



Bridgewater-Raritan Regional School District
Job Description

SECTION 6811
CATEGORY Non-Instructional
SUB-CATEGORY BR CAREs Coordinator

QUALIFICATIONS:

1. Bachelor's degree or equivalent
2. Instructional certificate required
3. Experience working with children
4. Excellent computer skills
5. Strong proficiency in Google Applications
6. Strong leadership, organization, management, interpersonal, and communication skills
7. Knowledge of child care regulations and laws
8. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment
9. Required criminal background check and proof of US citizenship or legal resident alien status.

REPORTING RESPONSIBILITIES

The CARE Coordinator reports to the School Business Administrator. The employee works in collaboration with Building Administrators, Assistant Superintendents, and the Superintendent, as appropriate.

SUPERVISORY RESPONSIBILITY AND AUTHORITY

The CARE Coordinator shall maintain line and staff authority in accordance with the Board of Education approved District Organizational Chart.

JOB GOAL

The Bridgewater-Raritan Community After/Before School Recreation & Enrichment (BR CARE) Coordinator, in accordance with Board policy and New Jersey Statute and guided by the Board-approved curriculum and goals as well as the administrative rules of the Superintendent, the Assistant Superintendents, and the Business Administrator, engages in onsite supervision of the school-based program and communicates with all stakeholders to ensure a safe environment for students and efficient operations of the program.

TERMS OF EMPLOYMENT

Twelve-month contract. Eligible for Benefits. District-Wide and Non-Instructional Personnel.

PERSONAL EVALUATION

The CARE Coordinator shall be evaluated in writing in line with state requirements and Board of Education policy and regulation by any of the following or combination of the following: Building Administrator(s), Supervisor(s), the Assistant Superintendent for Curriculum and Instruction, the



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Assistant Superintendent for Personnel, the Assistant Superintendent for Special Services, the School Business Administrator, and/or the Superintendent, at least once a year. The evaluation shall be based in part on the performance of the responsibilities indicated in this position description.

PERFORMANCE RESPONSIBILITIES

1. Ensures appropriate supervision of students at all times
2. Ensures district health guidelines related to the pandemic are followed
3. Design the BR CAREs program and budget
4. Recruitment of staff and recommendation of candidates for hire for the program
5. Create and maintain all schedules
6. Coordinate public relations program including program announcements
7. Prepare statistical reports for the Board of Education
8. Prepare and disseminate all programs
9. Direct the activities of managers and providers
10. Evaluation and supervision of all child care staff
11. Coordinate building use with the business office and the building principals
12. Manages and hires staff for the childcare
13. Meets with staff to develop goals and introduce new initiatives
14. Manages daily operations
15. Communicates effectively with parents
16. Manages staff payroll
17. Prepares and delivers staff training to meet state and district requirements and needs
18. Performs such other tasks and assumes such other responsibilities as assigned by the administrator
19. Reports any unsafe facility conditions

OTHER DUTIES

1. Maintains confidentiality in all areas of assignment
2. Assumes other duties and responsibilities incidental to the position or as assigned by the Onsite Manager or designee
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities – 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Electronic Communications between Support Staff Members and Students – 4283
 - e. Sexual Harassment – 4352
 - f. Harassment, Intimidation, and Bullying – 5512

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 2021 April 27