

1400.XXXX

JOB DESCRIPTION

SUMMER PROGRAM COORDINATOR

Title: Summer Program Coordinator (Stipend Position)

Reports to: Assistant Director of Alternative Programs

Position Summary: The Summer Program Coordinator has broad program responsibilities for all District summer programs, including Extended School Year, English as a Second Language, and Basic Skills programs. Additionally, the Coordinator works collaboratively with District administrators, child study team members, speech/language specialists and teachers in the monitoring of student safety and delivery of programs.

Work Year: Seasonal

Work Hours: Dependent on program location

FLSA Status: Exempt

Bargaining Unit: EBEA

Pay Grade: Coordinator Stipend

Qualifications:

1. Hold a New Jersey Administrative Certificate in accordance with the requirements of N.J.S.A. 18A:27-1 et seq., and N.J.A.C. Title 6A, Chapter 9B, Supervisor or Principal (N.J.A.C 6A:9B-12.6).
2. Previous leadership experience preferred.
3. Hold a Master's Degree from an accredited college or university.
4. Have a minimum of three years of documented and proven effective teaching experience, counseling experience or child study team experience.
5. Possess a thorough, relevant, and demonstrated knowledge and background in District summer programs.
6. Strong demonstrated leadership in working with people, organizational skills, ability to motivate people.
7. Demonstrated knowledge and understanding of curriculum, evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment, and research related to learning.

1400.XXXX

JOB DESCRIPTION

SUMMER PROGRAM COORDINATOR

8. Troubleshooting: Be able to find the root cause of issues and think logically about solutions.
9. Critical Thinking: Think critically in their process of task management. This individual must discern how to prioritize task and personnel assignments.
10. Skills: Demonstrates strong interpersonal skills, works cooperatively with members of the school community, communicates clearly and effectively, thinks creatively and innovatively, maintains a positive and encouraging demeanor, demonstrates patience and compassion, demonstrates strong leadership skills, manages time efficiently, demonstrates strong organizational skills, detail oriented, task prioritization, capable of maintaining a flexible schedule and supervising staff, resolving conflict, exercising good judgment and sensitivity in response to changing situations, demonstrates technology skills, high level of integrity, commitment, and work ethic; and demonstrates knowledge of school standards and code of conduct.
11. Knowledge: Possess professional knowledge and skills, such as principles, procedures and practices special education programs and related instruction; federal, state and local laws, rules and regulations governing special education and accountability; personnel and management principles, practices, and techniques as they relate to the administration of student learning, policy development, employee relations and related services; confidentiality requirements and ethical guidelines for local, state and federal laws, policies and statutes; the learner and the learning process; being skillful in teaching methodology; understanding the potentialities of educational programs and innovations; being able to use research findings and techniques in solving instructional problems; and working with parents and interpreting the schools to the community; understand District curriculum and content standards; understand District organization, operations, policies and objectives; apply principles and practices of administration, supervision and training; provide training and work direction; apply appropriate codes, laws, regulations, policies and procedures; operate a computer and assigned software and maintain records and prepare reports.
12. Ability: Schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapt to changing work priorities; display tact and courtesy; establish and maintain effective working relationships; maintain confidentiality; meet deadlines and schedules; set priorities; work as part of a team; assess, consult, and train teachers to enhance educational skills; serve as a resource concerning program services and activities; facilitate department and program goals and objectives; analyze situations and adopt an effective course of action; supervise performance

1400.XXXX**JOB DESCRIPTION****SUMMER PROGRAM COORDINATOR**

of assigned personnel and maintain consistent and punctual attendance; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; working independently and with interruptions; and, complying with Board of Education policies and regulations.

13. Be self-driven, possess excellent initiative, integrity, and good moral character.
14. Possess ability to work effectively and efficiently alone, and cooperatively with other personnel.
15. Exhibit personality traits that demonstrate interpersonal skills that relate well to students, staff, administration, parents, and the community.
16. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
17. Demonstrate the ability to use computers for word processing, data management, telecommunications, and other technology and/or systems relevant to the position.
18. Hold a NJ valid driver's license with no serious violations.
19. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
20. Provide a medical certification demonstrating the ability to perform the essential job functions and responsibilities with or without reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6A:32-6.3(a).
21. Provide evidence that a criminal record history check has been conducted and clearance has been given by the New Jersey Department of Education.
22. Provide a sworn statement that the individual has not been convicted of a crime or a disorderly person's offense in accordance with N.J.S.A. 18A:6-7.1 during the initial six-month employment period.
23. Pass the State required Mantoux Intradermal Tuberculin Test as required by law.
24. Other qualifications as the Superintendent of Schools may find appropriate.

