

**WINSLOW TOWNSHIP SCHOOL DISTRICT  
JOB DESCRIPTION**

**NEW JERSEY SCHOOL BASED YOUTH SERVICES PROGRAM-  
DIRECTOR**

**QUALIFICATIONS:**

- Master's degree required, preferably M.S.W.
- Must have had prior supervisory and program development experience in a school or mental health setting
- Strong communication, interpersonal, and community outreach skills
- Required criminal history review background check and proof of US citizenship or legal resident alien status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

**REPORTS TO:** High School and Middle School Principals

**SUPERVISES:** N/A

**PERFORMANCE RESPONSIBILITIES:**

1. Develops, submits and implements program grant.
2. Oversee day-to-day operations of the SBYSP.
3. Develop and coordinate programs, services, and special events for students.
4. Serve as the Community Liaison Board and Youth Advisory Board, as needed.
5. Develop community partnerships that will support the work and goals of the SBYSP.
6. Oversee the daily work and performance of the Program Coordinator, Mental Health Providers, Youth Development Specialists and Secretary.
7. Explore grant opportunities to support and supplement the work and goals of the SBYSP.
8. Other responsibilities as developed cooperatively with the Middle School and High School Principals.

**TERMS OF EMPLOYMENT:**

This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated annually with the Board of Education and followed by the New Jersey Department of Education Grant procedures.

**EVALUATION:**

Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support staff.

**STATEMENTS OF AGREEMENT:**

**Americans with Disabilities Act Statement**

Applicants, as well as employees who become disabled, must be able to perform the essential functions listed on this job description either unaided or with reasonable accommodation. The Winslow Township District School Administration shall determine reasonable accommodation on a case-by-case basis in accordance with applicable laws, in the event such a determination becomes necessary.

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Essential Functions Statement

I have read this job description and I certify that I meet all of the qualifications of the position, and I can perform all of the essential functions of the position unaided or with accommodation.

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Signature

Date

Approved: 1/9/2006  
Revised: 11/9/2022