

Eastern Camden County Regional School District

Eastern Regional High School

Remote or Virtual Instructional Plan

2023-2024

All communications and resources to our community are available on the [Eastern website](#). Posted to the District > [Accountability](#) page.

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Purpose

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

2022-2023 School Demographics (as of 6/8/2023)

Total Enrollment: 1902 students

Homeless: 7 students

Low Socioeconomic Status: 269 students eligible for free or reduced meals

Students with Disabilities: 251 students

English Language Learners: 18 students

Daily Instructional Schedule

The in-person bell schedule will be utilized during the period of remote or virtual instruction to best support transition to and from in-person to remote or virtual instruction. The cumulative instructional time is the same each day for in-person and remote or remote instruction. Total cumulative instructional time each day, with six 52-minute class periods-per-day, is 5 hours and 12 minutes--excluding lunch, passing time, and any other non-instructional time.

Only if the need to conduct school remotely or virtually is known to extend beyond three weeks, will a distinct remote or virtual schedule that was successfully implemented in the 2020-2021 school year be considered. Such a schedule balances the need for full-day instruction with the reality of remote or virtual instruction requiring high amounts of time by students characterized by stationary sitting in front of a computer screen, isolated at home, and physically separated from classmates and teacher. For example, such a schedule may start later and have more time between class periods for students to move away from the computer screen. Total cumulative instructional time each day, with six 45-minute class periods-per-day, is 4 hours and 30 minutes--excluding lunch, passing time, and any other non-instructional time.

Activities, clubs, and teams may conduct virtual meetings after school on remote or virtual school days. After-school activities and sports that use outside facilities

will be available to the extent permissible by the conditions and circumstances should the school day be a remote or virtual school day.

Plan for Communicating with Parents

Communication with parents occurs via posts to the district website and app, email and phone messages via Blackboard Connect, via virtual *Google Meet* (*Zoom Webinar* for meetings for large audiences), and, as practical, in-person meetings.

Student Access to Technology

- Eastern Regional High School is a fully one-to-one *iPad* school. All students are provided *iPads* for their entire enrollment at the high school.
- The following is posted in the weekly Newsletter concerning Home Internet Access: “Please contact Phil Smart at mstatore@eccrsd.us if you need assistance with home internet access.”
- The Guidance Department provides new student information to the Technology Department to survey any newly enrolled students during the course of the school year.
- Teachers also alert the Technology Department should a teacher learn a student is unable to access class remotely or virtually.
- The Technology Department has made, and will continue to make, contingency plans for any student who does not have internet at home or who does not currently have an *iPad*.
- The Technology Department will be available for support on all remote or virtual and in-person school days. Students can submit a help desk request for any technology issues through the [district website](#).

Healthy and Safe Environments

All health and safety protocols consistent with the district [Safe Reopening Plan](#) updated in March 2022 and continuing guidance from the New Jersey Department of Health and New Jersey Department of Education.

Social-Emotional Learning

Eastern has a multi-pronged approach for prioritizing the Social Emotional Learning (SEL) development of students and staff:

- Students have access to a clinical therapist who is dedicated to Eastern. Students can access these services through a referral generated by the student’s counselor. The clinician will also be providing parent information sessions for strategies to support students.
- Eastern has developed an SEL advisory team composed of an administrator, a school counselor, a child study team member, and teachers from a variety of departments, including special education. This team has provided a series of in-district professional development workshops for teachers to learn strategies for infusing SEL into instruction. In 2023-2024, the SEL committee will continue to provide resources to teachers about the importance of developing students’ self-awareness, self-management, social awareness, responsible decision making, and relationship skills. SEL-focused instructional strategies are a part of every teacher’s individual professional development plan, so these efforts will be monitored by classroom observations throughout the school year.
- Eastern is continuing to implement the Dylan’s Wings of Change “Wingman” initiative in the health and physical education curriculum and through the Student Alliance peer leadership program.
- Eastern collected two years of survey data to determine how students rated their self-perceptions in the areas of self regulation, responsible decision making, and social awareness/relationship skills. Data from this survey was shared with:
 - the School Improvement Panel (ScIP);
 - the community via a district data dashboard
 - various stakeholders at District Advisory Council meetings; and,

