

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

BEFORE AND AFTERCARE PROGRAM COORDINATOR

QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Before and Aftercare site coordinators, aides, and student workers

JOB GOAL:

Oversees the supervision of the care of students before and after their assigned school day.

PERFORMANCE RESPONSIBILITIES:

1. Administration of the program to include implementation of developmentally appropriate programs, personnel management, program operations, and compliance, among other tasks.
2. Oversees the development of a staffing schedule in accordance with established ratios and group sizes. Approves days off, covers staff call out with subs, or covers in classroom as necessary when needed.
3. Creates file for each child/family for forms and necessary documents.
4. Invoices, collects, and maintains billing accounts for families enrolled. Writes deposit tickets, records deposits, and communicates balances to families. Recommends program pricing adjustments.
5. Interviews and hires program staff. Creates file for each staff member upon hiring.
6. Conducts site visit, mentors in program, counsels as needed. Terminates as needed.
7. Provides program oversight and accountability for the performance of employees and the safety of children in accordance with district policies, State and local policies and standards.
8. Interacts professionally with employees, parents, volunteers and district personnel.
9. Participates actively and positively in managing and resolving issues with parents, school staff, and/or program employees.
10. Recommends and orders supplies for program. Reviews PO's for purchases.
11. Works with State of NJ to facilitate the subsidized child care program for eligible families.
12. Submits work orders for repairs or maintenance of facilities and equipment.

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TERMS OF EMPLOYMENT:

Salary and work year to be determined by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually in accordance with State law, administrative code, and the provisions of the Board's policy on evaluation of non-certified staff.

LEGAL REFERENCES: