RANDOLPH TOWNSHIP SCHOOLS
JOB DESCRIPTION

TITLE: Student Programs Coordinator
REPORTS TO: High School Principal
QUALIFICATIONS:

1. Possess at a minimum a New Jersey Supervisor Certificate.
2. Prior experience teaching or being a counselor in a high school.
3. Compliance with all statutory regulations and district requirements for securing public employment is required.

GENERAL DESCRIPTION:

To create a school environment in which all students feel connected to and supportive of each other. To identify and help students who need support, resolving such nonacademic problems as may interfere with their getting the greatest benefit from the school's educational opportunities and helping them achieve the fullest benefits from the school's academic and nonacademic programs, services, and offerings.

ESSENTIAL JOB FUNCTIONS:

1. Observes and evaluates staff.
2. Analyzes and utilizes student data to identify student strengths and weaknesses and to assist in the development and implementation of personalized learning strategies for student achievement.
3. Collaborates with the school counselors to recommend student groups as interventions.
4. Works with administration to address student attendance and minor student offenses and behaviors and implements procedures for improvement.
5. Participates in student re-entry meetings and confers with parents, teachers, counselors, support service personnel and students with respect to individual student performance and achievement.
6. Serves as the district anti-bullying coordinator and discharges all statutorily required duties.
7. Chairs the School Safety Team.
8. Assists with graduation planning and execution.
9. Oversees class and club advisors. Runs the annual club applications process, aids in the development of clubs and recommends advisors.
10. Makes recommendations for appropriate revision of policies and rules affecting student life in the school.
11. Promotes participation by all students in the school community including, but not limited to, student activities, athletic events, programs of student orientation and similar activities.
12. Develops student leaders through oversight of programs including Tomorrow's Leaders, Student Council, and Class Council.
13. Assists building principal and others including, but not limited to school counseling, SAC, and CST in coordinating effective transition programs for students with the greatest need for support, including transition from 8th to 9th grade and then 12th grade transitioning to post-secondary plans.
14. Facilitates quarterly administration, CST, and Counselor meetings to discuss student interventions at tiers II & III.

15. Assists teachers in effective use of homeroom time as a means of enhancing students' connections with the school community and each other.
16. Participates in professional development activities outside the normal school day.
17. Shares with the principal the responsibility for protecting the health and welfare of students.
18. Performs such other tasks and assumes such other responsibilities as assigned by their principal.

WORK YEAR:	Eleven-month employee (10+1 schedule)
BARGAINING UNIT:	Non-affiliated Administrator
DATE APPROVED:	June 5, 2025
APPROVED BY:	Board of Education

*This job description reflects a title change, replacing the former Dean of Students position.