



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

PRIME TIME PROGRAM

STAFF MEMBER

QUALIFICATIONS:

1. High school diploma required.
2. Post-high school education or professional training preferred.
3. Demonstrates effective problem solving, communications, organization, planning, record keeping and human relations skills.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Prime Time Program Director and/or Coordinator

JOB GOAL: To participate in the planning and implementation of instructional programs for students of the Prime Time (Latchkey) Program and provide them with an opportunity for a quality academic experience beyond the regular school day.

PERFORMANCE RESPONSIBILITIES:

1. Work Performance:

- a. Supervises the students of the Prime Time Program.
- b. Oversees play activities, homework time and snack time.
- c. Supports student activities in accordance with the design and implementation of offerings developed for the Prime Time Program while following school philosophy, goals, and procedures.
- d. Strives to maximize the educational achievement of each student.

2. Student Management:

- a. Promotes a safe and positive environment for children at all times.
- b. Supervise and direct children as needed.
- c. Ensure that designated school space is maintained in a clean and orderly manner.

- d. Attend staff meetings, trainings and meetings as assigned
- e. Develops reasonable rules of behavior in accordance with district policy and guidelines, and maintains order in a fair and just manner.

3. Planning:

- a. Collaborates with the Prime Time Program Director in the design and implementation of offerings developed for the Prime Time Program.
- b. Assists the Prime Time Program Director with the preparation of the brochure and website, as well as the coordination of the Prime Time Program.
- c. Plans individual and/or group activities designed to meet student needs.
- d. Participates with other staff members and the Prime Time Program Director in activity planning during designated meetings.
- e. Takes all necessary and reasonable precautions to protect supplies, equipment, materials and facilities needed to implement effectively the planned program.

4. 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: August 26, 2009