



SECTION      CENTRAL ADMINISTRATION

AREA

TITLE              Before and After Care Program Onsite Program Manager

**QUALIFICATIONS:**

1. Valid New Jersey Administrator or Teacher Certificate.
2. Strong organizational ability.
3. Experience working with children.
4. Knowledge of before and after care programs.
5. Required criminal background check and proof of US citizenship or legal resident alien status.

**REPORTING RESPONSIBILITIES**

The Before and After Care Program Manager reports to the Business Administrator.

**JOB GOAL**

The Before and After Care Program Manager creates, designs, and monitors all aspects of programs for the school-based before and after care program. The program manager provides onsite supervision of the school-based program and communicates with all stakeholders to ensure a safe environment for children.

**TERMS OF EMPLOYMENT**

Stipend Position.

**EVALUATION**

The Before and After Care Program Manager shall be evaluated by the Business Administrator, in writing, at least once each year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description and Board policy.

**PERFORMANCE RESPONSIBILITIES**

1. Designs program.
2. Assists in budget preparation for the program.
3. Provides onsite supervision of the program.
4. Oversees expenses for each program and monitors budget.
5. Assists in development of and monitors procedures to account for program fees.
6. Establishes policies and procedures for programs.
7. Reviews and revises programs to improve and maintain high standards of quality and safety.
8. Responds to parent and client needs.
9. Works with Child and Family Services to help families in financial need obtain subsidies to be able to attend programs.
10. Reports any unsafe facility conditions.
11. Recruits, interviews, and evaluates staff.
12. Oversees staff development and training.
13. Submits payroll for the program.
14. Creates, designs, and monitors programs.
15. Creates program information flyers and registration forms.



16. Directs registration procedures.
17. Designs and monitors data management for client files.
18. Advertises and markets programs.
19. Creates and maintains all schedules.
20. Coordinates public relations program including the creation of enrollment brochures and program announcements.
21. Prepares, statistical reports for the Board of Education, upon request.
22. Directs the activities of staff and community education program providers.
23. Provides input to the Business Administrator for the evaluation of all staff.
24. Coordinates building use with the business office and the building principals.
25. Performs such other tasks and assumes such other responsibilities as assigned by the Business Administrator as it pertains to the program.

**OTHER DUTIES**

1. Maintains confidentiality in all areas of the assignment.
2. Assumes other duties and responsibilities incidental to the office or as assigned by the Superintendent of Schools.
3. Adheres to all district policies and regulations, including but not limited to:
  - a. Teaching Staff Member/School District Reporting Responsibilities – 3159
  - b. Physical Examination – 3160
  - c. Substance Abuse – 3218
  - d. Electronic Communications between Teaching Staff Members and Students – 3283
  - e. Sexual Harassment – 3362

Adopted: 27 February 2018