

1 – BUILDING AND GROUNDS

A. No report.

2 – FINANCE

A. The Board of Education approved Change Order #1 to Fine Wall Corp., in the amount of \$17,500 for the Wilson School Replacement of Multi-Purpose Room Floor.

3 – PERSONNEL (NON-CERTIFIED)

A. No report.

4– PERSONNEL (CERTIFIED)

A. The Board of Education approved the employment of the following personnel for school year 2009-10 at the salaries and assignments indicated:

Name	Location	Assignment	2009-10 Salary	Effective Dates
*Atterbury, Anton (S. Marietta)	SWMHS	Health/Physical Education Teacher	\$46,600 (BA, Step 6)	9/1/09 thru 6/30/10

B. The Board of Education approved the following Job Description for Supervisor of Special Projects:

Supervisor of Special Projects

- I. Qualifications: Holds or is eligible for the appropriate New Jersey Supervisor Certificate.
- II. Primary Function: Assists in the thorough and efficient operation of the district's Special Education and Projects Program (Title I-IV, IDEA) and the district's testing programs as directed by the Superintendent of Schools, and in accordance with established Board of Education policies.
- III. Reports To: Director of Special Education and/or the Assistant Superintendent in accordance with established Board of Education policies.
- IV. Supervises: Special Education Teachers, Speech Correctionists, Child Study Teams and other certificated and non-certificated personnel as designated by

the Superintendent of Schools in accordance with established Board of Education policies.

V. Major Duties and Responsibilities:

BASIC FUNCTION:

- Under the direction of the Director of Special Education and Assistant Superintendent, will perform a variety of responsible duties to assist in providing services to district special education students; assure compliance with time lines and procedural requirements within the scope of special projects; provide information and assistance to parents, school staff and outside agencies related to special education and projects.

REPRESENTATIVE DUTIES:

- Perform a wide variety of specialized, technical duties to assist the Director of Special Services in providing services to district special education students and teachers.
- Verify invoices for special education services, including verification of student absences and rate charges/changes; verify calculations and keep track of attendance and expenses to ensure contract cost is not exceeded; enter data into computer; prepare contract and calculation data for Board approval; assist in assuring compliance with time lines and procedural requirements.
- Review work performance of certificated and non-certificated department members; prepare reports for contractors; review mileage invoices.
- Provide information and assistance to parents, school staff and outside agencies related to special education students, programs, activities and related services.
- Verify APA eligibility for special education students taking state assessments; monitor accommodations and modifications for the NJDOE assessments; ensure that student testing records, IEP data and demographic information is accurate.
- Assist in the preparation of Board agenda items and required copies for the Special Education Department; assist with special projects as assigned.
- Prepare and maintain a variety of records, logs, and files including information of a confidential nature; maintain confidentiality of records.
- Prepare staff development training/workshops for district staff; maintain and submit required records and reports, including attendance and expense claims.
- Assist in coordinating curricular approval for alternative and independent study programs for special education students; maintain records of participating students.
- Assist in the preparation of Board items for approval of contracts, invoices and payments related to a variety of contractors who provide special education services to the District; prepare medical billings.

- Performs other duties which may be in the scope of his/her employment and certification(s) as may be assigned by the Superintendent of Schools under the authority of the Board of Education.

ADDITIONAL RESPONSIBILITIES:

Administrative Organization, Reporting and Plan

- Work with, assist in the preparation of, and secure federal funding for special projects and/or programs to better meet the needs of disabled children (e.g. Special Education Medicaid Initiative –SEMI, IDEA, Perkins and NCLB – Title I-IV applications).

Curriculum and Instruction:

- Serve as a consultant to principals and other administrators in all areas of special education and projects.
- Coordinate curriculum development and evaluation in special education and project areas.
- Keep other administrators and teachers informed of current trends and innovations for improving the quality of district special education and projects programs and provide leadership in promoting a climate for desirable change.

Personnel Management:

- Visit classes to observe, evaluate and document the work of teachers and ancillary personnel in order to, cooperatively with principals, evaluate and make recommendations concerning their performance.
- Direct, coordinate, and participate in in-service programs for special education instructional and ancillary personnel.
- Work cooperatively with psychologists, social workers, learning consultants, guidance counselors, teachers, and administrators in planning for improved programming for children with special needs.
- In collaboration with other district administrators, recommends staffing needs in special education and projects as requested.
- Assist in interviewing and recommending new personnel.
- Assist in supervising of psychologists, social workers, learning consultants, special education program support teachers, and department clerical support staff.

Student and Instructional Services:

- Ensure compliance with NJDOE timelines for children in or awaiting placement in special education and projects programs.

Budget and Fiscal:

- Assist with the cooperative planning, implementation, administration, and evaluation of budgetary appropriations for anticipated and currently operating special education programs (i.e., staff, equipment, supplies and repairs) and other special projects programs as directed.

Facility and Equipment:

- Assist in the coordinated planning for appropriate facilities, special transportation and resources for students, staff, programs and services in the area of special education and projects.

Community Relations:

- Develop shared service and interagency agreements and/or programs to more efficiently and effectively meet the needs of children with disabilities.

Competencies and Abilities

- Knowledge of the following:
 1. Special education and projects procedures, policies and regulations.
 2. Modern office practices, procedures and equipment.
 3. Methods, practices, terminology and procedures used in special education.
 4. Principles of training and providing work direction.
 5. District organization, operations, policies and objectives.
 6. Record-keeping techniques.
 7. District software programs and other office equipment.
 8. Oral and written communication skills.
 9. Telephone techniques and etiquette.
 10. Correct English usage, grammar, spelling, punctuation and vocabulary.
 11. Interpersonal skills using tact, patience and courtesy.
 12. Special Education Medicaid Initiative (SEMI)

Ability to:

- Assign and review the work of others.
- Train and provide work direction to clerical office staff.

- Provide information and assistance to parents, school staff and outside agencies related to special education and projects programs and activities.
- Compose correspondence and written materials independently.
- Communicate effectively with administrators, parents, contractors and outside agencies.
- Assume responsibility and exercise sound judgment.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Meet schedules and time lines.
- Assemble, organize and prepare data for records and reports.
- Learn, apply and explain policies, procedures, rules and regulations.
- Establish and maintain cooperative and effective working relationships with others.
- Work independently with little direction.
- Respect and follow regulations regarding confidentiality of student and personnel records.

*Conditional upon final approval by the N.J. Department of Education and the Board further authorizes the submission of an application for emergency hiring pursuant to N.J.S.A. 18A:6-7.1 et seq., N.J.S.A. 18A:39-17 et seq. or N.J.S.A. 18A:6-4.13 et seq.

5 – POLICY

A. No report.

6 – CURRICULUM

A. The Board of Education approved the cancellation of all ESC Classes offered in the Sayreville School District beginning with Spring 2010.

7 – CO-CURRICULUM

A. The Board of Education approved Anton Atterbury as Head Varsity Wrestling Coach at a salary of \$8,398 for school year 2009-10. This salary is without prejudice of errors and/or omissions in the calculations.

8 – SUPPORT SERVICES

A. No report.

FRA/mep