- faculty at staff at faculty and professional development meetings throughout the school year.
- In 2023-2024 Eastern will administer the Mindprint Assessment to all incoming freshmen to evaluate cognitive skills, especially those related to executive functioning, and develop a plan to support students in the areas of greatest need.
- Staff wellness activities will be planned and implemented depending on the availability of wellness grants.

Attendance

Student Attendance

Teachers enter student attendance in PowerSchool for each class.

Attendance will be monitored by grade-level vice principals. When a student is repeatedly absent, the following district personnel will be involved to determine the cause of absences and what services the student may need to support attendance and completion of coursework:

- Vice principals
- Counselors
- Nurses
- Technology Department
- Child Study Team

The expectations for daily attendance and class attendance remain the same for virtual instruction as for in-person instruction. Daily phone calls from the Attendance will be sent each day a student is marked absent by a teacher from a virtual class meeting. Formal letters are sent by mail notifying parents of daily absences at the interim marks of: four (4), eight (8), and ten (10) days.

School nurses and vice principals will monitor student attendance and conduct phone call wellness checks for students who are repeatedly absent during remote or virtual instruction.

Teachers will record graded assignments in our student management system: PowerSchool. Parents have direct access to all posted grades. If students attend virtual class sessions but fail to submit assignments, teachers will email parents, send to parents, interim progress reports through PowerSchool, and teachers may refer a student to the respective I&RS/RTI team.

The district will use, for the first time in the 2023-24 school year, a web-based platform (aSAP) to initiate, track, and monitor all students requiring interventions by the respective grade level I&RS/RTI team. Students crossing the threshold placing graduation or earning course credits in jeopardy, more than 10 absences, will be placed on a Students Assistance Plan to provide credit recovery options during the school year or, if necessary, access credit recovery programs offered during the summer.

Staff Attendance

All school personnel are required to report to campus unless conditions warrant remote or virtual work due to the campus being damaged or inaccessible. Teachers will be in their classrooms teaching students located remotely.

Equitable Access to Instruction

Eastern Regional High School is a fully one-to-one *iPad* school. Teachers have received professional development on many functions of the *iPad*, primarily through teacher-led training on *Google Classroom*, including *Google Meet*. Teachers have established consistent methods of distributing materials and collecting and providing feedback on student work, and students have an established means of retrieving and submitting assignments. The Technology Department ensures all students have access to internet service and a district-provided *iPad*. Teachers, counselors, nurses, and case managers (special education students) will communicate with students and parents to provide feedback and follow-up with students who are not attending remote or virtual classes and/or not completing assignments. In addition, Eastern's methods of communication (website, school app, Blackboard, PowerSchool) will continue to

be used to provide general information about remote or virtual instruction and detailed information related to individual student progress.

Google Meet

In the 2023-2024 school year, should remote or virtual instruction be necessary, *Google Meet* will be the platform by which synchronous instruction will be provided.

Google Classroom

All teachers have established *Google Classrooms* at the start of the 2023-2024 school year. Having *Google Classroom* established from the start of the year will allow for a seamless transition in the event that remote or virtual instruction is necessary.

MULTILINGUAL LEARNERS

Eastern complies with Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1964, both of which outline the Federal legal obligations for public schools to ensure that multilingual learners can meaningfully participate in their school's educational programs and services. On the State level, Eastern also complies with the New Jersey Administrative Code (N.J.A.C.) 6A:15 Bilingual Education, which mandates Bilingual Education and English as a Second Language (ESL) programs. Further, in compliance with the Every Student Succeeds Act (ESSA) in New Jersey, Eastern provides a high-quality language instruction educational program that enables multilingual learners to meet State academic standards and develop English language proficiency.

Addressing Multilingual Learner Needs

Provision of ESL Education

In addition to usual modifications of content and the differentiation and accommodations being used for all students in remote or virtual learning,

teachers actively consult with the ESL teacher for help with differentiating assignments or providing extra help to multilingual learners.

Translation of ESL Materials

Eastern's ESL teacher uses *Google Translate* to translate letters and emails for multilingual learners and their families. ~~and emails students and their families.~~ In addition, Eastern's website has an available "Translate" feature that allows users to select from a variety of languages.

Alternate Methods of Instruction, Differentiation, Access to Technology, and Strategies to Troubleshoot Other Access Challenges

Eastern's ELL teacher actively advocates for multilingual learners and proactively contacts these students to provide assistance with completion of assignments in all of their courses. In addition, Eastern's ELL teacher provides all faculty with strategies to be implemented in hybrid, remote, or virtual learning modes to meet the needs of multilingual learners. Strategies include but are not limited to:

- Use of English captions for any video recorded or used from another source, such as YouTube;
- Use available captions if livestream components are utilized in *Google Meet/Hangouts*;
- Use of "Talk & Comment" *Chrome* extension to leave audio directions and comments for students; and,
- Use of *Google Translate* to automatically translate into the student/family's language.

Professional Development for Supporting Multilingual Learners

Eastern provides ongoing opportunities for professional development for all building teachers to support multilingual learners. These opportunities include strategies related to culturally responsive teaching and learning, socio-emotional learning, and trauma-informed teaching for all students, including those affected by forced migration from their home country. Professional development has been

and will continue to be offered in-house by our own ELL teacher. Further, availability of professional reading will be housed on the Eastern Cultural Responsiveness Repository on the Eastern webpage. Finally, external PD offerings are also made available through the State of New Jersey, and private providers such as Bureau of Education & Research (BER).

Additionally, professional development related to the district Social Emotional Learning (SEL) goals also supports the needs of multilingual learners. The district has provided PD opportunities in the areas of Youth Mental Health First Aid, Lion's Story Racial Literacy Institute, and Social Emotional Teaching & Learning programs provided by the University of Pennsylvania. Eastern is also working toward incorporation of Sheltered English Instruction as part of our district instructional goals. Furthermore, Eastern school psychologists are constantly seeking and attending available PD opportunities related to cultural awareness and trauma informed practices to bring that knowledge to our district practices.

Assessment of Learning Progress/Needs

Eastern will use a variety of data to monitor student progress relative to the New Jersey Student Learning Standards (NJSLS) and respond to student needs. These sources include data from the NJ Start Strong assessment and other state mandated assessments as well as local formative and summative assessments. Teacher professional learning time will continue to focus on evaluating the effectiveness of instructional strategies for subgroups of students and working in content area teams to make any necessary curriculum adjustments to meet student needs.

Special Education and Related Services

All students will have access to special education teachers and related therapy providers, who will continue to implement the applicable accommodations and modifications as listed in each student's IEP. Instructional aides will be present in remote or virtual class meetings, according to the schedule. The district uses

Frontline IEP and 504 Direct for web-based access to documenting the IEP or Section 504 process. Case managers will check in with the families on their respective case loads to ensure that FAPE is being provided to each respective student. Furthermore, all related service providers will share their logs with case managers to ensure that all services prescribed are being implemented.

Speech and language instruction will be provided to students through teletherapy as approved by the Department of Education. The Speech and Language therapist will schedule standing weekly appointments with parents. These sessions are designed to replicate in-school therapy. An instructional aide is present in the “virtual meeting” in order to assist with any group activities and also to follow up with the student to help them generalize their skills in their “virtual classrooms.” The speech and language therapist will consult with the parents and/or students in order to support the activities and worksheets that are assigned. The Speech and Language therapist will also be consulting with students’ teachers as a means to collaboratively design speech and language activities that relate to content presented in students’ academic courses.

OT and PT services are provided by contracted agencies for a small number of students. As a result of the Department of Education’s approval for remote therapy, sessions are being offered remotely to all eligible students. Students who are opting out of these sessions, will be provided compensatory education make-up sessions when school is back in session. These sessions will be scheduled once a regular school schedule resumes.

The Behavior Specialist as well as the Speech therapist will be present in various remote or virtual classroom sessions. The Behavior Specialist continues to collect data on goals related to behavior, such as rate of participation and rate of assignment completion. For students who have behavior plans, the Behavior Specialist consults with parents on a weekly basis to collaborate with families, ensuring that the students are maximizing their potential during this remote or virtual learning period.

Learning needs of Fundamental and Job Coaching students will be addressed via:

- Parent contact/communication regarding learning activities in online platforms, already in use in the district, that address academic needs and social skills; and,
- Instructional aides providing support for learning activities.
- Job Coaches have been assigning students household tasks to complete at home. As a means to assess the student's competency , the Job Coaching staff will use item analysis measures.

Eastern Learning Academy (ELA) teachers and students will be provided with a schedule for remote or virtual class meetings and report accordingly.

Participation in IEP meetings/Initial Evaluations/Reevaluations will occur as scheduled via teleconference or virtual meetings. Regularly scheduled written notice will be provided as mandated by code. In addition, an email is sent to participants with information for how to connect to the call. Teacher participation in IEP meetings is scheduled in the first part of the instructional hour, so teachers can plan their interactions with their class in the later part of the hour.

Students who are Medically Fragile: Eastern has one medically fragile student who lives in a residential pediatric facility. That student will be provided with remote or virtual learning activities appropriate for the student's ability level.

Students in Out-of-District Placement: As per the contract with CCES, when Eastern is closed, we do not transport out-of-district students. We work in collaboration with the placements to coordinate transportation. Eastern High School case managers are working closely with the out-of-district staff to ensure that the remote or virtual instruction is meeting each student's individual goals as stated in the IEP.

Meal Distribution

SFA Name: Eastern Camden County Regional School District

Agreement #: 00701255

School Nutrition and Food Services

Eastern Regional High School recognizes that food insecurity remains an ongoing concern for many families. Eastern Regional High School will continue to work with the district food service vendor (Nutri-serve) to continue to provide meals to all students in accordance with USDA guidelines. Nurses will provide information to appropriate staff regarding students needing accommodations due to food allergies.

Distribution of Meals during Remote or Virtual Instruction

- The district will utilize the existing contracted transportation companies to assist in meal delivery one day a week from 10:00 am to 11:00 am, if required.
- Cafeteria staff will assemble meals (breakfast & lunch) for a five day (possibly seven-day period if extended by the USDA). The Food Service Department will place the meals bags in insulated coolers/bags to be delivered to several neighborhood locations.
- Large, insulated coolers/bags containing bagged meals are placed on the buses while they pull up to cafeteria doors at the back of the building.
- Bus drivers and aides will assist as the bus is loaded with the large insulated cooler/bags.
- Buses drive to pre-established neighborhood locations within the district to distribute the meals.
- The bus aide opens the back door of the bus to prepare for meal distribution.
- The student or parent approaches the front of the bus to state their child's name so the bus driver can check the name off the

student roster (or via a tally system if approved by the USDA), then moves to the back of the bus to obtain their bagged meals.

- The bus aide places the bagged meals at the back of the bus with the door open and steps back so the bag may be picked up.
- Buses return to Eastern Regional High School to submit the roster (or tally sheet) for meal accounting purposes.
- Parents picking up meals at the High School will come to the cafeteria door and state the child's name so the employee can check the name off the student roster (or via a tally system if approved by the USDA). A Food Service employee will place the meals on a table and step back for the parents to take.
- Home deliveries of meals will be considered on a case by case basis for extenuating circumstances.

