

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

COORDINATOR OF SPECIAL PROJECTS

QUALIFICATIONS:

- School Business Administrator Certification or Certificate of Eligibility
- Central Administrative experience desired
- Demonstrated ability to work effectively with staff, parents and students
- Experience with Budget preparation and development
- Experience working on capital projects and interacting with contractors, engineers, and vendors
- Excellent communication 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: Business Administrator
Assistant Superintendent

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Monitors all capital projects throughout the district.
2. Represents the district at meetings with contractors, engineers, and vendors providing services to the district.
3. Works with and monitors all private vendors hired by the district.
4. Assists the Business Administrator in the preparation and execution of all bids.
5. Works with the Principals in developing a list of maintenance needs throughout the year.
6. Assists in the development of short and long term plans for building improvements.
7. Oversees all enterprise programs.
8. Initiates all supply requisitions for the Before and After School programs.
9. Prepares all financial information for the Before and After School Program staff.
10. Performs other tasks as assigned by the Superintendent.
11. Works with parents to acquire information for assistance with childcare for the Before & After School Care Program.
12. Oversees student truancy/attendance issues and represents the District at court required attendance cases.
13. Oversees the coordination and installation of required school safety equipment.
14. Serves as the District/Community liaison for special programs and projects.

TERMS OF EMPLOYMENT: This is a twelve month position. Salary, vacation, holidays and benefits are to be negotiated annually with the Board of Education.

EVALUATION: Performance of job responsibilities will be evaluated in accordance with the Board-approved policy for evaluation of support/certificated 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.

Signature

Date

Approved: 4/10/2013
Revised: 6/11/2016
10/19/2016
9/9/2020