

## **Middle Township Public Schools**

### **Essential Personnel and Roles**

1. Superintendent is responsible for the oversight of the COVID – 19 plan. Superintendent is working daily and is on call 24/7. Superintendent will follow all state and local procedures for COVID – 19.
2. School Business Administrator is responsible for the oversight of all financial requirements and building/grounds/maintenance regarding COVID-19. SBA is working daily. Is on call 24/7
3. Building & Grounds Supervisor is responsible for the oversight of all cleaning and sterilization protocols for all buildings/grounds. Is on call 24/7.
4. Custodians (30) are responsible for completing all cleaning and sterilization protocols and assignments. Custodians are working 7-3:30 during the week day.
5. Food Service Director and Assistant Food Service Director is responsible for the oversight of the preparation and delivery of food to eligible families. Food Directors are working 7-3:30 during the week day.
6. Director of Curriculum & Instruction is responsible for the oversight of all remote lessons and activities and is working on a rotating basis. Is on call 24/7.
7. Director of Student Services is responsible for the oversight of all IEP's and services related to special needs students. Is working on a rotating basis. Is on call 24/7
8. Principals (4) and Assistant principals (4) are responsible for the oversight of all staff and students, and communication with parents regarding building protocols. They are working on a rotating basis. Is on call 24/7
9. Teacher (245) are responsible for the remote instructional lessons/activities for their students. They are check in with their students several times throughout the day assisting where needed. They are remotely available from 9am -3pm each week day.
10. Guidance Counselors (6) are responsible for the oversight of support services and programs, the communication with students, parents, especially those students in need of emotional support. They are working remotely from 9am-3pm weekday.

11. Child Study Team Staff (17) are responsible for the oversight of all special education programs. They are to communicate with families on their caseload to assist where necessary. They are working remotely from 9am-3pm weekday.