

PUBLIC SCHOOLS OF EDISON TOWNSHIP
Office of Human Resources

JOB DESCRIPTIONS

SECTION I

CENTRAL OFFICE ADMINISTRATION

Superintendent of Schools
Business Administrator/Board Secretary
Assistant Business Administrator/Assistant Board Secretary
Assistant Superintendent for Curriculum and Instruction, Grades PreK-5
Assistant Superintendent for Curriculum and Instruction, Grade 6-12
Assistant Superintendent for Pupil-Special Services
Chief Academic Officer/Elementary Administrator
Chief Academic Officer/Secondary Administrator
Director of Personnel (Human Resources)

SECTION II

SCHOOL ADMINISTRATION

Principal
Assistant Principal
Principal – Special Projects

SECTION III

EXEMPT POSITIONS

Coordinator of Grants, Assessment and Special Programs
Transportation Specialist
Payroll Supervisor
Director of Plant, Operations and Maintenance
Chief Information and Technology Officer
Network Engineer
Computer Technician I
District Webmaster
Data Analyst
Manager of Enrollment and Data Systems
Manager of Custodial Operations and Energy Management
Accountant
Elementary Instructional Data Assistant
Executive Secretary – Superintendent of Schools (A)
Executive Secretary – Superintendent of Schools (B)
Executive Secretary – Board Secretary/Business Administrator
Executive Secretary – Personnel (Human Resources)
Executive Secretary – Assistant Superintendent for Curriculum and Instruction
Executive Secretary – Pupil-Special Services
District Mail Courier

SECTION IV

SUPERVISORS

Supervisor of Physical Education and Health, PS-12
Supervisor of Athletics and Intramurals, 6-12
Supervisor of Elementary
Supervisor of English, 6-12
Supervisor of Guidance, PS-12
Supervisor of Health Services, PS-12
Supervisor of Math, 6-12
Supervisor of Music and Visual Art, PS-12
Supervisor of Science, 6-12
Supervisor of Social Studies, 6-12
Supervisor of Pupil-Special Services
Supervisor of World Languages/ESL, PS-12
Supervisor of Academic Programs

SECTION V**CERTIFICATED STAFF**

Guidance Counselor
Guidance Counselor/College Career Counselor
Guidance – Learning Communities Counselor
Guidance – Head Counselor
Student Assistance Coordinator
School Nurse
Occupational Therapist
Primary Literacy Coach
Learning Disabilities Teacher-Consultant
District Interventionist
Educational Media Specialist (Librarian)
Elementary Math Specialist
Math Interventionist
Middle School Literacy Interventionist
School Psychologist
School Psychologist/Elementary Behavior Intervention Specialist
Behaviorist
Speech-Language Specialist
School Social Worker
Teacher
Athletic Trainer
Reading Specialist
Staff Development Trainer
Teacher – Behavioral Teacher Consultant

SECTION VI**CUSTODIANS**

Custodian – Floater/Cleaning Attendant
Custodian – Night Lead
Custodian – Activities and Repairs
Facility Manager (Elementary/Middle School/High School)
Facility Manager – Grounds
Facility Manager – Warehouse
Facility Manager – Maintenance Foreman
Grounds Person
Grounds – Tool Person
Grounds – Pesticide Applicator
Grounds – Stadium Person
Grounds – Warehouse Person
Maintenance – Tool Person
Maintenance – Tool Person Carpenter
Maintenance – Tool Person Electrician
Maintenance – Tool Person Glazier
Maintenance – Tool Person HVAC/Boiler Technician
Maintenance – Tool Person Mechanic
Maintenance – Tool Person Plumber
Maintenance Helper

SECTION VII**SECRETARIAL**

Administrative Secretary
Administrative Secretary – Accounts Payable
Administrative Secretary – Curriculum and Instruction
Administrative Secretary – Enrollment
Administrative Secretary – Personnel (A)
Administrative Secretary – Personnel (B)
Administrative Secretary – Payroll
Administrative Secretary – Payroll Voluntary Deductions
Administrative Secretary – Health Benefits
Administrative Secretary – Reception/Workers' Compensation
Administrative Secretary – Special Services
Administrative Secretary – Staff Development
Administrative Secretary – Transportation
Secretary I
Secretary II
Secretary III
Secretary III – Special Services
Secretary III – Transportation
Secretary IIIB

SECTION VIII**AIDES AND PARAPROFESSIONAL**

Clerical Aide
Library Aide
Teacher Aide
School Lunch Aide
Paraprofessional – Special Education
Paraprofessional – General Education
Paraprofessional – Licensed Practical Nurse

SECTION IX**MISCELLANEOUS**

Treasurer of School Monies
Bus Driver
Security Guard
Attendance Investigator
Library Assistant
Videographer
Registered Nurse
Head Coach
Assistant Coach
Substitute Teacher
AVID Tutor
Technology Intern

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