



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: PRIME TIME PROGRAM COORDINATOR

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification.
2. Possesses skills in organization, human relations, problem solving, decision making, and communication skills.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Prime Time Program Director

JOB GOAL: To coordinate and carry out the logistics of the Prime Time (Latchkey) Program in order to provide the students of the Holmdel Township School District with an opportunity for a quality academic experience beyond the regular school day.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:
 - a. Oversee the daily childcare operations.
 - b. Communicate with parents as needed.
 - c. Coordinate staff scheduling.
 - d. Work with the staff in the overall administration of Prime Time.
 - e. Provide on-campus oversight.
 - f. Promotes a safe and positive environment for children at all times.
 - g. Supervise and direct children and staff as needed.
 - h. Provide any disciplinary action necessary in coordination with the Director.

- i. Ensure that designated school space is maintained in a clean and orderly manner.
 - j. Attend staff meetings, trainings and meetings as assigned
2. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
 - b. Keeps the Building Principal and Prime Time Director informed about his/her activities and accomplishments.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE: