

ABSECON PUBLIC SCHOOLS

Job Description

TITLE: DIRECTOR OF PALS (Part Time)

QUALIFICATIONS:

1. NJ Teaching Certification
2. Accessible 5 days a week
3. Demonstrates knowledge of after school programs, licensing procedures, and policies, as well as NJ subsidiary programs and policies
4. Demonstrated strong computer skills, the ability to track data, produce reports, as well as monitor NJ subsidiary programs online
5. Possess excellent communication, supervisory, administrative, and fiscal management skills
6. Childcare experience
7. Ability to implement program policies and procedures
8. Ability to maintain a positive learning environment
9. Must obtain CPR certification
10. Required criminal history background check, CARI, and proof of United States citizenship or legal resident alien status
11. It is preferred that the director of PALS posses any combination equivalent to: bachelor's degree in child development or closely related field and two years experience working with children to grade 6 in an organized setting.

REPORTS TO:

- ✓ Superintendent of Schools and Business Administrator

SUPERVISES:

- ✓ All PALS instructors and aides

JOB GOAL:

- ✓ To assume responsibility for the overall administration, management, and daily operation of the PALS program.

PERFORMANCE RESPONSIBILITIES:

1. Supervises and directs all staff and children with the PALS after care program in accordance with school district policies, PALS policies, and in compliance with State and federal regulations.
2. Recommends staff to be hired to the superintendent of schools, as needed, to conduct the after care program.
3. Develops schedules, daily and weekly, for both the students enrolled in the PALS program and the staff responsible for their supervision.
4. Prepares, manages, administers and monitors the budget for the after care program.
5. Maintains inventory and purchases and secures all equipment, materials and supplies necessary for efficient program operations.
6. Supervises the homework room within the after care program as needed.
7. Develops and distributes the daily schedule for the classroom teachers.
8. Monitors the facilities that are utilized within this program and works with the supervisor of buildings and grounds to ensure that the facilities are maintained appropriately.

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9. Secures all funds and transfers these monies for deposit with the school business administrator in a timely and efficient manner.
10. Monitors subsidy families on E-Child-Care Network
11. Ensures effective public and community relations through ongoing communications with parents/guardians and appropriate program recruitment.
12. Communicates with parents/guardians on an ongoing basis about the after care program and provides appropriate attention towards special needs children.
13. Performs other duties, which may be within the scope of his/her employment and certification as may be assigned by the Superintendent, State, or Business Administrator.

TERMS OF EMPLOYMENT:

- ✓ Twelve (12) month work year.
- ✓ Salary as negotiated through the Absecon Board of Education.

EVALUATION:

- ✓ Performance of this job will be evaluated annually in accordance with the state law and the provisions of the Board's policy on evaluation of certified personnel.