KINGSWAY REGIONAL SCHOOL DISTRICT
JOB DESCRIPTION

S.M.A.R.T. Schedule Coordinator

(Approved: 8/25/2014, Rev. 04/28/2016)

Qualifications:

1. Bachelor's degree required
2. Hold or be eligible to hold a New Jersey Educational Certificate
3. Hold appropriate endorsements
4. Have an comprehensive understanding of PowerSchool, use of Microsoft Office, and data collection & analysis
5. Committed to professional collaboration with staff and administration for the advancement of district initiatives
6. Have an comprehensive understanding of technology
7. Understand concepts related to scheduling

Scope of Responsibility: Assist administration in scheduling and advertising SMART activities and maintain a SMART activities schedule that is accessible to all shareholders throughout the year

Reports to: High School Principal and/or Designee

Performance Responsibilities:

1. Assist in developing a scheduling system
2. Manage and enter remediation/enrichments opportunities into a schedule
3. Regularly advertise remediation/enrichment opportunities for students through a variety of means.
4. Performing other related duties as may be assigned by High School Principal and/or designee.
5. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.

Employment conditions:

Contract year:	July1 to June 30
Job Family	Schedule: B, Class: C
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A