

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

**Number 16 Addendum**

**April 11, 2019**

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

43. **Job Descriptions**

**JOB  
DESCRIPTIONS**

BE IT RESOLVED that the Board approve the revised Job Descriptions for the positions named below:

- Director of Health/PE
- Director of Planning, Research, and Evaluation –ACADEMIC AND TECHNOLOGY OPERATIONS
- Manager of TECHNOLOGY OPERATIONS – INFRASTRUCTURE
- Manager of TECHNOLOGY OPERATIONS-SERVICES
- Supervisor of Transportation

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44. **Approval of Miscellaneous Salary Rates 19-20**

**MISCELLANEOUS  
SALARY RATES**

BE IT RESOLVED that the Board approve the attached miscellaneous salary rates for the 2019-2020 school year.

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45. **Coordinating Supervisor of Mathematics/Business 6-12**

**APPOINT  
COORD SUPV**

BE IT RESOLVED that the Board approve Mrs. Kelly Curtiss, who has been recommended by the Superintendent, for the position of Coordinating Supervisor of Mathematics/Business (6-12). Mrs. Curtiss should receive a salary of \$117,000 plus benefits pursuant to the Board/APSA Agreement effective July 1, 2019.

46. **Food Service Equipment**

**FOOD SERVICE  
EQUIPMENT**

WHEREAS, pursuant to N.J.S.A. 18A:18A-1 *et. seq.*, the Parsippany-Troy Hills Board of Education advertised and solicited for bids for Food Service Equipment (Bid No: 2018/19-3); and

WHEREAS, in accordance with that advertisement, two (2) bids were received and opened on Tuesday, April 9, 2019; and

WHEREAS, both of the bids received were responsive; and

<b>April 9, 2019 11:00 am</b>	<b>Bid Cost</b>
<b>BFA FoodService Equipment &amp; Supplies, Boonton, NJ</b>	\$120,737.32
<b>Todd Devin Food Equipment Inc., Yardley, PA</b>	\$129,413.51

WHEREAS, BFA FoodService Equipment & Supplies is the lowest responsive and responsible bidder;

NOW THEREFORE BE IT RESOLVED that the Parsippany-Troy Hills Board of Education hereby awards a contract, to be negotiated in accordance with the terms of the bid not to exceed \$120,737.32, to BFA FoodService Equipment & Supplies, Boonton, New Jersey for bid pricing in affect through August 31, 2020.

47. **Home Economic Rooms**

**HOME ECON  
ROOMS**

BE IT RESOLVED, that the Parsippany Troy-Hills Board of Education approve the purchase of cabinets, countertops, and related equipment for the Home Economics Rooms at Central Middle School and Parsippany High School from Nickerson Corporation of Union Beach, New Jersey in the amount of \$102,760.90 through the Educational Services Commission of New Jersey Cooperative Pricing System #65MCESCCPS Bid #ESCNJ 17/18-6 pursuant to N.J.S.A. 18A:18A-11 and N.J.A.C. 5:34-7.1 et seq.

48. **Retirement - PTHEA**

**RETIRE  
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Carol Tiesi, Teacher at Littleton Elementary School, for the purpose of retirement effective July 1, 2019.

49. **Resignation- PTHEA**

**RESIGN  
PTHEA**

BE IT RESOLVED that the Board approve the resignation of Carla Tucciarelli, Italian Teacher at Eastlake, Intervale, Lake Parsippany, Littleton, and Mt. Tabor Elementary Schools, effective June 30, 2019.

50. **Employment – Substitute Certified Athletic Trainer**

**EMPLOY SUB  
CERT. ATHLETIC TRAINER**

BE IT RESOLVED that the Board approve the appointment of Steven Miller as a substitute Certified Athletic Trainer for Parsippany High School and Parsippany Hills High School at the rate of \$110.00 per day for the 2018-2019 school year, effective April 12, 2019.

51. **Employment - Substitute**

**EMPLOY SUB**

BE IT RESOLVED that the Board approve the employment of the individual named below who has indicated their interest in serving as a substitute in the area indicated during the 2018-2019 school year, effective April 12, 2019.

Najma Hassan                      Substitute Bus Aide

52. **Leave of Absence**

**LEAVE OF  
ABSENCE**

BE IT RESOLVED that the Board approve a medical leave of absence for employee #10565, Teacher, effective June 20, 2019 through October 14, 2019 utilizing accumulated sick leave pursuant to the Family and Medical Leave Act.

53. **Waiver of Teaching**

**WAIVER**

BE IT RESOLVED that the Board approve the waiver of teaching load for the following individual who will provide class coverage as indicated below during the 2018-2019 school year:

Name	Location	Subject	Amount	Effect. Date	Class Load	Formula
Colleen VanHandle	CMS	Art	\$3,081.65	04/08/2019- 06/20/2019	1	1/7

54. **Corrections**

**CORRECTIONS**

**Maternity Leave of Absence**

**Employee #31189**

From: on or about May 20, 2019 through June 20, 2019 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA), and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from August 28, 2019 through October 15, 2019.

To: on or about May 13, 2019 through June 20, 2019 utilizing accumulated sick leave. Pursuant to the Family and Medical Leave Act (FMLA), and inclusive of New Jersey Family Leave Act (NJFLA), she is also requesting an unpaid childcare leave of absence from August 28, 2019 through October 15, 2019.

**Resignation – Local 32**

Timothy Rokes

From: effective May 11, 2019

To: effective May 10, 2019

**Major Extra Responsibility**

**Parsippany Hills High School**

Assistant Coach - Girls' Lacrosse

From: Stephanie Andolino Step 2 \$6,339.00

To: Mackenzie Hestevold Step 1 \$6,038.00 (prorated)

Effective April 1, 2019

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

**TITLE:** Director of Health/Physical Education

**REPORTS TO:** Assistant Superintendent for Curriculum and Instruction

**QUALIFICATIONS:** Principal Certificate  
Instructional Certificate  
**Strong communication skills**  
Ability to design and implement staff development programs for instructional and administrative staff  
Ability to work collaboratively with teachers across disciplines as well as with teacher teams  
**Ability to coordinate social and emotional programs for staff and students as per Strategic Plan**  
Required criminal background check and proof of US citizenship or legal resident alien status

**SUPERVISES:** Teachers in designated program areas  
**Lead teachers (In tandem with building principals.)**

**JOB GOAL:** To increase student achievement by:

- Improving instruction through the mentoring, supervision, observation and evaluation of teachers.
- Developing and implementing curriculum programs to meet the needs of our students.
- Ensuring fulfillment of district goals as they relate to areas of mindfulness, student academic experiences, and professional development.

**CERTIFICATION:** NJ Principal Certificate

**PERFORMANCE RESPONSIBILITIES:** (K-12 where applicable)

1. Provides leadership for implementation of effective instruction and best practices in the specific content area.
2. Mentors, observes and evaluates teachers in the performance of their teaching duties (team approach with principals).
3. Observes and evaluates teachers using district approved evaluation model within assigned areas **of Physical Education, Health, and Visual Arts** ~~supervisory area(s)~~. Shares information with building principal and Assistant Superintendent of Curriculum and Instruction, as appropriate.
4. Develops implements, and monitors Professional Development programs.

5. Conducts and coordinates evaluation of programs on a regular basis.
6. Coordinates the development of curriculum, curriculum guides, and the acquisition of appropriate materials and technology to implement the adopted curriculum.
7. Conducts building, department and district-wide meetings as needed.
8. Certifies an annual inventory of instructional materials and equipment.
9. Annually prepares a district summary report for the review of the Assistant Superintendent/~~Chief Academic Officer~~ **for Curriculum and Instruction**
10. Supervises the textbook selection process.
11. Prepares and administers the operating budgets.
12. Confers with individual teachers as needed to improve instruction and to assure compliance with district guidelines.
13. Works collaboratively with building principals in the employment, scheduling, and assignment of teachers. Determines, with building principal, staff needs, and assists with other staffing decisions as needed.
14. Coordinates programs and activities within the district, under the direction of the Assistant Superintendent/~~Chief Academic Officer~~ **for Curriculum and Instruction.**
15. Represents the school district at professional conferences, meetings, and workshops.
16. Researches, plans, and implements a district Mindfulness program for students and staff.
17. Performs such other tasks and assumes such other responsibilities as may be assigned by the Assistant Superintendent/~~Chief Academic Officer~~ **for Curriculum and Instruction.**

Approved: \_\_\_\_\_

JD/Director of Health/Physical Education

Appendix H

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: Director of Planning, Research, and Evaluation – ~~Assessment and Accountability~~ **Academic and Technology Operations**

REPORTS TO: Superintendent of Schools

SUPERVISES: **Teachers in designated program areas  
Lead teachers (Supervision of teachers and lead teachers will be done in tandem with building principals.)**

- QUALIFICATIONS:
1. New Jersey administrative certification as a Principal, Supervisor, or Chief School Administrator.
  2. Master's degree with academic training in formative and common and summative research, evaluation and assessment.
  3. Successful professional experience and/or advanced research preferred involving the collection and analysis of statistical information related to student performance and/or other topics related to academic success.
  4. Successful experience with professional development leadership in a school setting.
  5. Successful experience with the use of data to inform instruction and professional development.
  6. Familiarity with the goals, methods, and constituent groups involved in elementary and secondary public education.
  7. Demonstrated skill(s) in test administration, survey development and implementation, current methods of statistical data collection and analysis (including commercial software used in such processes), and the development of conclusions and recommendations based on data.
  8. Demonstrated proficiency and successful experience using Microsoft Word, Excel, Access, PowerPoint, NJSMART and district student management system.
  9. Effective project-management, problem-solving, organizational, human relations, and written and verbal communication skills.
  10. Abilities to communicate and work effectively with staff, students, parents, and other school district constituencies.
  11. Abilities to analyze a situation accurately, and adopt and implement an effective course of action.
  12. Such alternatives to the above qualifications as the Superintendent may find acceptable.

JOB GOAL: ~~The Director shall be responsible for supervising and managing the district's efforts to comply with federal education mandates, with emphasis on compliance with the Elementary and Secondary Education Act. The Director will coordinate the district's local and state assessment programs, data analysis, application of scientifically based research, State assessment results, district surveys, school report card, school benchmarking, school data teams, program evaluation and needs assessment data in support of our accountability programs. The Director will direct the formulation of district-wide goals, plans, policies and budgets and recommend them to the Superintendent. She/he will direct and supervise school operations and programs, evaluate certified and non-certificated staff in areas related to this job goal.~~

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**Job Description – Director of Planning, Research, and Evaluation – Assessment and Accountability and Technology Operations** **Academic Page 2**

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**PERFORMANCE RESPONSIBILITIES:**

1. Evaluates and counsels staff members within the IT department regarding their performance.
2. Assist in the development, with other administrative and professional staff, of procedures for the assessment of student progress and the attainment of curriculum objectives.
3. Develops, interprets, and enforces regulations that are in accordance with Board policies and administrative procedure and which improve school effectiveness, security, and efficiency.
4. Develops, maintains, systematically, with other administrative and professional staff, evaluates and improves programs to enhance learning that respond to student and community needs and that reflect the involvement of those affected in the development.
5. Supports a program for personal and staff professional growth, cooperation and self-renewal which stimulates creativity and innovation.
6. Provides leadership and vision around educational technology with other administrative and professional staff, and the integration of technology for/with instruction.
7. Provides support to school leaders in decision-making around technology integration.
8. Collaborate with Cabinet Members to support the following school needs:
  - a) Accessibility Technology with ~~the Director of Pupil Personnel Services~~
  - b) Budget and Facilities with the Business Administrator
  - c) Instructional Technology with the Assistant Superintendent of Curriculum and Instruction
  - d) Professional Development and Training for instructional technology with the Assistant Superintendent for Human Resources
  - e) Enrollment Technology with the Assistant Superintendent for Human Resources

**Strategy & Planning**

1. Participate in strategic and operational governance processes as a member of the senior management team.
2. Develop and maintain an appropriate IT organizational structure that supports the needs of the district.
3. Assess and communicate risks associated with IT investments and projects.

**Acquisition & Deployment**

1. Coordinate and facilitate consultation with stakeholders to define educational, administrative, and systems requirements for new technology implementations.
2. Define and communicate plans, policies, and standards for the district for acquiring, implementing, and operating IT systems.
3. Establish lines of control for current and proposed academic information systems.

**Job Description – Director of Planning, Research, and Evaluation – Assessment and Accountability Aca-  
demie and Technology Operations Page 3**

**A. DATA and Assessment**

- ~~1. Conduct ongoing, comprehensive needs assessment of the district's student and staff assessment program, and identify and recommend modifications to the Superintendent as needed.~~
- ~~2. Develop and present budget recommendations related to the district's assessment program including funding for professional development.~~
- ~~3. Make curricular recommendations to the Superintendent based on interpretation of summative, formative and common assessment results.~~
1. 4. Support the district-wide assessment process to improve student performance by establishing systems and testing dates and policies.
2. 5. Measure the level of student achievement of Common Core and New Jersey Core Curriculum Content Standards and State benchmarks in order to identify student needs. Provide schools with diagnostic and predictive information in identifying strengths and weaknesses in order to establish priorities in planning educational programs.
3. 6. Implement and monitor state mandated tests in compliance with state requirements, including HSPA, Subject Specific End of Class Tests and Performance Assessments, NJ ASK, ACCESS for ELLs, and all other required standardized tests administered in the district.
- ~~7. Coordinate district assessments in grades PreK through 12, LEP placement and exit exams, and the Kindergarten summer screening program for all new registrants.~~
- ~~8. Recommend the initiation, development, evaluation and improvement of curriculum, instruction and assessment programs and services.~~
- ~~9. Recommend, in conjunction with central administration, principals, teachers, parents and students as may be appropriate, the scope and sequence of curriculum, information guides and other resources pertaining to assessment.~~
- ~~10. Coordinate program articulation activities and assessment activities with the Assistant Superintendent for Curriculum and Instruction.~~
- ~~11. Adhere to all test administration timelines, record keeping and record change processes.~~
4. 12. Attend and turn-key all state assessment training sessions, policies and procedures to all administrators, test coordinators, and departments of specialized populations.
5. 13. Coordinate proctoring and administration of tests in the schools.
6. 14. Establish, implement and oversee the implementation of test security guidelines for the school system.
- ~~15. Design, facilitate and supervise the selection and implementation of wide formative and common assessment systems, assessment for learning activities, data analysis tools and reporting of results to schools that will provide meaningful improvements in teaching and learning and increased student achievement.~~
- ~~16. Ensure the successful implementation and integration of formative and summative common assessments into the curriculum.~~
7. 17. Provide professional learning opportunities for district staff in the areas of State Assessment, Formative and Summative Common Assessment, Analyzing Data, ESEA Guidelines and Strategic Plan writing.
8. 18. Serve as a system and school liaison between the district and the NJDOE State Assessment Offices.
9. 19. Provide website information to our students, parents and public in the areas of assessment and State benchmarks.



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**Job Description – Director of Planning, Research, and Evaluation – Assessment and Accountability Academic and Technology Operations** **Aca-  
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- 10. 20. Identify and recommend to the Superintendent technology programs, costs and needs associated with the integration of advanced systems and technology use for evaluation and assessment.
- 11. 21. Assist and support the district's schools to meet/exceed and interpret the student achievement measures for ESEA at federal, state and local levels.
- 12. 22. Assist in formulation, establishment, and implementation of system accountability plans, school benchmarks, and district report card to close gaps between and among all students and different groups of students.
- ~~23. Assists with the coordination of data teams and surveys to assist our schools and district with data driven decisions to improve student achievement.~~
- ~~24. Serve as chairperson of the District Assessment Committee.~~
- ~~25. Such other responsibilities as may be directed.~~

**B. Assessment Data Coordination and Reporting**

- 1. Direct and coordinate efforts between all schools and departments to maintain the integrity of student demographic data in the district's Student Information System to integrate with NJSMART.
- ~~2. Develop and implement surveys and other data collection mechanisms.~~
- 2. 3. Perform statistical measurement of population variables and other types of data related to student performance.
- 3. 4. Provide technical expertise for analysis, interpretation and reporting of all student assessment data.
- 4. 5. Develop and present data and analysis reports, including conclusions and interpretations of statistical data and analysis for application to district programs.
- ~~7. In conjunction with the Assistant Superintendent for Curriculum and Instruction, Directors, Principals, teachers, and such other district constituencies as may be appropriate, integrate student assessment data into curriculum and professional development programs. This includes participating on, and/or providing input to, the district's Local Professional Development Committee and DEAC.~~
- 5. 8. Analyze and report data and test score results to the schools, district, parents and public in accordance with State mandates.
- ~~9. Ensure data and test scores are available in multiple formats to meet the needs of the district and departmental goals.~~
- ~~10. Direct, supervise and evaluate the job performance of Manager of Information Systems – Academics and any other support staff assigned to the Director's responsibility.~~
- 6. 11. Direct and manage all data and submissions to the NJDOE via NJSMART as well as the comprehensive application of that data to improve the quality of instructional programs and student achievement.
- ~~12. Develop and direct state mandated committees and implementation plans to include student measurable outcomes in teacher and principal evaluation systems as aligned to State requirements through the development of State approved benchmarks and assessments in all content areas.~~
- ~~13. Such other responsibilities as may be directed.~~

**Job Description – Director of Planning, Research, and Evaluation – Assessment and Accountability Academic and Technology Operations** **Aca-  
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**C. ESEA Supervision**

**In partnership with the Assistant superintendent for Curriculum and Instruction:**

1. Serve as a system and school liaison between the district and the NJDOE ESEA, Title I and Accountability Offices.
- ~~2. Develop and present budget recommendations related to the district's Title-funded programs including funding for professional development.~~
- ~~2. 3. Have knowledge of federal legislation, regulations, and guidance.~~
- ~~3. 4. Establish multiple criteria for identifying academically gifted and at-risk children.~~
- ~~4. 5. Organize and conduct meetings with constituent groups as part of the district's ESEA Committee to identify program plans and priority problem areas for district schools.~~
- ~~6. Manage the development of the district's parental involvement policy.~~
- ~~7. Define and institute the elements of the District Needs Assessment, which may include individual assessments for schools in need of improvement and schools operating school-wide programs.~~
- ~~8. Identify program needs of Title-funded schools and recommend school program activity plans to Superintendent.~~
- ~~9. Analyze multiple student achievement and performance data.~~
- ~~10. Interpret assessment related to student outcomes and benchmarks for ESEA.~~
5. 11. Establish eligibility of Title I schools and allocation of funds.
- ~~12. Identify elements of the Title I program and strategies the district/schools implement.~~
- ~~13. Plan for district professional development, parent involvement activities, and other district-wide instructional programs as appropriate.~~
- ~~14. Supervise the development and approval of the Title I Unified Plan and school improvement programs for designated schools.~~
- ~~15. Evaluate the effectiveness of Title I program and strategies.~~
6. 16. Provide technical expertise for the analysis, interpretation and reporting of all assessment data.
- ~~17. Recommend and/or provide professional development (e.g., related to test score interpretation, lesson planning, pacing, etc.) for instructional staff and specialists based on data and identified performance objectives.~~
7. 18. Such other responsibilities as may be directed.

Approved: March 22, 2016

Revised:

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**JOB DESCRIPTION**

- TITLE:** Manager of ~~Network Operations~~ **TECHNOLOGY OPERATIONS - INFRASTRUCTURE**
- REPORTS TO:** Director of Planning, Research, and Evaluation – ~~Assessment and Accountability~~ **ACADEMIC AND TECHNOLOGY OPERATIONS**
- SUPERVISES:** **Network Administrator, Server Administrator**
- QUALIFICATIONS:** Minimum of five years experience working with networked systems  
 Certifications that support servers and virtualization technologies such as: MCITP, and/or VCA-DCV MCP, MCSE, CCNA and/or CCNE  
 Expertise in the deployment of wired and wireless network technologies.  
 Expertise in current educational technology and software systems  
 Effective communication skills  
 Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOAL:** This is a staff position within the Technology Services and Solutions department accountable for planning, managing, and supporting, high-speed reliable networking operation systems and supporting client computers in a collaborative management environment on the district network.

**PERFORMANCE RESPONSIBILITIES:**

1. Coordinates, supervises, plans, manages and makes recommendations for network connectivity through the Internet Service provider-network maintenance, expansion, storage capacity, and utilization of new networking technologies-such as Virtual clients and servers-to improve the instructional and administrative programs.
2. **Oversee Supervises and coordinate** district documentation **including** ~~such as:~~ E-rate filings and reimbursements.
3. Develops, coordinates, and manages the information support, including assessing district's technology needs, implementing program services, and monitoring and evaluating service delivery.
4. **Plans, manages, and supports wired, wireless, server, information security, and cloud infrastructure technologies including (but not limited to) Google Suite for Education, Microsoft 365, ExtremeNetworks, Palo Alto, Cisco, NetApp, VMware, and a variety of application software.**

~~Plans, manages, and supports a growing wired and wireless network infrastructure leveraging cloud technologies including (but not limited to) Meraki and Google Apps, and technology on premises including (but not limited to) Active Directory, Web Content Filter, Malware Virus Filtering, NetApp SAN, VMware ESXi, VMware View, Cisco UCS, Cisco Switches, Cisco Firewall, Extreme Switches, RADIUS and 802.1x authentication system, and a variety of application software.~~

