



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

**JOB DESCRIPTION**

<b>TITLE:</b>	Assistant Director of Buildings and Grounds	
<b>REPORTS TO:</b>	Director of Buildings and Grounds	
<b>DATE APPROVED:</b>	Adopted – May 22, 2023	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Assists to administer a comprehensive program of maintenance and custodial services that provide and maintain in an efficient and economical manner the facilities, grounds, equipment, and furnishings of the district, so that all students, staff, and the community are assured of clean, safe, attractive, and healthy places in which to learn and work.

**QUALIFICATIONS:**

1. Meet the requirements of a "Certified Educational Facilities Manager" pursuant to N.J.S.A. 18A:17-49.
2. Hold an Associate degree in a field related to assisting and organizing a program of maintaining facilities. (optional)
3. Have at least five years of experience in custodial and property management.
4. Demonstrate knowledge of health and safety regulations, and state and local regulations regarding the maintenance of buildings and equipment.
5. Hold a Black Seal License or in the process of obtaining such.
6. Hold and maintain a valid driver's license for the type of equipment to be driven, with no serious violations.
7. Have excellent organizational skills.
8. Have excellent integrity and demonstrate good moral character and initiative.
9. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use computers for word processing, data management, and telecommunications.
12. Demonstrate aptitude and competence for assigned responsibilities.
13. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the Agreement between the Hackensack Board of Education and Superintendent of Schools, and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Assists the Department of Buildings and Grounds
  2. Assists with all maintenance and custodial operations of the district in compliance with all applicable federal, state, and local laws and regulations, and Board of Education policies and procedures.
  3. Assists in developing a custodial services plan for each building that outlines the tasks of and expectations for custodial employees, indicating a detailed daily and periodic schedule for cleaning and simple repairs of the facilities. Assists with implementing an effective summer and non-school day program of specialized cleaning and repairs.
  4. Assists in developing work and vacation schedules for all custodial and maintenance personnel, including substitutes.
  5. Assists to establish and implement a program of safety, accident prevention, and health maintenance for all employees, including safe and proper use of equipment, vehicles and materials, identification and prevention of hazards, air quality controls, Right To Know programs, and prevention of police, fire, emergency, and health departments, to ensure that high standards of health, sanitation, and safety are maintained throughout all of the district's facilities and grounds. Provide a regular program of staff development to promote, cleanliness, efficiency, effective procedures, communication skills, work attitudes, and ethics.
  6. Assists in providing and monitoring a system of regular building, equipment, and grounds inspections to meet all federal, state and local requirements, including the annual Department of Education Checklist, submitting all reports in a timely fashion.
  7. Assists in conducting regular inspections of all school facilities, grounds, and equipment to ensure that high standards for cleanliness, attractiveness and safety are maintained.
8. Assists in developing, implementing and monitoring an effective grounds maintenance program, including playground equipment, to ensure that the grounds are attractive and safe. Work cooperatively with the Supervisor of Health, Physical Education, and Athletics and with principals in the preparation of playing fields and facilities for athletics and school activities.
  9. Communicates regularly with the Director of Buildings and Grounds about the needs and procedures for the effective operation of the buildings and the maintenance and custodial programs of the schools.
  10. Assists with the removal of snow and ice so that safe conditions exist and schools can be opened in a timely manner.
  11. Operates electronic and other equipment needed to carry out job functions and responsibilities.
  12. Maintains effective communications with students, staff, and parents to elicit support and to seek perceptions and ideas for the improvement of the facilities.
  13. Researches and make recommendations for improvement in the effectiveness and efficiency of the repair, maintenance, and cleaning services so that attractive, healthy, and safe facilities are provided.
  14. Attends required meetings.
  15. Notifies and assists the administration and appropriate emergency personnel of any emergency, and potentially dangerous or unusual situations, following Policy and Regulation 8441, Care of Ill and Injured Pupils.
  16. Understands and communicates current developments in the repair, maintenance, and custodial areas through reading, participation in appropriate workshops or meetings, and involvement in professional organizations.
  17. Displays the highest ethical and professional behavior in working with students, parents, school personnel, and outside agencies associated with the school. Serves as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, and an effective work ethic.

18. Uses computers and/or electronic equipment to fulfill job functions.
19. Protects confidentiality of records and information about staff, and use discretion when sharing any such information within legal confines.
20. Observes 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.
21. Adheres to federal statutes and regulations, New Jersey school law, construction codes, State Board of Education rules and regulations, Board of Education policies and procedures, and contractual obligations.

22. Performs any duties and responsibilities that are within the scope of employment, as assigned by the Director of Buildings and Grounds, and not otherwise prohibited by law or regulation.

23. All other duties as assigned by Superintendent.

#### **PHYSICAL DEMANDS:**

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 this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, 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.

#### **EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

<b>TITLE:</b>	Assistant Superintendent of Administrative Services	
<b>REPORTS TO:</b>	Superintendent	
<b>DATE APPROVED:</b>	Revised/Readopted: June 2021/Revised May 2023	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

Leadership and management responsibilities of the Assistant Superintendent shall extend to all phases of compliance, non-instructional operations and policy, and to the conduct of such other duties as may be assigned Superintendent.

**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.C.A. Title 6 Chapter 11 with School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master's Degree or higher from an accredited college or university.
3. Have at least five (5) years of successful teaching experience and at least five (5) years as a building principal and/or supervisor/administrator.
4. Demonstrate leadership in school improvement, program development, district operations, and related NJDOE evaluation systems, including NJQSAC and Achieve NJ requirements.
5. 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.
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
7. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
8. Demonstrate integrity and good moral character and initiative.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check.
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the County approved contract; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as a contributing member of the District's Leadership Team and collaborate with the other on district initiatives and problems.
2. Coordinates all aspects of the State's education monitoring and district self-evaluation system (QSA).
3. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability with the assigned department(s) and schools.
4. Provides educational leadership, administrative direction, supervision, and technical assistance and supports to department and district staff.
5. Attends board and committee meetings and prepares such reports for the Board as the Superintendent may request.
6. Coordinates all aspects of staff evaluation systems, including necessary updates, training and NJDOE Reporting.
7. Maintains a current and complete Policy Manual preparing drafts of new or revised policies for the review of the Superintendent and Board and ensuring the policy manual on the website is current.
8. Disseminates and interprets policies, regulations, procedures, and other important information to staff within the assigned department(s) and schools.
9. Recommends revisions in policy, regulations, and procedures to the Superintendent for review and/or Board of Education adoption.
10. Oversees Guidance and SEL Programming K – 12.
11. Supervises department staff and assigned school administrators as designed by the Superintendent of Schools.
12. Submits grant applications, program plans, corrective action plans, and staff performance reports on time and in accordance with statute, regulation and board policy.
13. Monitors NJDOE Broadcasts and ensures follow-up communication and compliance pursuant to announcement timelines.
14. Maintains a positive, collaborative working relationship with district administrators to ensure information exchange, coordination of efforts, and overall support for the decision-making process.
15. Prepares statistical data relevant to NJDOE reporting, to support data analysis and district decision-making.
16. Coordinates grant submissions as related to the School-Based Youth Services Program, Title III and Title IV.
17. Oversees compliance with federal, state, county, and local program regulations in the areas of Administrative services and policy.
18. Protects the confidentiality of student data, and all records and information gained as part of

exercising professional duties, and use discretion in sharing such information, within legal confines.

19. Presents department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large.
20. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J.S. 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.
21. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
22. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

#### **PHYSICAL DEMANDS:**

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 this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of this position.

Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening and visual acuity.
3. Use close vision, color vision, peripheral vision and depth perception along with the ability to adjust focus.
4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, 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.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.



**HACKENSACK PUBLIC SCHOOLS**  
*191 Second Street, Hackensack, NJ 07601*

**JOB DESCRIPTION**

<b>TITLE:</b>	Assistant Superintendent of Curriculum and Instruction	
<b>REPORTS TO:</b>	Superintendent	
<b>DATE APPROVED:</b>	Revised/Readopted: June 2021/Revised May 2023	<b>BY:</b> Board of Education

**NATURE AND SCOPE OF JOB:**

The Assistant Superintendent shall oversee, coordinate and supervise assessment and standardized testing; curriculum planning, implementation, and evaluation; program development and evaluation; career and vocational education; professional development, teacher evaluation and attend to personnel matters. In addition, he/she shall assist the Superintendent substantially and effectively in the task of providing leadership in developing achieving, and maintaining the highest quality educational programs and services.

**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.C.A. Title 6 Chapter 11 with School Administrator endorsement (N.J.A.C. 6:11-9.3 and 9.5).
2. Hold a Master's Degree or higher from an accredited college or university.
3. Have at least five (5) years of successful teaching experience and at least five (5) years as a building principal and/or supervisor/administrator.
4. Demonstrate leadership in school improvement, program development, curriculum integration, and application of technology across the curriculum.
5. 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.
6. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
7. Demonstrate leadership in budget development, fiscal responsibility, data-analysis and coordination of assessment programs.
8. Demonstrate integrity and good moral character and initiative.
9. Demonstrate aptitude and competence for assigned responsibilities.
10. Provide proof of U.S. citizenship or legal resident alien status and required criminal background check
11. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.

**TERMS OF EMPLOYMENT:**

Twelve (12) month work year; salary and benefits as per the County approved contract; and all conditions established by the laws of the State of New Jersey, and policies and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Serves as a contributing member of the District's Leadership Team and collaborate with the other units on district initiatives and problems.
2. Provides leadership and technical assistance to district and school staff relative to assessment, curriculum, instructional methodology, and the integration of technology.
3. Demonstrates and develops high academic and behavioral expectations, collaborative planning and program development, responsive management, and personal accountability with the assigned department(s) and schools.
4. Provides educational leadership, administrative direction, supervision, and technical assistance and supports to department and district staff.
5. Attends board and committee meetings and prepares such reports for the Board as the Superintendent may request.
6. Establishes an appropriate framework for curriculum documents, procedures and criteria for the evaluation of curriculum, and a schedule for curriculum planning, implementation, and evaluation.
7. Coordinates and supervises curriculum planning, implementation, and evaluation activities within the established schedule.
8. Establishes procedures for the evaluation and selection of instructional resources (i.e., textbook, supplies, and equipment).
9. Coordinates the development of departmental objectives, curriculum documents, performance benchmarks, timelines, and reports.
10. Coordinates planning and development of innovative curriculum programs, including the Gifted and Talented Program.
11. Develops and implements initiatives that promote equitable outcomes for all students, builds the capacity of staff at all levels to respond effectively to structural racism and individual and implicit bias, and promotes cultural proficiency.
12. In collaboration with the other members of the administrative and supervisory staff, conduct classroom visitations to assess program implementation, instructional effectiveness, and student participation and performance.
13. Coordinates the reporting of student performance, including, but not limited to; progress reports, report cards, standardized test results, awards, and other accomplishments to parents, the school community, and the general public.
14. Develops and implements a professional development plan to provide appropriate orientation, pre-service training, in-service training, and other professional growth opportunities for staff.

15. Maintains a district schedule for grade level articulation meetings, program assessment, curriculum development, and professional development activities to guide staff and avoid conflicts with other initiatives.
16. Supervises department staff and assigned school administrators as designated by the Superintendent of Schools.
17. Submits grant applications, program plans, corrective action plans, and staff performance reports on time and in accordance with statute, regulation and board policy.
18. Oversees compliance with federal, state, county, and local program regulations in the areas of curriculum, instruction, and program.
19. Presents department objectives, program plans, and performance reports to the Superintendent, the Board of Education, and the community at large.
20. Maintains a positive, collaborative working relationship with students, parents, district and school staff, and community agencies.
21. Continues to grow professionally through research, graduate studies, and collaboration with colleagues.
22. Observes strictly to avoid the appearance of conflict, all requirement of the School Ethics Act (N.J. 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.
23. Adheres to New Jersey School Law, State Board of Education Rules and Regulations, Board of Education Policies, Regulations and Procedures, and contractual obligations.
24. Performs such other tasks and assumes such other responsibilities as may from time to time be assigned by the Superintendent.

#### **PHYSICAL DEMANDS:**

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4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.

5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, to handle objects and operate tools, computers, and/or controls.

**ENVIRONMENTAL DEMANDS:**

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5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.



**HACKENSACK PUBLIC SCHOOLS**  
191 Second Street, Hackensack, NJ 07601

**JOB DESCRIPTION**

**TITLE:** Fiscal Specialist

**REPORTS TO:** Business Administrator and Director of Curriculum/Grants

**DATE APPROVED:** Approved -- September 2021/Revised May 2023  
**BY:** Board of Education

**NATURE AND SCOPE OF JOB:**

The Fiscal Specialist supports the preparation of grant/program budgets, monitoring of fiscal operations for preschool and grants, performs data and budgetary analysis, monitoring of grant expenses, completion of grant reports and reimbursements, supports the implementation of activities related to grant and preschool programs, and serves as the facilitator to the partnered preschool centers.

**QUALIFICATIONS**

1. Bachelor's in Accounting or Finance from an accredited college or university preferred.
2. Experience in compliance, accounting, grants management, and fiscal budgeting.
3. Knowledge of grants processes including accounting and financial reporting.
4. Proficient in use of various finance and NJDOE systems.
5. Skilled in the use of spreadsheet presentation and data entry programs.
6. Ability to communicate effectively with staff and the public.
7. Ability to perform tasks of a progressively responsible nature.
8. Ability to understand, interpret, and comply with complex federal grant requirements and compliance issues.
9. Knowledge of the NJDOE Preschool Education Aid guidelines and requirements for funding for both district and private provider classes.
10. Meet such alternatives to the above qualifications as the Business Administrator or Director of Curriculum/Grants may find appropriate and acceptable.
11. Have excellent integrity and demonstrate good moral character and initiative.
12. Conditions established by all laws and codes of the State, and all policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**TERMS OF EMPLOYMENT:**

(Twelve) 12 month position; salary commensurate with experience; and all conditions established by the laws of the State of New Jersey, and policies and regulations by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

**PERFORMANCE RESPONSIBILITIES:**

1. Ensure fiscal accountability and integrity of the grant and preschool education programs.
2. Holds as confidential all aspects of the job.
3. Recommends to the School Business Administrator and Director of Curriculum/Grants improvements needed in office procedures or operations of programs.
4. Works cooperatively with staff in other offices to complete projects.
5. Maintains a safe working condition and operates electronic and other equipment needed to carry out job functions and responsibilities.
6. Attends required staff meetings and serves as appropriate, on staff committees.
7. Keeps informed about school and district activities, requirements of the law and code, board policy and regulations, and other information necessary for the functioning of the office.
8. Recommends budget requirements to effectively support related programs.
9. Prepares and presents fiscal reports as directed.
10. Supports the development of grant budgets, monitors fiscal operations, budgetary analysis, and implementation of activities related to grant programs and preschool programs.
11. Works with the private preschool centers to complete their budgets and monitor their implementation and expenses, ensure compliance with all spending at the partnering preschool centers.
12. Ensures that grant and preschool funded staff are being paid from appropriate accounts and maintains records for grant and preschool funded staff.
13. Prepares contracts and monitors preschool providers regularly to ensure compliance with the contract.
14. Completes all grant reports and reimbursement requests according to NJDOE timelines and procedures.
15. Oversees the purchasing and timesheet process for the Curriculum Department, including working with the schools and curriculum staff.
16. Supports the schools budgeting process as it relates to Title I Schoolwide Plans.
17. Works with the Curriculum/Grants Director to manage grant and preschool budgets and work with the schools for implementation.

#### **PHYSICAL DEMANDS:**

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Unless reasonable accommodations can be made while performing this job, the staff member shall:

1. Sitting, standing and walking for required periods of time.
2. Speaking, listening, and visual acuity.
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4. Able to communicate effectively in English, verbally and in writing, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
5. Use strength to lift and/or move up to a maximum of 20 pounds to perform the functions of the job.
6. Reaching, lifting, bending, kneeling, stooping, pushing, pulling, finger dexterity, and repetitive motions, 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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| <ol style="list-style-type: none"><li>2. Occasional exposure to a variety of weather conditions.</li><li>3. Exposure to heated/air conditioned and ventilated facilities.</li><li>4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.</li><li>5. Function in a workplace that is usually moderately quiet, but that can be noisy at times.</li></ol> |
| <b>EVALUATION:</b>  |
| Performance of this job will be evaluated annually in accordance with New Jersey State Law and the provisions of Board policy on evaluations.   |