

JOB DESCRIPTION

READINGTON TOWNSHIP BOARD OF EDUCATION

1518 Summer Enrichment Program Coordinator
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JOB TITLE: SUMMER ENRICHMENT PROGRAM COORDINATOR

REPORTS TO: Superintendent of Schools/Designee

SUPERVISES: Students and Staff Assigned to the Program

NATURE AND SCOPE OF POSITION:

Serves as the primary organizer of the Summer Enrichment Program, responsible for implementing and managing the policies, regulations, and procedures of the Board of Education to ensure that all students are supervised in a safe child-centered learning environment. Responsibilities include planning, curriculum development, program evaluation, parent communication, student supervision, personnel management, financial management, and resource scheduling.

QUALIFICATIONS:

The Summer Enrichment Program Coordinator shall:

1. Have at least three (3) years experience in teaching and working with K-8 students.
2. Demonstrate excellent leadership and organizational skills and the ability to motivate people.
3. Have integrity and demonstrate good moral character and initiative.
4. Demonstrate knowledge and understanding of curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis, and research related to learning.
5. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
7. Demonstrate the ability to use computers for word processing, data management, and telecommunications.

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8. Provide proof of U.S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
9. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
10. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
11. Pass the state required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
12. Meet such alternates to the above qualifications as the Superintendent may deem appropriate, acceptable and legal.
13. Hold a valid driver's license with no serious violations.

VERIFICATION OF COMPETENCY:

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching and administrative performance.
4. College transcripts.
5. Employment interview.

EMPLOYMENT TERMS:

The Summer Enrichment Program Coordinator shall be employed under the following terms:

1. Organization of program to begin in January; on-site coordination while summer classes are in session.

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2. Salary, benefits, and leave time as specified by the Board of Education.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et. seq.).

JOB FUNCTIONS AND RESPONSIBILITIES:

The Summer Enrichment Program Coordinator shall:

1. Establish and promote high standards and expectations for all students and staff for academic performance and responsibility for behavior.
2. Keep the Superintendent of Schools informed of program activities and needs and work collaboratively with central office staff on matters relating to the program and the district.
3. **Create and distribute course catalog for distribution by assigned deadline (last week in March).**
4. Develop and maintain a master schedule for the summer enrichment program.
5. Work collaboratively with the School Business Administrator/Director of Buildings and Grounds to schedule classroom use.
6. **Coordinate the timely recruitment of staff and students, inclusive of consideration of appropriate certification and manageable class size.**
7. Ensure the proper collection, safekeeping, and accounting of tuition moneys.
8. Oversee the instructional programs of the summer enrichment program, evaluating lesson plans and observing classes on a regular basis to encourage the use of a variety of instructional strategies and materials consistent with research on learning and child growth and development.
9. Monitor discipline and attendance systems with high standards, consistent with the philosophy, values, and mission of the program and district, in accordance with due process and other laws and regulations, ensuring a safe, orderly environment that encourages students to take responsibility for behavior and creates high morale among staff and students. File all required reports regarding violence, vandalism, HIB, attendance and discipline matters.

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10. Establish a professional rapport with students and with staff that earns their respect. Display the highest ethical and professional behavior and standards when working with students, parents, program personnel, and agencies associated with the program.
11. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
12. Supervise all personnel assigned to the building, establishing clear expectations for role, responsibilities, and performance to ensure that all job responsibilities are met and exceeded.
13. Recommend to the Superintendent, based on interviews, personnel to fill all vacant positions in the program, following District affirmative action, recruitment and selection procedures.
14. Keep the staff informed and seek ideas for the improvement of the program. Conduct meetings as necessary for the proper functioning of the program.
15. Develop and recommend to the Superintendent a budget for the program. Approve all purchases in accordance with District, program, and GAAP policies and procedures.
16. Implement an effective **ordering**, accounting and inventory system for all program supplies, materials, and equipment.
17. Implement procedures for the supervision of students in non-classroom areas, including parent drop-off and pick-up. **This includes the monitoring of students until they are all picked up.**
18. Maintain visibility with students, staff, parents, and the community.
19. Supervise the exclusion from the program of any pupil who shows departure from normal health, who has been exposed to a communicable disease, or whose presence may be detrimental to the health and cleanliness of other pupils. Ensure that the excluded pupil's parents or guardian are apprised of the reason for exclusion (N.J.S.A. 18A:40-7 et. seq.).
20. Observe strictly to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et. seq.) regarding conflicts of interest in

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employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.

21. Perform any duties that are within the scope of employment and certifications, as assigned by the Superintendent and not otherwise prohibited by law or regulation.
22. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

Unless reasonable accommodations can be made, while performing this job the staff member shall:

1. Use strength to lift items needed to perform the functions of the job.
2. Sit, stand and walk for required periods of time.
3. Speak and hear.
4. Use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision.
5. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
6. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

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1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

EVALUATION:

The Superintendent of Schools/Designee shall evaluate the Summer Enrichment Program Coordinator in accordance with Policy No. 3223 and Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

Adopted: 2/27/07

Revised: 12 November 2013

Revised: