

DOCUMENT A

District Enrollment: 12/22/2017

DISTRICT	Full Time Students	Shared Time Students	Full Time Students PTC 20 LLD	Shared Time Students PTC 20 LLD	Total Student Count
Avon	32	1			33
Belmar	102	13	5	1	121
Brielle	212	11	8		231
Lake Como	44	5	1	1	51
Manasquan	287	8	5		300
Sea Girt	28		2		30
Spring Lake	49				49
Spr Lk Hts	117	1	2		120
Parent Paid	3				3
Employee Child	1				1
Interlaken-C/O Shore Regional					0
Tuition Free	1				1
Totals	876	39	23	2	940
				TOTAL MHS	940
				TOTAL MES	586
				TOTAL ENROLLMENT	1526

**MANASQUAN SCHOOL DISTRICT ATTENDANCE COMPARISON REPORT
2017-2018 school year**

<u>HIGH SCHOOL</u>	<u>ATTENDANCE PERCENTAGE</u>	<u>AVERAGE DAILY ENROLLMENT</u>	<u>AVERAGE DAILY ATTENDANCE</u>
Dec-16	93.7	926.09	867.77
Dec-17	94.52	920.06	869.94
ELEMENTARY SCHOOL			
Dec-16	95.567	634.059	603.471
Dec-17	96.647	585.250	564.25

**MANASQUAN SCHOOL DISTRICT FIRE DRILL REPORT
2017-2018 School Year**

HIGH SCHOOL

<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILLS</u>
December 7	1:24 p.m.	8 minutes		Fire Drill
December 20	11:00 a.m.	15 minutes		Shelter in Place
ELEMENTARY SCHOOL				
<u>DATE OF DRILL</u>	<u>TIME OF DRILL</u>	<u>LENGTH OF DRILL</u>	<u>COMMENTS</u>	<u>SECURITY DRILL</u>
December 13	8:45 a.m.	10 minutes		Lockdown
December 19	9:30 a.m.	8 minutes		Fire Drill

MANASQUAN SCHOOL DISTRICT HARRASSMENT, INTIMIDATION & BULLYING REPORT

January 23, 2018

Case #	Date of report	ID Victim	ID Accused	Determination	Discipline/remediation
MES					
MHS					
#5	12/20/2017	5024933233	3583376557	Confirmed HIB	In-School Suspension Counseling with School Counselor

All victims received counseling.

Manasquan Public Schools 2018-2019 School Calendar

APPROVED:

- / / SCHOOLS CLOSED
- SCHOOLS REOPEN
- 1 HIGH SCHOOL EXAM DAY

Pupil Days

September

(18)

- 3 Labor Day - Schools Closed
- 4 Faculty Meeting/Staff In-Service
- 5 Schools Open - Early Dismissal/Staff In-Service

October

(22)

- 8 Columbus Day - Faculty Only/ Staff In-Service

November

(18)

- 8-9 Teacher's Convention-Schools Closed
- 15 Early Dismissal/Staff In-Service
- 21 Thanksgiving Recess begins at 12:30p.m
- 22 Thanksgiving Day
- 23 Thanksgiving Recess

December

(15)

- 5 Early Dismissal/Staff In-Service
- 21 Holiday Recess begins at 12:30p.m
- 24-31 Holiday Recess

January

(20)

- 1 Holiday Recess
- 2 Schools Re-open
- 21 Martin Luther King Day
- 28 Faculty Only - District In- Service

February

(15)

- 11-15 Winter Recess
- 18 Schools Re-open

March

(21)

- 6 Early Dismissal/Staff In-Service
- 28 Early Dismissal/Staff In-Service

April

(16)

- 19-26 Spring Recess
- 29 Schools Re-open
- 30 Early Dismissal/Staff In-Service

May

(21)

- 24-27 Memorial Day Weekend

June

(14)

- 20 Students' Last Day
- 21 Teachers' Last Day

Total Pupil Days: 180
Total Teacher Days: 184

THIS SCHEDULE IS SUBJECT TO EMERGENCY CHANGES & OTHER ADJUSTMENTS AS APPROVED BY THE BOARD AND/OR SUPERINTENDENT. JANUARY 21, JANUARY 28, AND MAY 24 WILL BE USED AS A MAKE UP DAYS IF SNOW DAYS OCCUR. IF NECESSARY. ANY ADDITIONAL DAYS WILL BE MADE UP AT THE END OF THE SCHOOL YEAR. NO PLANS SHOULD BE MADE THAT CANNOT BE ADJUSTED.

SEPTEMBER 2018

S	M	T	W	T	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						

OCTOBER 2018

S	M	T	W	T	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			

NOVEMBER 2018

S	M	T	W	T	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	

DECEMBER 2018

S	M	T	W	T	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					

JANUARY 2019

S	M	T	W	T	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		

FEBRUARY 2019

S	M	T	W	T	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		

MARCH 2019

S	M	T	W	T	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						

APRIL 2019

S	M	T	W	T	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				

MAY 2019

S	M	T	W	T	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			

JUNE 2019

S	M	T	W	T	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						

MANASQUAN PUBLIC SCHOOLS

TITLE: **DIRECTOR OF TECHNOLOGY AND HUMAN RESOURCES**

QUALIFICATIONS:

1. Valid New Jersey, School Administrator or Principal Certificate.
2. Formal training or relevant experience with computer technology and networked information systems.
3. Broad knowledge of instructional technology equipment and applications; online services; technology resources and integration of technology across the curriculum.
4. Demonstrated ability to develop long-range plans for technology application in the schools and conduct related budget analysis.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Instructional Staff as assigned.
Network Engineer, Technology Specialists, District Data Manager
Technology Communications Assistant
Technology Integration Coach

JOB GOAL: The Director of Technology and Human Resources provides leadership in the development, implementation and coordination of the district's technology plan; enhances instruction through technology across the curriculum; promotes efficiency in the schools with the use of technology; plans, directs, organizes and administers the staffing and human resources functions for licensed, administrative, classified, and confidential and supervisory positions – this includes assignment, recruitment, selection, employee records keeping, compensation, evaluation and the administration of labor relations. The Director provides administrative leadership for critical, short-term projects assigned by the superintendent or designee.

PERFORMANCE RESPONSIBILITIES:

1. Works with principals, department heads, subject matter specialists and teachers in developing the district's technology program to achieve state core curriculum content standards and district educational goals and objectives.
2. Studies, evaluates, and, as appropriate, recommends to the superintendent the adoption of new technology instruction materials, methods and programs, the purchase of computer hardware, software and other instructional technology tools, and the software and hardware for district student data management.

3. Works cooperatively with the supervisors of instruction and other professional staff in planning and implementing the effective use of instructional technology across the curriculum.
4. Works with the Business Administrator in submitting state and federal reports.
5. Responsible for state reports and grants as assigned by the Superintendent of Schools.
6. Assists in the planning and implementation of the district's technology in service education program for the district staff.
7. Evaluates the district's technology plan and education program; recommends changes as appropriate.
8. Provides leadership in the development of district policies related to the use of instructional technology, computer software and online services.
9. Cooperates with central office administrators and school principals in the development of a district wide electronic information system and provides technical assistance, as needed.
10. Attract, recruit, and retain highly effective staff.
11. Position requisition, advertising, systems administration administrator and supervisor support and coaching, screening, and approve of all new hires.
12. Ensures fair and consistent administration of human recourse rules, regulations and collective bargaining agreements.
13. Conduct and/or direct personnel investigations, employee discipline and assist with administering grievance procedures.
14. Is a key figure in labor negotiations by providing advice and information regarding human resource practices, laws, regulations, policies and the impact that proposed contract language may have one operations.
15. Assists administrators and supervisors in resolving human resources problems.
16. Provides consultation on a wide range of human resource matters and administrative issues.
17. Supervises the preparation of employee contracts, exit interviews, develops and updates personnel manuals and documents.
18. Oversees the development, implementation and application of district human resources policies, practices and procedures.
19. Provides human resources representation to various committees, special interest groups and public meetings.
20. Leads dismissal hearings, non-renewal cases and plans of assistance.
21. Establishes and maintains a system of personnel records in compliance with state and federal law.
22. Serves on the Superintendent's leadership team.
23. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as requested **assigned** by the Superintendent of Schools.

24. **Evaluates administrative staff including Principals, Assistant Principals, and Supervisors, as assigned by the Superintendent, in accordance with state law, Board policy and contractual agreements.**
25. Performs other duties within the scope of his/her employment and certification as may be assigned by the superintendent under the authority of the Board of Education.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board.

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of ~~Professional Personnel~~ **Administrators.**

Approved by: Manasquan Board of Education **Date:** July 19, 2016

Revisions for Approval: January 23, 2018

MANASQUAN PUBLIC SCHOOLS

TITLE: **DIRECTOR OF SCHOOL COUNSELING SERVICES**

QUALIFICATIONS: 1. Valid New Jersey Certificates for Supervisor, Principal, and Director of Student Personnel Services.
2. Master's Degree, preferably in the area of Student Personnel Services.
3. Has completed a minimum of five years of successful experience in school district student personnel work.
4. Broad knowledge of instructional technology equipment and applications; online services; technology resources and integration of technology across the curriculum.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Guidance Counselors, Guidance Support Staff

JOB GOAL: To support the District's instructional program by coordinating and supervising guidance activities which are designed to assist students in their personal, social and intellectual development consistent with the goals set forth by the Board of Education.

PERFORMANCE RESPONSIBILITIES:

1. Coordination of Guidance Activities
 - a. Designs, implements and evaluates the districtwide guidance and counseling program.
 - b. Compiles, regularly updates and disseminates in accordance with district procedures a comprehensive description of the K-12 Guidance Program including policies, procedures and other components.
 - c. Maintains communications with offices and agencies that provide specialized help to students and parents.
 - d. Coordinates the district guidance program with others in the school and community to promote maximum cognitive and affective benefits for students.
 - e. Works closely with the high school and elementary school principals in the design and implementation of their master schedules.
 - f. Plans and conducts the scheduling process for students entering sixth through twelfth grade.
 - g. Oversees the K-12 student (cumulative) record system to ensure that relevant, up-to-date information is maintained in accordance with state and federal law, Board policy, and district procedures.
 - h. Conducts on-going follow-up studies of dropouts and graduates and communicates data to relevant audiences.

- i. Maintains own knowledge of the instructional and extracurricular programs of the district and utilizes this information in working with staff, students, parents and others to enable students to obtain maximum benefit from their school experience.
 - j. Makes available to students information about post-high school opportunities through college fairs, individual appointments, print documents, audio-visual materials.
 - k. Identifies and addresses needs of special populations through special guidance programs and other activities (i.e., at-risk youth, disaffected students, students making the transition from eighth to ninth grade).
 - l. Oversees the application process (for post-high school education, armed services, scholarships, etc.) and ensures the timely submission of high quality documents.
 - m. Oversees the implementation of state law and regulation, Board policies and school procedures in the Guidance Department.
 - n. Oversees the registration of new students and the transfer of students.
 - o. Supervises the processing of student working papers.
 - p. Provides for articulation of the guidance program by conducting regular meetings of counselors.
 - q. Ensures that appropriate records are maintained by counselors to track student progress, note counseling service provided and generate necessary state and district reports.
2. Personnel Administration
 - a. Participates in the process to recruit, screen, interview and recommend new counselors for the district.
 - b. Evaluates guidance staff, counselors and office personnel in accordance with state law, Board policy and contractual agreements.
 - c. **Evaluates administrative staff including Principals, Assistant Principals, and Supervisors, as assigned by the Superintendent, in accordance with state law, Board policy and contractual agreements.**
3. Testing
 - a. Oversees the District testing program, prepares information/data as requested, and interprets the results of tests for school personnel, the Board of Education, parents and other audiences.
 - b. Coordinates the monitoring of the graduation status of all high school students to ensure they have met all state and local graduation requirements and/or pursued all alternative assessments and/or appeals.
 - c. Contributes expertise to the development of the K-12 assessment program, the selection of testing instruments, the design of "alternative" assessments, and other activities.
 - d. Works in cooperation with other administrators in the district to coordinate the district's testing/assessment program.
4. Staff Development
 - a. Facilitates the participation of the guidance staff in professional development experiences to enhance their job-related knowledge and skills.
 - b. Conducts in-service training for district programs as required.
5. School and Community Relations
 - a. Promotes on-going, two-way communications with students, school personnel, parents and others to enhance the guidance services program and the school district.

- b. Works with the high school Principal to coordinate high school parent nights, freshman orientation, eight grade open houses, and any other informational and/or student recruitment events, including visits to other schools.
 - c. Works closely with sending districts to coordinate school programs.
 - d. Prepares and disseminates guidance-related literature and publications (i.e., School Profile).
 - e. Participates in administrative meetings for administrators, directors, and supervisors.
 - f. Facilitates articulation experiences for guidance and other staff.
 - g. Participates in relevant administrative meetings conducted by the Superintendent.
6. Counseling
- a. Counsels students in their academic, personal, and social development consistent with the policies and goals of the Board and within the resources provided by the Board.
7. Professional Development
- a. Continues own professional growth and development through memberships; attendance at relevant meetings, workshops and conferences; enrollment in advanced courses; and similar activities.
 - b. Keeps up-to-date with changes and developments in the profession by attending professional workshops and meetings, reading professional journals and other publications, and participating in other experiences.
 - c. Represents the district at relevant local, county and state guidance meetings.
8. Other
- a. Performs such other tasks and assumes such other duties as may be assigned by the Superintendent.

TERMS OF EMPLOYMENT: 12-month year. Salary to be established by the Board.

ANNUAL EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the Board's policy on Evaluation of ~~Professional Personnel~~ **Administrators**.

Approved by: Manasquan Board of Education **Date:** August 15, 2017

Revisions for Approval: January 23, 2018

MANASQUAN PUBLIC SCHOOLS

TITLE: Director of Curriculum and Instruction

- QUALIFICATIONS:**
1. Valid state department of education license/certificate appropriate for the position.
 2. Meets all mandated health screening requirements
 3. A record free of criminal violations that would prohibit public school employment
 4. Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures.
 5. Commitment to keep current with workplace innovations that enhance personal productivity.
 6. Successful teaching experience. Effective organizational planning and project management skills.
 7. Demonstrates current knowledge of, and the ability to apply broad-based curriculum designs and instructional technology applications that support the diverse learning needs of students.