Post-offer/Pre-employment Physical – None required.

Job Functions & Responsibilities: The list below is intended to describe the general nature and level of work performed by individuals assigned to this job title. This is not intended to be an exhaustive list of all responsibilities, duties, and tasks required of personnel so classified.

1400.XXXX

JOB DESCRIPTION

SUMMER PROGRAM COORDINATOR

1. In conjunction with District administrators, participates in the planning, coordination and delivery of all District summer programs.
2. Works cooperatively with the Senior Manager of Transportation to ensure the safe transport of program students.
3. Works with the assigned School Safety Officers
4. Works cooperatively with the building Principal, Secretarial staff, custodial staff and others to ensure classrooms, common areas, and playgrounds are assigned and prepared for student use.
5. Assist in the supervision of and evaluation of summer program staff by conducting classroom visits, walk-throughs, spot observations, feedback, modeling, and coaching to ensure high quality learning based on current research and child development.
6. Provides teaching staff members with clear, timely and useful feedback, including feedback that identifies areas for growth and guides professional development.
7. Monitors staff and attendance; arranges for coverages of classrooms and duties as needed.
8. Communicates with parents regarding student progress, behavior, attendance and related matters.
9. Maintains accurate records relating to, but not limited to, student performance, student attendance, staff attendance, transportations, student behavior, HIBs.
10. Analyzes data to support and increase student achievement; provides reports, progress updates, and related data as requested.
11. Monitors and evaluates classroom instruction related to District curriculum.
12. Establishes and promotes high standards and expectations for students and staff for academic performance and responsibility for behavior.
13. Immediately notifies the Superintendent of Schools and appropriate administrators in the event of an emergency, lockdown, staff or student illness beyond the common occurrence, and other timely and critical matters.

1400.XXXX

JOB DESCRIPTION

SUMMER PROGRAM COORDINATOR

14. Adheres to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.
15. Establishes practices and procedures for summer programs that promotes the compliance of Board Policies and Regulations with students and staff.
16. Works with the Human Resources and Financial Services departments to ensure program participants comply with deadlines for submission of payroll vouchers and timesheets.
17. Recommend to the Superintendent personnel to fill all vacant positions under the Supervisor's purview, following district affirmative action, recruitment and selection procedures.
18. Use effective presentation skills when addressing students, staff, parents, and the community, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
19. Use effective written and oral English skills when communicating with students, parents, and colleagues.
20. Maintain positive, cooperative, and mutually supportive relationships with the central administration, supervisors, principals, parents, and representatives of resource agencies within the community.
21. Holds staff meetings as appropriate.
22. Maintains a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
23. Performs any duties that are within the scope of employment and certifications, as assigned by the Superintendent of Schools and not otherwise prohibited by law or regulation.

Physical Demands - The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of this position, and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with certain disabilities to perform the essential responsibilities and functions of this job. Unless reasonable accommodations are made to enable an employee to complete these tasks, the employee will have the ability to:

1. Speak, hear, and comprehend intelligible English.

1400.XXXX

JOB DESCRIPTION

SUMMER PROGRAM COORDINATOR

2. Visual and mental acuity.
3. Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently as needed to move objects.
4. Sit, stand, walk, stoop, crouch, squat, bend, kneel, reach, and repetitive motion for unspecified periods of time.
5. Use arms, hands, fingers, feet and toes, and apply manual dexterity to handle objects and materials, and operate office equipment, computers, cell phones, and portable computing and communication devices.

Environmental Demands - The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive:

1. Exposure to a variety of childhood and adult germs, and communicable and non-communicable diseases and illnesses.
2. Exposure to heated/air conditioned and ventilated facilities. The work area is generally subject to minimal environmental discomfort related to poor ventilation, loud noises, and/or extremes of heat or cold.
3. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
4. Function in a workplace that is usually moderately quiet but that can be noisy at times.
5. Occasional exposure to a variety of weather conditions.
6. Employees in this position work in a safe and secure work environment that may periodically have unpredicted requirements or demands.
7. The nature of the work environment may produce moderate levels of stress.

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