and evaluate supervisor of technology, library media specialists, technology teachers, and general education teachers use of technology in collaboration with building principals.
5. Collect and analyze performance data particularly State assessments, regarding the achievement of students and other pertinent information affecting the design and evaluation of curriculum and instructional practice.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Director of Instructional Technology (K-12) (Cont'd.)**

6. Provide orientation for new staff and ongoing opportunities for effective professional development that address the needs of the individual and the instructional program, including workshops, visitations, demonstration lessons, and team teaching in which the staff share successful practices and strategies.
7. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel and agencies associated with the school.
8. Keep the staff informed about current educational research, technology and materials for the improvement of instruction. Attend staff, community, state, and professional meetings as necessary representing the school and district, for the proper functioning of instructional technology and library media services program.
9. Recommend, implement, support, and manage the latest technology instructional practices throughout the district.
10. Works collaboratively with schools and departments to support technology integration and innovation.
11. Identifies and supports instructional applications for technology.
12. Oversees implementation of District wide instructional technology needs in keeping with current standards in schools and Central Office.
13. Attend required staff meetings and serve, as appropriate, on staff committees.
14. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment.
15. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.

### **Verifications of competency:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources.
4. Employment interview.
5. Official college transcript.

### **Physical Demands, Visual Acuity and Working Conditions:**

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1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand, and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary.

# ***JOB DESCRIPTION***

## ***PERTH AMBOY BOARD OF EDUCATION***

### **Director of Instructional Technology (K-12) (Cont'd.)**

6. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

#### **Environmental Demands:**

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
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3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

#### **Terms of Employment:**

12-month salaried position with agreement between the Perth Amboy School Administrators Association and the Perth Amboy Board of Education. The Director of Instructional Technology (K-12) will be evaluated by the Assistant Superintendent of Curriculum and Instruction.

#### **Legal References:**

18A: 11-1  
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