

Closter, NJ 07624

TITLE: **ATHLETIC COACH (SCHEDULE F)**

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. CPR certified, concussion certification, and EpiPen trained
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee and coach a sports team at Tenakill Middle School.

**PERFORMANCE
RESPONSIBILITIES**

1. Host meetings – Pre-season and Post-season
2. Receive and review medical clearance forms from the school nurse to confirm participation in sport.
3. Carry all emergency alert forms to all practices and games
4. Host practices each week on Monday – Thursday.
5. Distribute and collect uniforms and equipment.
6. Attend and supervise all scheduled northern valley games/meets.
7. Provide equipment for all home games.
8. Provide and carry medical kit for emergency situations at practices and home/away games.
9. Email season record to northern valley athletic director for placement in the northern valley tournament.
10. Attend and supervise all playoff tournament games.
11. Collect all equipment and uniforms at the end of the season.

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12. Contact Tenakill athletic director with any issues or problems.
13. Assumes other sports supervision related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

**TERMS OF
EMPLOYMENT:**

Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.

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TITLE: CHEMISTRY CLUB (SCHEDULE F)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communication skills
4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To oversee the Chemistry club by supervising students and provide students with guidance and instruction in Science

PERFORMANCE RESPONSIBILITIES

1. Meet for a minimum of 40 minutes during lunch or after school hours at least once a week for a minimum of 20 weeks.
2. Encourage students to explore higher level chemistry and science topics.
3. Guide students through individual assessment.
4. Facilitate cooperative learning opportunities.
5. Administer competition assessments as needed.
6. Give students the opportunity to see science in a new way.
7. Assumes other Chemistry related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

8. Upholds and enforces school rules, administrative regulations and board policy.
9. Performs other duties within the scope of his/her employment and certification may be assigned.

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TITLE: OVERNIGHT FIELD TRIP COORDINATOR (SCHEDULE F)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. CPR certified and EpiPen trained
3. Ability to maintain a positive learning environment
4. Strong interpersonal and communication skills
5. Demonstrates effective problem solving, communications, organization, planning, and record keeping
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: Oversee and coordinate the overnight field trip.

PERFORMANCE RESPONSIBILITIES

1. Contact all vendors (hotel, bus, attractions, etc.) and secure reservations
2. Collect money and coordinate with the district's business office
3. Create all arrangements including chaperone packets, bus lists, tour groups, rooming lists, etc.
4. Create, distribute, and collect all of the necessary field trip documentation.
5. Meet with the principal or designated administrator regularly to plan and prepare for the field trip.
6. Assumes other overnight field trip related and appropriate professional responsibilities as delegated by the principal or designated administrator.

Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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TITLE: TEAM LEADER (SCHEDULE F)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. Ability to maintain a positive learning environment
3. Strong interpersonal and communication skills
4. Demonstrates effective problem solving, communications, organization, planning, and record keeping
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status, and a resident of New Jersey

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Pupils, and when assigned, student teachers and classroom aides

JOB GOAL: To act as the liaison between the administration and grade level team.

PERFORMANCE RESPONSIBILITIES

1. Schedule and lead a team meeting at least once a week from September to June.
2. Create, distribute, and store department meeting agendas and minutes.
3. Meet with the principal or designated administrator at least once a month to review data from prior team meetings and prepare for upcoming team meetings.
4. Coordinate grade level related professional development and staff and student activities.
5. Collect information and data from staff members in the grade level and share with the principal or designated administrator.
6. Meet with the principal, team leaders, and department chairs at least once a month.
7. Maintain attendance records at meetings and share with the principal
8. Lead discussions on implementation of the curriculum and analysis of student data related to the grade level.
9. Assumes other grade level related and appropriate professional responsibilities as delegated by the principal or designated administrator.

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Other

1. Upholds and enforces school rules, administrative regulations and board policy.
2. Performs other duties within the scope of his/her employment and certification as assigned.

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EVALUATION:

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