

# District Policy

## **4111 - CREATING POSITIONS**

Section: Support Staff

Date Created: March 2013

Date Edited: March 2013

### 4111 CREATING POSITIONS

The Board of Education recognizes its authority to establish support staff positions that, when filled by qualified employees, will assist the District in the achievement of educational goals set by the Board.

The Board will create new positions as required, approve a job title appropriate to the position, and determine the number of persons required to staff adequately each such position.

The following is a list of approved job titles for non-certified staff members in the Ramapo Indian Hills Regional High School District:

Administrative Assistant

Director of Technology

~~District Staff Development~~ **District Staff Development Coordinator**

~~Coordinator of Multimedia Services~~ **District Network Administrator**

~~Coordinator of Instructional Computer Services~~

~~District Information and Systems Analyst/Application Support Analyst~~ **District Information and Systems Analyst**

~~ITC Aide~~ **District Technology Support Specialist**

Instructional Aide

**District Operations, Facilities, and Security Coordinator**

Security Aide

Custodian/Maintenance ~~Custodian/Grounds Personnel~~ **Custodian/Bus Driver**

~~Coordinator of Facilities & Grounds~~ **Assistant Facilities Coordinator**

Transportation Supervisor

Bus Driver

**Confidential Secretary to the Business Administrator**

**Confidential Secretary to the Principal/Office Manager**

**Coordinator of Staffing**

**Coordinator of Benefits**

Coordinator of Payroll Services  
Executive Assistant to the Superintendent  
Building Foreman

The Superintendent shall recommend to the Board such new positions or additional staffing in existing positions as may be required by student enrollments and the operational needs of the District.

N.J.S.A. 18A:16-1; 18A:17-24; 18A:28-1

Adopted: 11 March 2013