



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## JOB DESCRIPTION:

### PRIME TIME PROGRAM

### HEAD - CERTIFICATED STAFF

#### 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.
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Clerical aptitude; competence in use of computer and knowledge of office-related software programs.

**REPORTS TO:** Prime Time Program Director

**JOB GOAL:** To ensure the smooth and efficient operation of the Prime Time (Latchkey) Program and carry out the logistics of the 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. Communicate with parents as needed.
  - b. Work with the staff in the overall administration of Prime Time.
  - c. Provide on-campus oversight.
  - d. Promotes a safe and positive environment for children at all times.
  - e. Supervise and direct children and staff as needed.
  - f. Attend staff meetings, trainings and meetings as assigned.



- a. Performs all other tasks and assumes such other duties as assigned by the Prime Time Program Director, Prime Time Program Coordinator, or designated school administrator.

**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