

OLD BRIDGE TOWNSHIP PUBLIC SCHOOLS

Job Description

TITLE: PROGRAM COORDINATOR

QUALIFICATIONS:

1. Valid instructional certificate and appropriate teaching endorsement or eligibility
2. Leadership experience
3. Strong written and oral communication skills
4. Ability to work well with others
5. Demonstrated project management and organizational skills
6. Required criminal background check and proof of U.S. citizenship or legal resident alien status of current non-employees.

REPORTS TO: Administrator in charge of program (Director, Supervisor, Principal or Vice-principal)

JOB GOAL: To maintain the coordination of the instructional program with positive communication methods between school building personnel, the school district and the community-at-large and to promote strategies to provide information about the schools, programs, and activities of the District.

PERFORMANCE RESPONSIBILITIES:

1. Coordinate program operations including but not limited to planning, organizing, scheduling, and assessing program needs.
2. Assist with communication and dissemination of information for District's programs.
3. Collects and prepares data to support and analyze programs.
4. Assist with coordinating and providing professional development.
5. Assist with coordinating and providing parent information sessions/training.

6. Maintains open and regular lines of communication with the administration of each school and with Central Administration to ensure that a current and accurate knowledge base is maintained.
7. Performs other duties, which are within the scope of employment and certification as may be assigned by administrator(s)/supervisor(s) under the authority of the Board of Education.

TERMS OF EMPLOYMENT:

Terms are in accordance with the provisions of the Agreement between the Old Bridge Board of Education and the Old Bridge Education Association.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such person may not be eligible.

EVALUATION

Performance of this job will be evaluated annually in accordance with state law and the provisions of the board's policy on evaluation of certified staff.

PROPOSED: October 17, 2017

ADOPTED: November 14, 2017

REVISED:

Legal References:

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| <u>N.J.S.A.</u> 18A:6-7.1 | Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception |
| <u>N.J.S.A.</u> 18A:16-1 | Officers and employees in general |
| <u>N.J.S.A.</u> 18A:16-2 | Physical examinations; requirement |
| <u>N.J.S.A.</u> 18A:27-10 | Non-tenured teaching staff member; offer of employment for next succeeding year or notice of termination before May 15 |
| <u>N.J.A.C.</u> 6A:9B-1.1 | Professional Licensure |
| <u>N.J.A.C.</u> 6A:9B-9.1 | Endorsements on the Instructional Certificate |
| <u>N.J.A.C.</u> 6A:9B-12.1 | Endorsements on the Educational Services Certificate |
| <u>N.J.A.C.</u> 6A:8.1 | Standards and Assessment |
| <u>N.J.A.C.</u> 6A:10-6.1 | Evaluation of Teaching Staff Members other than Teachers and Principals |