

DEPTFORD TOWNSHIP PUBLIC SCHOOLS
OFFICE OF THE SUPERINTENDENT

TO: All Staff
FROM: Dr. Charles R. Ford Jr.
SUBJECT: JOB VACANCY NOTICE
DATE: February 7, 2017

The Deptford Township Public School District is interested in applicants for the following position:

SPARTAN CARE PROVIDER
(2017-2018 school year)

LOCATIONS: Good Intent Elementary, Oak Valley Elementary School, Pine Acres Early Childhood Center & Shady Lane Elementary

HOURS: Pine Acres Early Childhood Center – 6:30 a.m. to 9:15 a.m. and 3:30 p.m. to 6:15 p.m.

Good Intent Elementary, Oak Valley Elementary, Shady Lane Elementary – 6:30 a.m. to 8:25 a.m. and 2:45 p.m. to 6:15 p.m.

Effective on or before September 5, 2017

Qualifications:

- Valid N.J. Drivers License
- Minimally hold a N.J. Substitute Certification
- Demonstrates sound planning and organizational skills
- Ability to open lines of communication with colleagues and parents.
- Maintains respect for colleagues, parents, and students
- Ability to develop and facilitate group activities
- Criminal history record clearance
- Proof of U.S. Citizenship or legal resident alien status

Reports To: Spartan Care Director

Purpose:

1. Organize, lead and coordinate activities for the Spartan Care Program.
2. Oversee and act as first line of referral for parents, students and staff regarding all incidents that take place during Spartan Care.

Supervise: Aides

Job Goal: To assist the Director with all functions and assignments necessary for the daily functioning of the Spartan Care Program.

Performance Responsibilities

1. Plan, lead and participate in free play, structured activities and, depending on qualifications, make adjustments in programming according to space, attendance and weather conditions.
2. Assure safety of students, administer first-aid and resolve differences between students.
3. Assure students are dismissed at appropriate times for class (a.m. Session).
4. Communicate with Director, Lead, and Aides to discuss needs and methods to best meet those needs.
5. Assure materials and supplies are available for activities.
6. Establish a cooperative attitude among all staff, children and parents.
7. Use positive praise and encouragement when working with children and staff.
8. Maintain confidentiality of student files and other professional communication.
9. Develop monthly schedules of activities in collaboration with Director.
10. Supervise Lead and Aide staff members.
11. Attend in-service meetings and other necessary meetings as requested.
12. Compile and maintain necessary student information as requested by Director.
13. Maintain a logbook of all parent contacts.
14. Conduct safety and fire drills.
15. Support district policies and regulations.
16. Attends applicable trainings when required.
17. Perform any other related duties assigned by the Director or Superintendent.

Interested applicants should apply online at www.deptford.k12.nj.us via Employment and complete an application for the 2017-2018 school year.

An Equal Opportunity Employer – M/F