



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS  
JOB DESCRIPTION:  
ASSISTANT TO  
DIRECTOR OF COMMUNITY PROGRAMS  
AND STUDENT TRANSPORTATION**

**QUALIFICATIONS:**

1. Possession of a Bachelor degree preferred.
2. Minimum of three (3) years experience in successfully 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:** Director of Community Programs and Student Transportation

**JOB GOAL:** To assist the Director of Community Programs and Student Transportation coordinate the logistics of the Childcare Enterprise Programs (including but not limited to 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. Serve as a liaison to the facility user groups and coordinate the program.

**1. Performance Responsibilities:**

- a. Assists the Director of Community Programs and Student Transportation in the implementation of activities developed for the Childcare Enterprise Programs.
- b. At the direction of the Director of Community Programs and Student Transportation evaluates and assesses the course offerings, or activities to be offered through the Childcare Enterprise Programs.
- c. Assists the Director of Community Programs and Student Transportation in maintaining the website, program brochures and advertisements to promote the Childcare Enterprise Programs.

- d. Responsible for recommending programs and activities to the Director of Community Programs and Student Transportation
- e. Surveys the community to develop more opportunities for students to participate in the Childcare Enterprise Programs.
- f. At the direction of the Director of Community Programs and Student Transportation 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. Works with the Director of Community Programs and Student Transportation in establishing and planning professional development for staff of all Childcare Enterprise Programs.
- j. Assists the Director of Community Programs and Student Transportation maintain daily attendance for staff of the Childcare Enterprise Programs for justification of payment.
- k. Collaborates with the Director of Community Programs and Student Transportation in the design and implementation of curriculum/activities developed for the Childcare Enterprise Programs.
- l. Coordinates scheduling for Childcare Enterprise Programs and facility usage for outside user groups.
- m. Works collaboratively with district administration, Director of Community Programs and Student Transportation and the Director of Plant, Operations and Maintenance to coordinate facility usage for the Childcare Enterprise Programs and outside user groups.
- n. Assists the Director of Community Programs and Student Transportation prepare brochures and coordinate the Summer Sports Camp Program.
- o. Present at meetings, as needed, for the Childcare Enterprise Programs to discuss curriculum and activity planning.
- p. If directed by the Director of Community Programs and Student Transportation, assists the staff to incorporate into planning any modifications as may be required by State and/or Federal law.
- q. Assists the Director of Community Programs and Student Transportation in the coordination of all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned programs.

- r. At the direction of the Director of Community Programs and Student Transportation handles the scheduling, coordination and confirmation of facility usage.
- s. Accessible to the outside user groups.
- t. Supervising facility usage on evenings and weekends.
- u. Maintaining a variable schedule to work with both afternoon school programs during the week, and user group facility usage on the weekends.

## **2. Business Management/Accounting:**

- a. Collaborates with the Business Office on all Budget/Accounting aspects.
- b. Assists the Director of Community Programs and Student Transportation, if needed, in coordinating payroll for staff of the Childcare Enterprise Programs.
- c. Assists the Director of Community Programs and Student Transportation in preparing 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 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. Assists the Director of Community Programs and Student Transportation to ensure all payments for Childcare Enterprise Programs are processed through Systems 3000/Quicken.
- g. Assists the Director of Community Programs and Student Transportation to ensure 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. At the direction of the Director of Community Programs and Student Transportation, 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. Assists the Director of Community Programs and Student Transportation to ensure compliance with all other responsibilities identified on the attached Accounting Checklist.

**3. Childcare Enterprise Programs/Community Relations:**

- a. Strives to establish cooperative relations with the community.
- 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. Attends staff meetings, trainings and other meetings as necessary for Childcare Enterprise Programs.
- e. Contacts members of the community to solicit information to enhance the after school, summer, etc., activities/programs.
- f. Attends parent communication activities, if needed.

**4. 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.

**5. Other Assigned Duties:**

- a. Performs all other tasks and assumes such other duties as assigned by the Director of Community Programs and Student Transportation.

**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 28, 2018

**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/Quicken.
- 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 Quicken. 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 Director of Community Programs and Student Transportation.
- 5) Upon completion, forward the following to the Business Office:
  - i. A 'Timely Deposit of Receipts' certification.
  - ii. Copy of bank statement and bank reconciliation (Quicken).
  - iii. A Transaction Register from Quicken, indicating YTD Inflows and Outflows.