

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

- TITLE:** CARE Program Staff (Certificated)
- QUALIFICATIONS:**
1. High school diploma, College Degree and N.J. State Teaching Certificate required.
 2. Minimum experience as determined by the Board of Education
 3. Knowledge of child growth and development as well as supervisory experience or knowledge required
 4. Good oral and written communication skills
 5. Required criminal history background check and proof of U.S.citizenship or legal resident alien status.
- REPORTS TO:** CARE Program Coordinator and Building Principal
- SUPERVISES:** Provides supervision of CARE Program activities and staff under the direction and supervision of the CARE Program Coordinator
- JOB GOAL:** To supervise staff, oversee and implement supplemental educational activities while maintaining a safe environment.

PERFORMANCE RESPONSIBILITIES:

1. Arrives to work at scheduled time daily
2. Maintains a clean and appropriate appearance
3. Wears clothing and shoes appropriate for moving and playing outside and inside with children
4. Maintains a clean and safe environment for CARE students
5. Supervises and interacts with all CARE students in order to form a positive role model relationship
6. Assists with First Aid ad CPR as needed and trained
7. Documents all parent communication and injuries/incidents
8. Plans activities, games and crafts to be completed based on season/holiday/theme
9. Provides assistance and tutoring/homework help
10. Assists with effective behavior management
11. Works with individual students or small groups during preplanned activities
12. Interacts with students during outdoor or indoor gross motor play
13. Interacts with students during indoor games and activities.
14. Operates and cares for equipment used in the CARE program
15. Maintains proper and appropriate parent communication
16. Guides students during homework time
17. Performs clerical duties related to the program including attendance reporting, copying, distribution and return of notices home
18. Helps children with snack time routine and clothing/toileting activities when developmentally warranted
19. Participates in professional development training as assigned
20. Attends monthly staff meetings
21. Maintains proper and helpful communication between other staff members
22. Performs other related duties as assigned
23. When scheduled as a Lead Staff member, assume the responsibilities for program supervision in the absence of the Program Coordinator.

TERMS OF EMPLOYMENT: Salary and work year as determined by student enrollment needs and the Board of Education

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy in evaluation on non-certified staff. Evaluation completed by CARE Program Coordinator

Approved: _____ Date: _____

Revised: _____

Legal References:

N.J.S.A.18A:6-7.1 CRIMINAL HISTORY RECORD

N.J.S.A. 18A-16.1 OFFICERS AND EMPLOYEES

N.J.S.A. 18A:16-2 PHYSICAL EXAMINATIONS:REQUIREMENT

N.J.A.C. 6:3-4A-4 REQUIREMENTS OF PHYSICAL EXAMINATIONS