



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

PRIME TIME PROGRAM

HEAD - CERTIFICATED STAFF

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification.
2. Possesses skills in organization, human relations, problem solving, decision making, and communication skills.
3. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
4. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
5. Clerical aptitude; competence in use of computer and knowledge of office-related software programs.

REPORTS TO: Prime Time Program Director

JOB GOAL: To ensure the smooth and efficient operation of the Prime Time (Latchkey) Program and carry out the logistics of the Program in order to provide the students of the Holmdel Township School District with an opportunity for a quality academic experience beyond the regular school day.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:
 - a. Communicate with parents as needed.
 - b. Work with the staff in the overall administration of Prime Time.
 - c. Provide on-campus oversight.
 - d. Promotes a safe and positive environment for children at all times.
 - e. Supervise and direct children and staff as needed.
 - f. Attend staff meetings, trainings and meetings as assigned.

- g. Performs a variety of administrative assistance and work as assigned by the Prime Time Program Director and/or Coordinator.
- 2. Work Traits:
 - a. Maintains confidentiality as required and appropriate.
 - b. Demonstrates an openness to discuss suggestions.
 - c. Demonstrates initiative, independence and decision making appropriate to the performance tasks of this position.
 - d. Makes efficient use of time and resources available.
 - e. Provides well-organized, accurate work.
 - f. Demonstrates ability to prioritize tasks and to change priorities, as appropriate, to meet the needs of the job.
- 3. Student Management:
 - a. Promotes a safe and positive environment for children at all times.
 - b. Supervise and direct children as needed.
 - c. Attend meetings and trainings as assigned.
- 4. Planning:
 - a. Assists the Prime Time Program Director with the preparation of the brochure and website, as well as the coordination of the Prime Time Program.
 - b. Participates with other staff members and the Prime Time Program Director in activity planning during designated meetings.
 - c. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned program.
- 5. School and Community Relations
 - a. Cooperates and shares professionally with other members of the staff.
 - b. Keeps the Building Principal and Prime Time Director informed about his/her activities and accomplishments.
- 6. Other Assigned Duties:

- a. Performs all other tasks and assumes such other duties as assigned by the Prime Time Program Director, Prime Time Program Coordinator, or designated school administrator.

TERMS OF EMPLOYMENT: Salary to be established by the Holmdel Township Board of Education.

EVALUATION: Performance of this job will be informally evaluated in writing.

SOURCE: Regular Board Meeting

DATE: July 29, 2009