



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Community School Programs Manager

REPORTS TO: Community School Supervisor

QUALIFICATIONS:

1. Bachelor's degree or equivalent
2. Experience teacher and/or in childcare
3. Excellent computer skills
4. Strong proficiency in Microsoft Office Suite
5. Strong leadership, organization, management and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment

GENERAL DESCRIPTION:

To manage the Community School childcare and summer camp programs and assist with other Community School programs.

ESSENTIAL JOB FUNCTIONS:

1. Managers and hires staff for the childcare and summer camps.
2. Supervises staff in childcare and summer camp programs.
3. Meets with staff to develop goals and introduce new initiatives.
4. Manages daily operation of four after school and four before school child care centers.
5. Communicates effectively with parents.
6. Plans holiday fun and early dismissal programs.
7. Plans summer camp and holiday fun trips.
8. Handles child and family accounts.
9. Assists the Community School Supervisor with interpreting and following state child care center laws and regulations.
10. Manages staff payroll.
11. Assists the Community School Supervisor with other programs.
12. Prepares and delivers staff training to meet state and district requirements and needs.
13. Performs such other tasks and assumes such other responsibilities as assigned by the administrator.

WORK YEAR: Twelve-month employee

DATE APPROVED: July 23, 2019

APPROVED BY: Board of Education