

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

ALTERNATIVE EVENING PROGRAM LIAISON

QUALIFICATIONS

Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Alternative Evening Program Administrator/Principal/Superintendent.

JOB GOAL

To provide crossover support for day school and alternative evening school.

PERFORMANCE RESPONSIBILITIES

Essential duties and responsibilities include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

1. Input Attendance
2. Input Grades
3. Input discipline
4. Input and change schedules
5. Payroll
6. Teacher coverage
7. Assist the counselor and the administrator
8. Performs other duties as assigned by Alternative Evening Program Administrator/Principal/Superintendent.

TERMS OF EMPLOYMENT

Ten month position.

EVALUATION

Performance of the job will be evaluated by Alternative Evening Program Administrator/Principal or Designee.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2010**
AMENDED: