

# Table of Organization 2024-2025 ~Please follow the chain of command~ Bd. Approved: June 20, 2024

## Roseland Board of Education

### Superintendent

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

### Superintendent (always available!)

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

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