Quick Reference for Students & Parents/Guardians

- If you're having an issue with technology, visit www.eccrsd.us>Parents & Students>Technology Support
- Use Eastern email as the primary method of contacting school staff, including teachers, counselors, case managers, and administrators.
- All tools, particularly web-based tools with direct parent access, will continue to be used during virtual instruction to allow teachers and administrators to report and monitor students with academic, attendance, or behavioral.
- The expectations for daily attendance and class attendance remain the same for virtual instruction as for in-person instruction. Daily phone calls from the Attendance will be sent each day a student is marked absent by a teacher from a virtual class meeting. Formal letters are sent by mail

notifying parents of daily absences at the interim marks of: four (4), eight (8), and ten (10) days.

- School nurses and vice principals will monitor student attendance and conduct phone call wellness checks for students who are repeatedly absent during remote or virtual instruction.

Other Considerations:

Credit Recovery

Since the summer of 2021, Eastern has offered an expanded summer credit recovery program to support students in filling learning gaps and achieving on-time graduation. Credit recovery courses in English, math, science, social studies, and health & physical education have been made available to all students. Eastern teachers facilitated online courses and offered in-person tutoring. The district will continue to offer these expanded credit recovery opportunities through the use of Title I and ESSER grant funds. More than 200 students have participated in these credit recovery opportunities each of the past two summers. If needed, synchronous tutoring can be conducted via Google Meet.

Title 1 Extended Learning Opportunities

Prior to the pandemic, Eastern used Title I funding to support a Freshman Supports program that is intended to serve as a pre-I&RS intervention. Freshman Support started with academic coaching and several sections of a supportive “academic study hall.” Since 2020, the Mindprint learning assessment has been added to identify learning strategies individualized to each student, a Freshman Supports Coordinator position was added to oversee the program, and the number of academic study halls has increased to accommodate student need. Eastern is also coordinating with the three sending districts to identify earlier students who may need these services.

In addition to Freshman Supports, the expanded Credit Recovery mentioned in the prior section is partially funded through Title I funds.

Eastern's Academic Support program has been extended and virtual options have been provided during periods of remote/hybrid learning. If remote/hybrid learning is reinstated, the virtual and expanded options can easily be added to the Academic Support Schedule.

Accelerated and Extended Learning Opportunities

Eastern continues to grow the district's offerings of dual credit and high school plus/Option 2 courses to allow equitable access to college for all high school students. In addition, the district has recently provided expanded coursework in STEM through the development of a Drone Aviation and Flight Mechanics course. Preliminary work to establish STEM pathways/academics is underway. Should remote/hybrid learning be necessary, all of these accelerated and extended learning opportunities will be available with modifications. Virtual options for Option 2 courses will be at the discretion of Eastern's higher education partners.

Extra-curricular activities

A strategic priority for Eastern prior to and through the pandemic has been to "align co-curricular programming for each student to connect with peers and advisors beyond the classroom." Engagement has been a major theme since the initial closure. The district has focused on streamlining the process for new student-directed clubs and activities and has added new coaching and advisor positions throughout the last three years. Nine new student-initiated clubs are now being funded over the past two school years.

Assessment of Learning Loss

Teachers and supervisors in each content area have been tracking progress on which standards and curricular units are taught and assessed since the initial period of remote instruction in March 2020. Grades on local assessments and data from standardized assessments are being used to evaluate student

achievement so teachers can adjust scope and sequence and differentiate instruction accordingly. Supervisors are closely monitoring student progress toward graduation and developing individualized plans to meet student needs when a student is not meeting grade level credit benchmarks.

Extended Closure: Continuity of Operations

Superintendent or Designee

- Maintains authority over all operations and crisis management plans.

