



HOLMDEL TOWNSHIP PUBLIC SCHOOLS JOB DESCRIPTION: COORDINATOR OF CHILDCARE ENTERPRISE PROGRAMS

QUALIFICATIONS:

1. Possession of valid New Jersey Teacher Certification. Preference will be given to those in possession of Principal/Supervisor's Certification.
2. Demonstrates successful management/coordinator experience in working with children, preferably children in a school or day care setting in early childhood settings.
3. Possesses skills in business management/accounting, human relations, problem solving, decision making, and communication skills.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such alternatives to the above qualifications as the program may find appropriate and acceptable.

REPORTS TO: Assistant Superintendent, or designated personnel

JOB GOAL: To coordinate and carry out the logistics of the Childcare Enterprise Programs (Prime Time Program, Summer Academic Enrichment Program, Summer Sports Camp Program and Kindergarten Wrap-Around Program) in order to provide the children with an opportunity for a quality experience beyond the regular school day.

PERFORMANCE RESPONSIBILITIES:

1. **Instructional Leadership:**
 - a. Assists instructors in the design and implementation of curriculum and activities developed for the Childcare Enterprise Programs.
 - b. Evaluates and assesses the course offerings, or activities proposed by instructors to be offered through the Childcare Enterprise Programs.
 - c. Organizes and facilitates instructor articulation for researching and planning for all course offerings, or activities for the Childcare Enterprise Programs.
 - d. Creates website, program brochure and advertisements to promote the Childcare Enterprise Programs.
 - e. Imposes disciplinary action, if necessary.

- f. Communicates with parents as needed.
- g. Provides on-campus oversight of children and staff for the Childcare Enterprise Programs.
- h. Promotes a safe and positive environment for children and staff at all times.
- i. Supervises and directs children and staff as needed.
- j. Establishes and plans professional development for staff of all Childcare Enterprise Programs.
- k. Serves, in emergency situations, as a substitute instructor.

2. Personnel Administration:

- a. Interviews and recommends hiring of staff and substitute staff as needed for the facilitation of the success of the Childcare Enterprise Programs.
- b. Maintains a daily attendance for staff of the Childcare Enterprise Programs for justification of payment.
- c. Conducts an annual written informal evaluation for staff of the Childcare Enterprise Programs.
- d. Coordinates scheduling for Childcare Enterprise Programs.

3. Planning:

- a. Collaborates with the Assistant Superintendent in the design and implementation of curriculum developed for the Childcare Enterprise Programs.
- b. Works collaboratively with district administration and the Director of Plant, Operations and Maintenance to coordinate facility usage for the Childcare Enterprise Programs.
- c. Works collaboratively with the Supervisor of Health, Physical Education and Athletics to prepare brochure and coordinate the Summer Sports Camp Program.
- d. Works collaboratively with the Childcare Instructors to plan individual and/or group activities designed to meet the needs of the children.
- e. Holds meetings as needed with staff of the Childcare Enterprise Programs to discuss curriculum and activity planning.
- f. Works collaboratively with the Childcare Instructors to incorporate into planning any modifications as may be required by State and/or Federal law.

- g. Coordinates all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned programs.

4. Business Management/Accounting:

- a. Collaborates with the Business Office on all Budget/Accounting aspects.
- b. Coordinates payroll for staff of the Childcare Enterprise Programs.
- c. Prepares annual Childcare Enterprise Program budgets with the goal of generating a profit amount established annually.
- d. Coordinates course registration and collection of funds for Childcare Enterprise Programs based on program policies.
- e. Prepares/processes all purchase requisitions on-line using Systems 3000, in accordance with NJ purchasing laws and district purchasing manual; distributes materials to appropriate personnel when orders are received.
- f. Ensures all payments for Childcare Enterprise Programs are processed through Systems 3000.
- g. Ensures all funds received for the Childcare Enterprise Programs are deposited within 48 hours or two business days of receipt. Makes a copy of all checks deposited and retains copy with applicable deposit slip.
- h. Ensures bank reconciliations of all accounts applicable to Childcare Enterprise Programs are completed monthly (within three weeks of month end) using Quick Books. Upon completion, ensure the following is forwarded to the Business Office:
 - i. A 'Timely Deposit of Receipts' certification.
 - ii. Copy of bank statement and bank reconciliation (Quick Books).
 - iii. A Transaction Register from Quick Books, indicating YTD Inflows and Outflows.
- i. Ensures compliance with all other responsibilities identified on the attached Accounting Checklist.

5. Childcare Enterprise Programs/Community Relations:

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians when necessary.
- b. Cooperates and shares professionally with members of the district personnel and staff of the Childcare Enterprise Programs.
- c. Handles documents, communications, incidents, etc., with discretion in a confidential, sensitive, conscientious manner.

- d. Coordinates and attends staff meetings, trainings and other meetings as necessary for Childcare Enterprise Programs.
- e. Attends parent communication activities.

6. Professional Development:

- a. Strives to maintain and enhance professional competence through professional reading as well as participation in workshops, conferences and appropriate staff development programs.

7. Other Assigned Duties:

- a. Performs all other tasks and assumes such other duties as assigned by the Assistant Superintendent or designated personnel.

TERMS OF EMPLOYMENT: Twelve month position. Salary to be established by the program.

EVALUATION: Performance of this job will be evaluated annually.

SOURCE: Regular Board Meeting

DATE: February 26, 2014

Childcare Enterprise Programs
Accounting Checklist

- 1) All purchase requisitions are to be processed on-line using Systems 3000, in accordance with NJ purchasing laws and district purchasing manual.
- 2) All payments must be processed through Systems 3000.
- 3) All funds received must be deposited within 48 hours or two business days of receipt. Make a copy of all checks deposited and retain with applicable deposit slip.
- 4) Bank reconciliations to be completed monthly using Quick Books. Reconciliations are required within three weeks of month end. Ensure that bank balances and book balances agree. Bank reconciliation should be signed and dated by the Coordinator of Childcare Enterprise Programs.
- 5) Upon completion, forward the following to the Business Office:
 - A 'Timely Deposit of Receipts' certification.
 - Copy of bank statement and bank reconciliation (Quick Books).
 - A Transaction Register from Quick Books, indicating YTD Inflows and Outflows.