

TITLE: Nita M. Lowey 21st Century Site Supervisor (Grant Funded)

QUALIFICATIONS:

1. Current Employee of Freehold Borough School District
2. Valid New Jersey Principal Certificate or eligibility
3. Demonstrated leadership skills and experience in the field of Out of School time
4. Knowledge of diverse needs of children
5. Required criminal history check and proof of U.S. citizenship or legal resident alien status
6. Spanish speaking preferred

REPORTS TO: Nita M. Lowey 21st Century Project Director

JOB GOAL: This person will be responsible for the daily operation, coordination and delivery of services at the respective program site.

PERFORMANCE RESPONSIBILITIES:

Responsibilities include, but are not limited to, the following:

1. Ensuring staff and students are in assigned classrooms and have signed in;
2. Report student absences to 21st Century Clerk;
3. Classroom observations to ensure activities are delivered as intended;
4. Overseeing drop off and pick up of students;
5. Coordination and distribution of daily snacks;
6. Ensuring field trip activities are completed as scheduled and that emergency contacts are accessible;
7. Communicating with school-day teachers regarding specific student needs as needed;
8. Communicating with parents regarding student needs and behavior when necessary;
9. Coordinate staff activities and assign substitutes in conjunction with the 21st Century Project Director