School Business Administrator

- Monitors and maintains the following departments prior to and during any closure: Payroll and Benefits, Purchasing/ Accounting/Accounts Payable, Transportation, Food Service, Buildings and Grounds.
- Works with the supervisor in each area to ensure proper actions and responses in order to maintain operations.
- Monitors legal cases and grievances to ensure timelines are met.
- Monitors phone calls and messages and e-mails for timely responses to inquiries

Payroll/Benefits

- The Payroll Office will continue regular functioning.
- The Payroll Coordinator will work remotely from the individual's home on alternating days. Payroll system access is available from the individual's home and the central office at this time.
- The Senior Accountant, Accountant, Payroll Coordinator, and SBA will function from home on alternating days and will manage wire transfers and all functions to ensure continuation of pay.
- Maintain contact with staff and manage their concerns regarding employee benefits and worker's compensation. Be available to answer staff questions and get them any needed information.

- Monitor employee medical leaves (and long term subs) for start and end dates of leaves
- Monitor phone calls, messages and e-mails for timely response to inquiries

Purchasing, Accounting and Accounts Payable

- These offices will be able to function in a limited capacity remotely and on-site on alternating days to approve emergency purchases, manage wire transfers, and make critical payments.
- Monitor phone calls, messages and e-mails for timely response to inquiries

Transportation

- The Transportation Office will continue regular functioning from an outside location, if necessary.
- Transportation staff will work remotely on alternating days, and calls will be forwarded to the District-supplied cell phone of the Transportation Coordinator.
- The Transportation Coordinator will assure buses are clean and sanitized and drivers are free of illness.
- The Transportation Coordinator will work together with the Food Service Director to coordinate the delivery of lunches to student homes by district transportation staff.

Facilities and Operations

- Facilities staff are scheduled on a rotating basis during the school closure to continue cleaning and maintenance services of district buildings
- Summer classroom cleaning will proceed as usual, adding additional scheduled days for facilities staff as much as possible while maintaining social distancing and PPE protocols
- Budgeted facility construction and maintenance projects are continuing as planned
- Facilities staff take appropriate measures to minimize, to the greatest extent possible, the risk of a viral transmission in the school facilities with cleaning policies and practices which include (but are not limited to) on a daily basis:

- Filing of soap and hand sanitizer dispensers
- Ensuring all paper towel holders are filled and functioning at all times;
- Sweeping and wet mopping all floors;
- Vacuuming rugs;
- Cleaning and sanitizing hard surfaces including fountains, door knobs, work areas, computer keyboards, counter tops, railing, stairwells, and writing tools;
- Cleaning and sanitizing bathrooms - toilets, sinks, walls, floors;
- Cleaning and sanitizing cafeterias - tables, chairs, food lines;
- Cleaning vents; and,
- Takes steps to assure the provision of power, heat and ventilation, water, sewer and janitorial services.
- Contracted grounds maintenance/landscaping services will continue as usual
- Facilities staff monitor district grounds to ensure athletic fields are not used for student or public gatherings in violation of State orders limiting public gatherings

Technology Department

- The Technology Department will:
 - continue to function regularly from an outside location if necessary;
 - provide on site technology support and repairs as needed on Tuesdays and Thursdays ;
 - be available during their regular hours of 8am-12:15pm to respond to technology issues pertaining to district programs and equipment;
 - Remotely monitor district servers housed on-site to ensure all systems remain functional
 - Address and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent.
- The Technology Department has created and will continue to create online resources for the staff and students to assist in the Remote School Day.

- Staff can submit a help desk request with their needs and can expect same-day responses by the help desk, email or phone during regular work hours.
- The Technology Department has:
 - supplied laptops temporarily to the select staff members who did not already have a take home device;
 - ensured that all students have access to a school issued iPad (or, if by choice, a home device) for remote learning;
 - provided students without home internet access with 20GB of data per month through Sprint Connect; and,
 - disseminated information to the community regarding access to free or reduced cost home internet.

Director of Academic Programs and Student Performance

- Maintains academics and student learning with the support of supervisors, other directors, and building administrators.
- Provides access to instructional materials aligned to New Jersey Student Learning Standards (available and designed to support student learning).
- Communicates with teaching staff members regarding the expectation to develop and deliver instruction and assessments through the duration of the school closure.
- Is available to answer all staff and community questions/concerns in regards to the well-being of our students in addition to all operational aspects of our schools.
- Updates Superintendent and administrative team on a regular basis.
- Addresses and takes responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent.

Director of Special Services

- Provides and receives updates from the Camden County Department of Education.

- Provides and receives updates from the Camden County Department of Health.
- Maintains academics and student learning with the support of supervisors, other directors, and building administrators.
- Communicates with teaching staff and student services staff to ensure student needs are being met.
- Provides support and resources for supporting special education teachers and instructional assistants to perform their job responsibilities safely and effectively.
- Is available to answer staff and parent questions in regards to school closings.
- Communicates and works with district special services personnel.
- Updates Superintendent and administrative team on a regular basis.
- Addresses and take responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent

Administrative Assistant to the Superintendent and/or Business Office Personnel

- Monitors Staff Attendance while schools are open (watch trends) and during remote learning days.
- Maintains/documents accurate lists for support staff attendance and locations if needed to work at school buildings.
- Maintains contact with staff to manage their concerns such as benefits, leaves, and other HR areas. Is available to answer staff questions and get them any needed information.
- Monitors long-term subs and ensures they are meeting their teaching obligations and their time assignments.
- Monitors US Mail and inter-school mail and fills out all HR forms from external organizations for our staff (ex. Employment verification, reimbursement forms from government and employment/tuition forgiveness forms and medical forms, FMLA,) and all other requests and answers in a timely manner.

- Monitors employee medical leaves (and long term subs) for start and end dates of leaves in conjunction with the Payroll/Benefits office.
- Maintains on-boarding of documentation and with new personnel.
- Collects documents for the upcoming monthly scheduled BOE Agendas.
- Posts openings for positions.
- Keeps district website employment opportunities and Frontline Recruit and Hire current with postings so as not to hinder hiring.
- If necessary, schedules and conducts virtual interviews for open positions.
- Is available to offer answers to HR problems and concerns to administration and staff as needed.
- Monitors phone calls and messages and e-mails for timely responses to inquiries.
- Sends out BOE follow-up documentation after monthly BOE meetings.
- Submits items and creates the BOE agenda for April and beyond, as needed, and publishes via BoardDocs online.
- Coordinates and conducts Remote Board of Education Meetings via Google Meet.
- Maintains continuity of internal and external service to all employees utilizing Frontline applications (Recruit & Hire, Professional Development, etc.).
- Maintains electronic communication with the Executive County Superintendent Office and personnel.
- Distributes and facilitates NJDOE Broadcasts to administration and adheres to timelines and directives.
- Maintains communication with the Office of Student Protection in regards to all current and recommended staff.
- Processes policy alerts via Strauss Esmay with administration and Board of Education.
- Updates Superintendent and administrative team on a regular basis.
- Addresses and takes responsibility for any and all other issues, items, topics, responsibilities as assigned by the Superintendent

Essential Personnel and Essential Campus Access

As conditions and directives permit, essential personnel may be required to conduct essential activities on campus. Physical and social distancing and proper personal protective equipment must be used to meet the environmental circumstances. The situational circumstances will deem which staff members are necessary to report to campus to perform essential activities.

All District and High School Administrators, administrative staff, and support staff—such as technology positions, are essential personnel

All Building and Grounds personnel are essential personnel.

All personnel responsible for the preparation of meals are essential personnel.

All teaching and instructional staff personnel have been board approved as essential personnel.

The Superintendent will oversee the master schedule of personnel to report to campus given the circumstances.

Business Administrator/Board Secretary will continue to oversee scheduling for the Business Office, Custodial and Maintenance, Cafeteria, and Transportation staff as end-of-year and summer cleaning activities are planned and undertaken.

The Supervisor of Technology will continue to oversee scheduling for the Technology department staff to address necessary functions on campus only as needed.