5. Works cooperatively with others and accepts direction from supervisors.

**Job Description – Manager of Network Operations TECHNOLOGY OPERATIONS - INFRASTRUCTURE**  
**Page 2**

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6. Works collaboratively with district-level service technicians in a team environment to implement, maintain, install, and repair computers, network hardware, and cabling.
7. Plans district initiatives such as (but not limited to): new building wired and wireless networks, migration to newer servers as needed, wireless LAN deployment, upgrades to network infrastructure and new security and content filtering systems.
8. ~~Supervises the District Network Administrator~~
- 8.9. Plans, procures, and manages all network hardware, including diagnostic services, upgrading, and customizing WAN and LAN networks to meet the need of individual schools as well as the district network.
- 9.10. ~~In collaboration the Manager of Technical Support, supports site level techs and identifies trainings needed to trouble shoot network related issues.~~
- 10.11. Supports the Manager of Information Systems in establishing and maintaining web-based information and communication regarding in-district and out-of-district access to student information and teacher folders.
- 11.12. Provides support to school leaders in decision-making around technology integration.
- 12.13. Collaborate with Cabinet Members to support the following school needs:
  - a) Accessibility Technology with the Director of Pupil Personnel Services
  - b) Budget and Facilities with the Business Administrator
  - c) Instructional Technology with the Assistant Superintendent for Curriculum and Instruction
  - d) Professional Development and Training for instructional technology with the Assistant Superintendent of Human Resources
  - e) Enrollment Technology with the Assistant Superintendent for Human Resources

**Strategy & Planning**

1. Lead IT strategic and operational planning to achieve educational and administrative goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the district.
2. Develop and maintain an appropriate IT organizational structure that supports the needs of the district.
3. Establish IT departmental goals, objectives, and operating procedures as they relate to the district long-term technology plans.
4. Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.
5. Develop, track, and control the information technology annual operating and capital budgets.
6. Direct development and execution of an enterprise-wide disaster recovery and business continuity plan.

**Job Description – Manager of Network Operations TECHNOLOGY OPERATIONS - INFRASTRUCTURE**

**Page 3**

**Acquisition & Deployment**

- 1. Coordinate and facilitate consultation with stakeholders to define educational, administrative, and systems requirements for new technology implementations.**
- 2. Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major infrastructure and information systems.**
- 3. Review hardware and software acquisition and maintenance contracts.**
- 4. Define and communicate plans, policies, and standards for the district for acquiring, implementing, and operating IT systems.**

**Operational Management**

- 1. Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.**
- 2. Ensure IT system operation adheres to applicable laws and regulations.**
- 3. Keep current with trends and issues in IT, including current technologies and prices. Advise, counsel, and educate district staff and faculty on their competitive or financial impact.**
- 4. Promote and oversee strategic relationships between internal IT resources and external entities, including local government, vendors, and partner organizations.**
- 5. Supervise recruitment, development, retention, and organization of all IT staff in accordance with district budgetary objectives and district policies.**
- 6. Manage team of TSS Staff Network Administrator and Computer technicians.**
- 7. Oversee the district website and other electronic communication platforms.**

~~812.~~ Manage telephone, Internet, and private fiber network services.

~~9.13.~~ Assists in installation, problem-solving, and repair of networked hardware and software.

~~1014.~~ Serves as a member of the District Technology Committee.

~~1115.~~ Maintains awareness of emerging network technologies.

~~1216.~~ Assists in the development and implementation of the long-range technology plan.

~~1317.~~ Communicates with vendors and outside contractors as needed.

~~1418.~~ Manages a central monitoring and notification system to communicate network issues.

~~1519.~~ Performs such other duties that may be assigned

Adopted: 4/05/07  
 Approved: 5/12/09  
 Revised: 9/24/09  
 Revised: 7/24/14  
 Revised: 7/20/17  
 Revised:

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**JOB DESCRIPTION**

- TITLE:** Manager of ~~Technical Services~~ TECHNOLOGY OPERATIONS-SERVICES
- REPORTS TO:** Director of Planning, Research, and Evaluation – ~~Assessment and Accountability~~ ACADEMIC AND TECHNOLOGY OPERATIONS
- SUPERVISES:** Computer Technicians, Senior Computer Technicians, Help Desk Technician, Technical Services Analyst
- QUALIFICATIONS:** Must have strong technology background and computer based “break-fix” issues with both PC and MAC platforms.  
Must be self-motivated with the ability to work, and travel, independently within the district.  
Must be able to communicate effectively both orally and in writing.  
Must be familiar with database structures, and be able to create a variety of database reports.  
Should have experience in a school setting.  
Required criminal background check and proof of US citizenship or legal resident alien status
- JOB GOALS:** To manage the technical support and services for both administrative and instructional client computers, and both student and staff throughout the district in accordance with the technology goals of the district.

**PERFORMANCE RESPONSIBILITIES:**

1. In collaboration with the site administrators, supervises building level technicians in order to mentor and model appropriate “break and fix” skills and mentoring “just-in-time” training in order to ensure efficiency with site-based techs.
2. Manages maintenance and upgrades to existing client computers district-wide.
3. Manages and supervises a district-wide “help-desk” solution to handle client computer needs.
4. Works cooperatively with others and accepts direction from supervisors.
5. Demonstrates and presents workshops in installing, troubleshooting, and upgrading hardware and software, for site-based technicians to support both administrative and instructional users.
6. Provides assistance to site-based technicians in troubleshooting hardware, software and network problems on a variety of platforms, including PCs, and MACs.
7. ~~Mentors and manages site based technical support in order to setup and support a “help desk” infrastructure district wide.~~
- 7.8. Interfaces with and provides hardware/software support for instructional and administrative users.

8.9. Manages a district-wide inventory system: working with vendors, pricing and purchasing, inventorying, and distributing computer supplies in an equitable and appropriate manner.

9.10. Arranges for proper maintenance of district computer hardware and software.

10.11. Assists in maintaining administrative databases, including, but not limited to, voicemail system, Sharepoint and other educational databases.

**11. 12. Provides support to school leaders in decision-making around technology integration.**

**12. 13. Collaborates with Cabinet Members to support the following school needs:**

- f) Accessibility Technology with the ~~Director of Pupil Personnel Services~~**
- g) Budget and Facilities with the Business Administrator**
- h) Instructional Technology with the Assistant Superintendent for Curriculum and Instruction**
- i) Professional Development and Training for instructional technology with the Assistant Superintendent of Human Resources**
- j) Enrollment Technology with the Assistant Superintendent for Human Resources**

**Strategy & Planning**

- 1. Lead IT strategic and operational planning to achieve educational and administrative goals by fostering innovation, prioritizing IT initiatives, and coordinating the evaluation, deployment, and management of current and future IT systems across the district.**
- 2. Develop and maintain an appropriate IT organizational structure that supports the needs of the district.**
- 3. Establish IT departmental goals, objectives, and operating procedures as they relate to the district long-term technology plans.**
- 4. Identify opportunities for the appropriate and cost-effective investment of financial resources in IT systems and resources, including staffing, sourcing, purchasing, and in-house development.**
- 5. Develop, track, and control the information technology annual operating and capital budgets.**
- 6. Direct development and execution of an enterprise-wide disaster recovery and business continuity plan.**

**Acquisition & Deployment**

- 1. Coordinate and facilitate consultation with stakeholders to define educational, administrative, and systems requirements for new technology implementations.**
- 2. Approve, prioritize, and control projects and the project portfolio as they relate to the selection, acquisition, development, and installation of major infrastructure and information systems.**
- 3. Review hardware and software acquisition and maintenance contracts.**
- 4. Define and communicate plans, policies, and standards for the district for acquiring, implementing, and operating IT systems.**

**Operational Management**

- 1. Ensure continuous delivery of IT services through oversight of service level agreements with end users and monitoring of IT systems performance.**
- 2. Ensure IT system operation adheres to applicable laws and regulations.**
- 4. Keep current with trends and issues in IT, including current technologies and prices. Advise, counsel, and educate district staff and faculty on their competitive or financial impact.**
- 5. Promote and oversee strategic relationships between internal IT resources and external entities, including local government, vendors, and partner organizations.**
- 6. Supervise recruitment, development, retention, and organization of all IT staff in accordance with district budgetary objectives and district policies.**
- 7. Manage team of TSS Staff.**
- 8. Oversee the district website and other electronic communication platforms.**
- ~~9.12.~~ Manages the repair of client hardware with vendors (e.g.: DELL, APPLE) as appropriate.
- ~~10.13.~~ Arranges for the disposal of obsolete computer hardware.
- ~~11.14.~~ Oversees the installation of new computer hardware and district-approved software.
- ~~12.15.~~ Provides hardware, software, and database recommendations and assistance to the Manager of Information Systems and the Director of Technology **AND DATA**, as needed.
- ~~13.16.~~ Participates in professional development and technical training as necessary to maintain and upgrade skills.
- ~~14.17.~~ Perform such other duties that may be assigned.

