

# **JOB DESCRIPTION**

## **PATERSON BOARD OF EDUCATION**

**COORDINATORS**  
**1832-Site Coordinator for Recreational  
Services**  
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**JOB TITLE:**           **SITE COORDINATOR FOR RECREATIONAL SERVICES**

**REPORTS TO:**       Deputy Superintendent

### **NATURE AND SCOPE OF JOB:**

The Site Coordinator for Recreational Services is responsible for developing, implementing, and coordinating recreational services for the district's students in grades pre-kindergarten through eight. In order to effectively perform in this position, the Site Coordinator for Recreational Services must work closely with municipal officials and other employees of the City of Paterson to ensure integration/coordination of a broad array of recreational services for the benefit of the district's students. The Site Coordinator for Recreational Services must be able to communicate effectively with parents, members of the community, district and municipal staff, and colleagues in other districts and schools.

### **QUALIFICATIONS:**

The Site Coordinator for Recreational Services shall:

1. Hold a standard teaching certificate.
2. Have a minimum of three (3) years of teaching experience.
3. Have excellent experience working with children and adolescents, grades pre-k-8.
4. Hold and maintain a valid driver's license with no serious violations.
5. Have experience working in athletic or recreational programs.
6. Demonstrate excellent organizational skills and the ability to motivate people.
7. Have excellent integrity and demonstrate good moral character and initiative.
8. Demonstrate knowledge and understanding of curriculum development and program evaluation.
9. Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents, and the community.

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10. Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
11. Demonstrate the ability to use electronic equipment for word processing, data management, information retrieval, visual and audio presentations, and telecommunications.
12. Provide proof of U. S. citizenship or legal resident alien status by completing Federal Form I-9 in compliance with the Immigration Reform and Control Act of 1986.
13. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education, or, during the initial six-month period provide a sworn statement that there have not been any convictions of a crime or a disorderly persons offense in accordance with 18A:6-7.1.
14. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
15. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
16. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and other agencies associated with the schools.
17. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
18. Perform duties that are within the scope of employment and certifications, as assigned by the immediate supervisor, Deputy Superintendent, and/or State District Superintendent or designee and not otherwise prohibited by law or regulations.
19. Meet such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable.

### **VERIFICATION OF COMPETENCY:**

1. District application and resume.
2. Required documentation outlined in the qualifications above.
3. A minimum of three letters of reference from former employers, teachers, professors or other professional sources, or copies of recent evaluations of teaching performance.
4. Official college transcripts.

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5. Employment interview.

### **EMPLOYMENT TERMS:**

The Site Coordinator for Recreational Services shall be employed under the following terms:

1. Work year of twelve (12) months
2. Salary, benefits, and leave time as negotiated.
3. Conditions established by laws and codes of the State, and policies, rules, and regulations established by the Board of Education (N.J.S.A. 18A:27-4 et seq.).

### **JOB FUNCTIONS AND RESPONSIBILITIES:**

The Teacher on Assignment to Joint Recreational Services shall:

1. Organize, implement and coordinate interscholastic athletics and recreational programs provided to Pre-K-8 students of the Paterson Public Schools, with particular emphasis upon those programs jointly operated by the district and the City of Paterson.
2. Work cooperatively with municipal officials and other employees of the City of Paterson to ensure that recreational programs are coordinated across the grade levels and are administered uniformly and equitably.
3. Develop and foster close working relationships with municipal officials and other employees of the City of Paterson, and with colleagues in other school districts.
4. Communicate effectively with building principals and administrators and respond to inquiries/requests in a timely fashion.
5. Collect data affecting the design and implementation of recreational services and programs, using the information to recommend new programs and modifications in existing programs.
6. Assume responsibility for the organization and scheduling of all interscholastic athletic events for grades Pre-K-8.
7. Hire officials, and policemen as required, and assumes general responsibility for the proper supervision of home contests.
8. Arrange transportation for athletic contest participants when necessary.

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9. Develop and place into operation appropriate rules and regulations governing the conduct of athletic and recreational activities.
10. Assist in the preparation of the athletic program budget.
11. Prepare lists for bidding and requisitions, in cooperation with appropriate staff members for athletic and recreational supplies, uniforms, and equipment.
12. Supervise the cleaning, storage, and care of all athletic and recreational equipment.
13. Monitor the athletic and recreational programs' compliance with all league, state, and national rules and regulations.
14. Assist in planning recognition programs for school athletes, including seasonal awards dinners.
15. Foster good school-community relations by keeping the community aware of and responsive to the athletic and recreational program.
16. Keep records of the results of all athletic contests and maintains a file of all records of individual athletes, their awards and scholarships, including dates and descriptions.
17. Supervise all ticket sales connected with the athletic and recreational program, and assume responsibility for proper handling and accounting of monies involved.
18. Arrange, in conjunction with appropriate school administrators, all details of visiting teams' needs, including lodgings, meals, towels, gymnasium services, and field assistance, as appropriate.
19. Schedule and coordinate the use of school and municipal facilities.
20. Coordinate the assignment of student lockers and their maintenance.
21. Provide information about emergency occurrences to staff, students, and parents as necessary, and follow procedures for dealing with the media.
22. Notify the principal of the school, immediate supervisor, and the Deputy Superintendent immediately of any unusual circumstances.
23. Assist the administration and faculty members in each school to organize and operate a comprehensive and age appropriate extra-curricular student activities program that enhances learning in the Common Core Standards and develops leadership and responsible cooperative social skills in all participating students. Seek ways to include all students in the activities program.

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24. Establish and monitor procedures that create and maintain attractive, organized, functional, healthy, clean, and safe facilities, with proper attention to the visual, acoustic, and thermal environments.
25. Regularly inspect all department facilities and grounds to ensure compliance with all applicable codes and regulations.
26. Establish a professional rapport with students and with staff that earns their respect.
27. Maintain visibility with students, staff, parents, and the community, and attend events regularly.
28. Display the highest ethical and professional behavior and standards when working with students, parents, school personnel, and agencies associated with the recreational program.
29. Serve as a role model for students, dressing professionally, demonstrating good sportsmanship, the importance and relevance of learning, accepting responsibility, and pride in the education profession
30. Notify immediately appropriate personnel and agencies, and follow established procedures when there is evidence of substance abuse, child abuse, child neglect, severe medical or social conditions, potential suicide or individuals appearing to be under the influence of alcohol, controlled substances, or anabolic steroids.
31. Use excellent written and oral English skills when communicating with students, parents, and colleagues.
32. Complete, in a timely fashion, all records and reports as required by law and regulation or requested by the immediate supervisor, Deputy Superintendent and/or State District Superintendent or designee.
33. Communicate with the immediate supervisor regularly about the needs, successes, and general operation of the recreational programs.
34. Follow procedures for safe storing and integrity of all public and confidential school records, ensuring that personnel and student record keeping procedures comply with State and federal law and district policy.
35. Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
36. Attend required staff meetings and serve, as appropriate, on staff committees.

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37. Represent the school and district at community, State and professional meetings, if requested by immediate supervisor.
38. Continue to grow professionally through collaboration with colleagues and professional growth experiences.
39. Observe strictly, to avoid the appearance of conflict, all requirements of the School Ethics Act (N.J.S.A. 18A:12-21 et seq.) regarding conflicts of interest in employment, purchasing, and other decisions, including solicitation and acceptance of gifts and favors, and submit in a timely fashion the required annual disclosure statement regarding employment and financial interests.
40. Perform any duties that are within the scope of employment and certifications, as assigned by the immediate supervisor, Deputy Superintendent, and/or State District Superintendent or designee and not otherwise prohibited by law or regulation.
41. Adhere to New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, and contractual obligations.

## PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.

1. Unless reasonable accommodations can be made while performing this job, the staff member shall:
2. Use strength to lift items needed to perform the functions of the job.
3. Sit, stand, and walk for required periods of time.
4. Speak and hear.
5. Use close vision, color vision, peripheral vision, and depth perception along with the ability to focus vision.
6. Communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication.
7. Reach with hands and arms and use hands and fingers to handle objects and operate tools, computers, and/or controls.

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### ENVIRONMENTAL DEMANDS:

The environmental demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive.

1. Exposure to a variety of childhood and adult diseases and illnesses.
2. Occasional exposure to a variety of weather conditions.
3. Exposure to heated/air conditioned and ventilated facilities.
4. Exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment.
5. Function in a workplace that is usually moderately quiet but that can be noisy at times.

### EVALUATION:

The Deputy Superintendent shall evaluate the Site Coordinator Recreational Programs in accordance with Policy No. 3223, Regulation Nos. 3223.1 or 3223.2, this Job Description and such other criteria as shall be established by the Board of Education.

  
Approved

12-6-2013  
Date