

JOB DESCRIPTION

BARNEGAT TOWNSHIP SCHOOL DISTRICT

BENGAL CUBS EARLY LEARNING CENTER COORDINATOR

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate and Subject Area Endorsement or eligibility.
2. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Superintendent

SUPERVISES: Bengal Cubs Early Learning Center caregivers

JOB GOAL:

Oversees the supervision of the social, emotional, and education development of children enrolled in the Early Learning Center.

PERFORMANCE RESPONSIBILITIES:

1. Administration of the center 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. Mentors in classroom. Counsels as needed. Terminates as needed.
7. Applies professional knowledge of child development principles to supervise the ELC's developmental programming. Ensures implementation of a developmentally appropriate program that promotes the social, emotional, physical and cognitive growth of children in the age categories served.
8. 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.
9. Interacts professionally with employees, parents, volunteers and district personnel.
10. Logs illnesses and injuries for tracking of patterns, or for the purpose of communicating with families.

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11. Participates actively and positively in managing and resolving issues with parents, volunteers and/or employees.
12. Recommends and orders supplies for program. Reviews PO's for purchases.
13. Makes trip to purchase items as needed for snacks through Shoprite house account
14. Maintains petty cash account for program.
15. Works with State of NJ to facilitate the subsidized child care program for eligible families.
16. Submits work orders for repairs or maintenance of facilities and equipment.
17. Works 12 months, Monday through Friday, including days when district is on early dismissal schedule.

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 certified staff.

LEGAL REFERENCES: