

ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL

- TITLE:** CARE Program Coordinator
- 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:** Building Principal
- SUPERVISES:** Provides supervision of CARE Program activities and staff under the direction and supervision of the building Principal and Superintendent.
- JOB GOAL:** To supervise staff, oversee and implement supplemental educational activities while maintaining a safe environment.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises all CARE staff
2. Creates staff schedules and substitutes
3. Maintains CARE student files and assures policies and procedures are followed by families.
4. Maintains CARE staff files and completes end of the year evaluations, observations, and any write ups if needed.
5. Coordinate schedule with Business office. Sign off on time sheets submitted to SBA.
6. Listens and responds to parent communications, concerns, and issues
7. Coordinates monthly billing for tuition
8. Maintains a clean and safe environment for CARE students
9. Supervises and interacts with all CARE students in order to form a positive role model relationship
10. Assists with First Aid ad CPR as needed and trained
11. Documents all parent communication and injuries/incidents
12. Review Care Staff planned activities, games, and crafts to be completed based on season/holiday/theme
13. Assists with effective behavior management
14. Operates and cares for equipment used in the CARE program
15. Maintains proper and appropriate parent communication
16. Performs clerical duties related to the program including attendance reporting, copying, distribution and return of notices home
17. Participates in professional development training as assigned
18. Leads monthly staff meetings
19. Maintains proper and helpful communication between other staff members
20. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:** Salary and work year as defined by contract 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 Superintendent.

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