

**CLIFFSIDE PARK SCHOOL DISTRICT**

**Job Description**

**TITLE:** **INTERNAL ACCOUNTS  
Co-Curricular position**

**QUALIFICATIONS:** **NJ Teaching Certificate**

**REPORTS TO:** **Superintendent and Principal**

**TERMS:** **School Year**

**RESPONSIBILITIES INCLUDE:**

1. Safeguarding the high school internal accounts
2. Check with faculty advisors of all clubs to see that organization records are in proper order
3. Maintain an account for each club/organization or class activity
4. Accept deposit for credits to clubs subject to verification of dollar amounts
5. Issue cash receipts to activity advisors
6. Prepare deposit tickets for total bank deposit by forwarding to bank with Board of Education messenger. Forward validated copy to Board of Education office
7. Formalize daily each deposit received and post from journal to class accounts to be credited
8. Prepare "detail of deposit" and forward to Board of Education office
9. Accept pay orders from club/organization advisor
10. Determine if club funds are sufficient to cover pay order
11. Receive from Board of Education office check for pay order and post cash disbursement to ledger and club
12. Prepare monthly internal account cumulative reports
13. Before the closing of the school year, prepare the record book of each organization for audit
14. Carry out other duties as deemed necessary by Superintendent and Principal as related above.

**CLIFFSIDE PARK SCHOOL DISTRICT**

**Job Description**

**TITLE:** **MANAGER OF BUILDINGS AND GROUNDS**

HOURS: 8:00 A.M. TO 4:00 P.M.  
12 MONTH POSITION

REPORTS TO: Superintendent of Schools

**QUALIFICATIONS:**

1. Three years experience, preferably in a school district environment, in the supervision of buildings and grounds maintenance; or any combination of training, education and experience which provides the following knowledge, skills and abilities:

- Considerable knowledge of current and topical problems, procedures and methods used in managing buildings and grounds maintenance
- Considerable knowledge of the approved materials needed and of the routine procedures and methods effective in maintaining buildings and grounds
- Ability to keep necessary records in an organized and accessible manner
- Ability to select, direct and supervise a group of employees; to assign work and check on its progress and completion
- Ability to establish and maintain effective working relationships with administrators, principals, employees and suppliers

2. Such alternative or additional qualifications as the Board of education may deem appropriate.

**JOB GOAL:**

The Manager of Buildings and Grounds, working under the direction of the Superintendent of Schools, is responsible for all aspects of plant operation and maintenance. In addition, the Manager of Building and Grounds is responsible for developing and managing all district repair and renovation projects.

Job Description - Manager of Buildings and Grounds

Page 2

**PERSONAL EVALUATION:**

The Manager of Buildings and Grounds shall be evaluated in writing at least once each year by the Superintendent of Schools. The evaluation shall be based in part on the Manager of Buildings and Grounds' performance of the responsibilities identified in this position description.

**PERFORMANCE RESPONSIBILITIES:**

#### A. Plant Planning and Construction

- Assists in short-range and long-range district-wide planning and budgeting for plant facilities
- Keeps current records on all district properties in an organized and accessible manner
- Maintains liaison with both municipalities, the county and the state on all school construction problems
- Plans for and supervises all construction, alteration and replacement of buildings and building equipment
- Prepares plans and specifications within the scope of appropriate licensure/certification and recommends and supervises appropriate architectural or engineering services when required
- Recommends the use of contractors when required
- Attends all job site meetings during construction
- Maintain current knowledge base regarding state and other regulatory body requirements for school properties

#### B. Plant Operation and Maintenance

- Plans and supervises the maintenance program for all buildings and grounds
- Assures the operational efficiency of all building equipment, such as heating, ventilating and lighting
- Makes progress reports on construction and maintenance projects performed by district personnel and contractors
- Makes studies and submits estimates on costs for all construction and repairs under consideration'
- Prepares specifications for purchases and for services rendered by contractors

#### B. Plant Operation and Maintenance, continued:

- Assures compliance with federal, state and municipal codes regarding buildings and grounds operations
- Organizes and supervises an effective preventative maintenance program for all building operations
- Perform the duties and responsibilities that may be assigned by the superintendent.

5/21/07

Bob gave to Linda Furch to update on December 7, 2005

I do not have any copies

**CLIFFSIDE PARK BOARD OF EDUCATION  
JOB DESCRIPTION**

**TITLE:** VICE-PRINCIPAL - Middle School

**QUALIFICATIONS:** Valid New Jersey Principal Certificate or eligibility  
Minimum experience as determined by the board  
Required criminal history background check and proof of U.  
S. citizenship or legal resident alien status

**REPORTS TO:** Superintendent of Schools and Principal

**RESPONSIBILITIES:**

1. Maintain student discipline
2. Enforcement of student attendance regulations (see attached)
3. Instruction and supervision of substitute teachers
4. Supervisor of building and grounds
5. Check time sheets for all building personnel
6. Prepare master schedule and co-curricular schedule
7. Supervise regular and co-curricular schedule
8. Check plan books when necessary
9. Issuance and return of report cards, deficiency notices, student insurance and any other general information notices
10. Meeting of special situations as required by principal
11. General supervision of students during lunch periods
12. Perform other duties as may be determined by the Superintendent and Principal

**EVALUATION:** Performance of this position will be evaluated annually by the Superintendent and Principal

**ATTENDANCE REGULATIONS**

**DUTIES AND RESPONSIBILITIES:** Middle School Vice-Principal

- 1. Daily late and cut slips - clerical organization**
- 2 Interview students on a daily basis regarding lateness, cuts and truancy**
- 3. Parental contact/conferences regarding truancy, cutting of class, lateness and unexcused absences**
- 4. Supervise the attendance policy regarding:**
  - a. Unexcused absences - parental phone call follow-up**
  - b. Staff supervision p regarding attendance policy procedures**
- 5. Follow-up of detention program - make sure students fulfill their obligations**
- 6. Enforce attendance/disciplinary policy on a daily basis**
- 7. Responsible for the sending of all cut, late, truant and unexcused absence letters to parents**
- 8. Publish daily absentee sheet generated by the computer**
- 9. Various other duties related to general attendance and disciplinary policy procedures.**

TITLE: Vice-Principal - High School

QUALIFICATIONS: New Jersey Principal's Certificate

REPORTS TO: Superintendent and Principal

TERMS: **12 Months**  
**Hours: 7:30 a.m. -4:00 p.m.**