

Table of Organization 2022-2023

~Please follow the chain of command~ Bd. Approved: June 23, 2022

Roseland Board of Education

Superintendent

Principal	Business Administrator	Director of Special Services	
Supervises <ul style="list-style-type: none"> Admin Asst All Teachers Supporting Staff (Nurse, School Counselor) School Security Guard 	Supervises <ul style="list-style-type: none"> Asst to the BA Transportation Coordinator Technology Asst Supervisor of Building & Grounds <ul style="list-style-type: none"> Custodians 	Supervises <ul style="list-style-type: none"> Child Study Team Special Education Teachers Instructional Aides Admin Asst 	<ul style="list-style-type: none"> Business Administrator Principal Director of Special Services Admin Asst

Superintendent (always available!)

The Principal	The Director of Special Services
Who Do I Ask About: <ul style="list-style-type: none"> Scheduling Instruction /Curriculum Questions I & RS and 504, including Health Plans Student or Parent Concerns Discipline Professional Development (w/ Supt) Student Programs HSA Recess/Cafeteria Substitutes/Cafe Aides Arrival, Dismissal & Transportation (w/ Admin Asst/BA) School Calendar 	Who Do I Ask About: <ul style="list-style-type: none"> Scheduling/SE Scheduling SE Students SE Services CST, Speech, OT, PT and related Questions SE Student/Parent Concerns SE Programming (Inclusion, OOD, Related Services) IEPs, Referrals Preschool IEP Direct Collaborative Classrooms/Inclusion Instructional Aides SEPAC

Board & Business Office	Supporting Staff
Assistant to the Superintendent: <ul style="list-style-type: none"> Frontline Human Resources Registrations NJSMART SE/CST Support Business Office (Asst to BA, then BA): <ul style="list-style-type: none"> BA - Transportation/Busing (w/ main office) Purchase Orders Payroll Insurance/COBRA Deductions (Pension, FSA) BA - Facilities BA - Board Needs (Board Secretary) Supervisor of Building & Grounds: <ul style="list-style-type: none"> Custodial Concerns Maintenance/Repairs Facilities 	Assistant to the Principal <ul style="list-style-type: none"> Transportation Coordinator Scheduling (Genesis)/Report Cards Substitutes Field Trips Supplies/Purchase Order/Ordering Facilities SE/CST Support Technology Assistant: <ul style="list-style-type: none"> Technology (how to/support) Instructional Software (Achieve 3000, Raz-Kids, etc.) Website/Facebook (w/ Supt) Chromebooks & iPads My Learning Plan (w/ Supt) Oncourse Instructional Technology- support, resources Student Database (how to/support- scheduling/rpt. cards) School Counselor: <ul style="list-style-type: none"> District Testing HIB GE Student Concerns I & RS/504 Committee ScIP / School Climate

