



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: PRIME TIME PROGRAM DIRECTOR**

## **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification. Preference will be given to those in possession of Principal/Supervisor's Certification.
2. Possesses skills in business management/accounting, 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:** Assistant Superintendent and Business Administrator

**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 normal school day.

## **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Assist teachers in the design and implementation of course offerings developed for Prime Time Camps.
  - b. Evaluate and assess the courses proposed by teachers to be offered at Prime Time Camps.
  - c. Organize and facilitate a teacher articulation for researching and planning for course offerings.
  - d. Work collaboratively with district building administration and the Director of Buildings and Grounds to coordinate facility usage.
  - e. Create program brochure, website and advertisements to promote Prime Time.

- f. Work with the instructional staff in the overall administration of Prime Time.
  - g. Impose disciplinary action, if necessary.
  - h. Communicate with parents as needed.
  - i. Provide on-campus oversight at Indian Hill and Village School.
  - j. Promotes a safe and positive environment for children at all times.
  - k. Supervise and direct children and staff as needed.
  - l. Coordinate staff and student scheduling.
  - m. Maintain a daily attendance for staff for justification of payment.
2. Personnel Administration:
- a. Interview and hire instructional staff as needed for the facilitation of course offerings.
  - b. Interview and hire substitute instructional staff as needed for the facilitation of course offerings.
  - c. Conduct written informal evaluations.
3. Business Management/Accounting:
- a. Collaborate with the Business Office on all Budget/Accounting aspects.
  - b. Coordinate monthly payroll in accordance with Board of Education policy.
  - c. Prepare annual program budget with the goal of generating a profit amount established annually by the Business Office.
  - d. Coordinate course registration based on program registration policy.
  - e. Prepare/process all purchase requisitions/purchase orders on-line using Systems 3000, in accordance with NJ purchasing laws and district purchasing manual; distributes materials to appropriate personnel when orders are received.
  - f. Prepare/process all payments on-line using Systems 3000. No refund checks are to be issued from the Prime Time checking account.
  - g. Ensure all funds received are deposited twice per month.

- h. Ensure bank reconciliations of accounts applicable to the Prime Time are completed monthly (within three weeks of month end) using Quick Books. Upon completion, ensure the following is forwarded to the Assistant Business Administrator:
  - Copy of bank statement and bank reconciliation (Quick Books)
  - Certification of timely deposit of funds (as per g. above)
  - Transaction Register from Quick Books, indicating YTD Inflows and Outflows
  
- i. Ensure compliance with all other responsibilities identified on the attached Accounting Checklist.

**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:** July 29, 2009

**Holmdel Township Public Schools**  
**Accounting Checklist**

- 1) All purchase requisitions are to be processed on-line using Systems 3000, in accordance with NJ purchasing laws and district purchasing manual.
- 2) All payments must be processed through Systems 3000. No refund checks to be issued from the Prime Time checking account.
- 3) Deposit required within 48 hours or two business days of receipt.
- 4) Bank reconciliations to be completed monthly using **Quick Books**. Reconciliations are required within three weeks of month end. Ensure that bank balances and book balances agree. Bank reconciliation should be signed and dated by the preparer and principal/administrator.
- 5) Upon completion, forward the following to the Assistant Business Administrator:
  - o A Timely Deposit of Receipts (attached)
  - o Copy of bank statement and bank reconciliation (quick books)
  - o A Transaction Register from Quick Books, indicating YTD Inflows and Outflows
- 6) Checks outstanding more than a year should be voided, annually. **Prior to voiding, Board approval is required.** When recommending to the Board to have checks voided, be sure to include the check date, check #, payee and amount of the check(s) to be voided.
- 7) Upon Board approval of stale dated check(s), please sign off confirming that the stale dated checks have been voided, accordingly and reflected in the applicable month's bank reconciliation. Include the confirmation statement in the month end deliverable identified in 5), above.
- 8) For federal tax return purposes, provide parent/guardian with a form/letter of calendar year (January 1 through December 30) amount paid, no later than January 31<sup>st</sup> of the subsequent year, in accordance with Internal Revenue Code.