REPORTS TO: Superintendent of Schools

JOB GOAL: Directs the planning, delivery, assessment, and ongoing improvement of curriculum and instruction programs.

PERFORMANCE RESPONSIBILITIES:

1. Directs district-wide curriculum, instruction, assessment, and staff development programs.
2. Collaborates with building administrators to develop a curricular vision for the district.
3. Serves as an active member of the management team. Articulates a clear philosophy and shared vision of learning. Upholds board policies. Implements administrative guidelines/procedures.
4. Promotes the district's mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
5. Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address and resolve questions/concerns.

6. Encourages innovations. Analyzes data to improve school operations. Serves as an information resource. Helps develop and implement the district's strategic plan.
7. Provides staff leadership. Engenders staff enthusiasm and teamwork. Promotes a safe, efficient, and effective work/learning environment. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.
8. Administers the board-approved budget for assigned areas of responsibility. Approves the purchase of supplies and equipment. Ensures that program resources are equitably apportioned.
9. Chairs the district curriculum committee. Develops, implements, and evaluates curriculum for all K-12 courses. Recommends course additions and grade placements. Verifies graduation requirements.
10. Pursues funding opportunities. Prepares grant/foundation applications. Implements funded proposals and complies with reporting requirements.
11. Facilitates staff selection and orientation processes. Expresses high expectations and provides support to improve staff performance (e.g., observations, consultations, meetings, etc.).
12. Promotes professionalism. Implements state mandated and locally developed personnel appraisal standards. Participates in collaborative planning of effective staff development programs that improve teaching outcomes and student learning (e.g., methods, skills, commitment, etc.).
13. Serves on local professional growth committees as directed.
14. Helps manage the instructional program. Promotes academic excellence in a nurturing environment. Directs the development, assessment, and revision of curriculum guides and courses of study. Manages the planning process to select instructional materials and equipment.
15. Monitors education laws, rules, and regulations. Keeps current with state academic content standards, benchmarks, and indicators. Promotes the continuity of the instructional program. Provides insights about student skill progression and key contributions made by staff at each level.
16. Helps administer policies regarding immunization, age, attendance, legal residence, guardianship, classification, promotion, retention, testing, etc.
17. Oversees student testing programs. Works with staff to ensure consistent standards for the accurate collection, recording, and verification of student data. Analyzes test results.
18. Monitors the efficacy of instructional interventions that support continuous and measurable improvements in student achievement.

19. Organizes curriculum for summer school intervention programs.
20. Complies with federal/state policies/procedures for the education of students identified as having a disability. Ensures that services are provided in the least restrictive educational environment.
21. Participates in parent conferences and student planning meetings as needed (e.g., IAT, IEP, etc.).
22. Communicates expectations, provides guidance, and shows an active interest in student progress.
23. Helps staff resolve problems that impede student participation in appropriate learning activities.
24. Upholds the student conduct code. Maintains high expectations for behavior and performance. Helps with pupil management issues. Prepares conduct reports and discipline recommendations.
25. Monitors safety concerns. Works with stakeholders to manage or eliminate risk factors.
26. Upholds applicable local, state, and federal laws. Maintains effective relationships with community services (e.g., legal, health, welfare, etc.). Serves as a school contact for service providers.
27. Supervises the collection, verification, and data entry/recording of program information as directed.
28. Prepares/maintains accurate records. Submits required paperwork on time.
29. Maintains the confidentiality of privileged information.
30. Reports suspected child abuse and/or neglect to civil authorities as required by law.
31. Encourages parent organizations and promotes school-sponsored activities.
32. Pursues growth opportunities that enhance professional performance and advance district goals.
33. Strives to develop rapport and serve as a positive role model for others.
34. Helps students understand and embrace ethical conduct and democratic values.
35. Maintains a professional appearance. Wears work attire appropriate for the position.
- 36. Conducts classroom observations and provides supervision/evaluation of teachers and non-certified staff as assigned by the Superintendent of Schools.**

37. **Evaluates administrative staff including Principals, Assistant Principals, and Supervisors, as assigned by the Superintendent, in accordance with state law, Board policy and contractual agreements.**
38. Performs other specific job-related duties as directed.
39. Assists in the instruction of the student body by teaching and being responsible for assigned class section according to need.
40. Monitoring staff development and mentoring program.

TERMS OF EMPLOYMENT: Twelve month year. Salary and work year to be established by the Board.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of ~~Support Staff Personnel Administrators~~.

Approved by: Manasquan Board of Education

Date: December 16, 2014

Revisions for Approval: January 23, 2018