Adopted: 4/5/07  
 Approved: 5/12/09  
 Revised: 9/24/09  
 Revised: 7/24/14  
 Revised: 7/20/17  
 Revised:

JD/Computer Services



**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

- TITLE:** Supervisor of Transportation ~~COORDINATOR~~
- REPORTS TO:** School Business Administrator
- QUALIFICATIONS:** **NJ Transportation Supervisor Certificate**  
Valid Commercial Driver's License  
**High School Diploma or equivalent**  
Excellent driving record  
Minimum three years' successful school transportation experience  
Knowledge of state laws and regulations governing school bus construction and maintenance, and pupil transportation  
Demonstrated skills in personnel management, route scheduling, fleet maintenance and cost containment  
Required criminal background check and proof of US citizenship or legal resident alien status
- SUPERVISES:** Bus Drivers/Bus Aides Transportation Secretaries
- JOB GOAL:** To enable each student, through safe and efficient transportation, to take full advantage of the complete range of curricular and extra-curricular programs offered by the district's schools.

**PERFORMANCE RESPONSIBILITIES:**

1. Develops and administers a transportation program to meet all the requirements of the daily instructional program and extra-curricular activities.
2. Prepares and updates bus routes and schedules for all public and nonpublic schools in the district, including special education routes out of the district and coordinates with district approved vendors.
3. Prepares specifications and bidding information. Executes bidding procedure with approval from business office.
4. Attends appropriate committee and staff meetings.
5. Supervises maintenance of all pupil transportation equipment and maintains all maintenance records in compliance with state and federal requirements. Develops plans for preventive maintenance and maintains payroll and time sheets.
6. Supervises daily distributions of mail and lunch programs. Supervises film, museum, bank deposits, dentist program, YMCA program, and special education transportation. Distributes prepared information to each board member prior to meetings and when necessary. Acts as distribution liaison from Board office to lawyer, municipal offices, etc.

7. Cooperates with school principals in solving discipline problems occurring on school vans and buses. Cooperates in planning and scheduling special school trips.
8. Recruits, trains and supervises all transportation personnel, and makes recommendations on their employment, transfer, promotion and release.
9. Insures that all safety standards are in conformance with State, Federal and insurance regulations and develops a program of preventive safety.
10. Submits all reports required by Federal, State and County authorities **including the DRTS (District Report of Transported Resident Students) yearly submission**. Conforms with all state laws and regulations regarding school transportation and oversees completion and dispatching of insurance reports by secretary.
11. Prepares and administers the transportation budget and forecasts future transportation needs.
12. Advises Superintendent on road hazards for decision on school closing during inclement weather.
13. Handles community relations for transportation department (complaints, safety, parent problems, etc.)
14. Assists in the determination of hazardous routes.
15. Is responsible for the data collection and submission of the district's Report of Transported Students on an annual basis.
16. Handle all other matters as may from time-to-time be assigned by the Business Administrator or Superintendent.

Approved: 2/85  
Revised: 1/09/03  
Approved: 5/12/09  
Revised: 9/24/09  
Revised:

**Miscellaneous Salary Rates**  
**2019-2020**

Noontime Aides/Hall Monitors	\$17.20/per hr
Preschool Disabled Bus Aides	\$17.20/per hr
Substitute Bus Drivers	\$17.80/per hr
Substitute Bus Aides	\$15.85/per hr
Seasonal Helpers – Maintenance	\$17.20/per hr
Substitute Nurses/Field Trip Nurses	\$165.00/per diem
Substitute Video-on-the-Go-Production Technicians	\$16.15/per hr
Extended School Year Program Paraprofessional	\$18.40/per hr
Extended School Year Substitutes Paraprofessional	\$15.85/per hr
Extended School Year Substitute Teacher	\$16.15/per hr

**Paraprofessionals-Part Time**

- Instructional \$14,738/per yr
- One-to-One (1<sup>st</sup> year) \$ 16.05/per hr
- One-to One (2+ years) \$ 17.45/per hr