

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

SUPERVISOR OF SPECIAL PROJECTS

QUALIFICATIONS:

- Supervisory Certificate
- Experience in an educational setting / teaching experience desired
- Demonstrated ability to work effectively with staff, parents and students
- Experience with budget preparation and development desired
- Excellent communication, organizational and interpersonal skills
- Strong technology skills and knowledge of various platforms
- Required criminal history review background check and proof of US citizenship or legal resident status
- Alternatives to the above qualifications may be substituted as deemed appropriate by the Board of Education

REPORTS TO: Superintendent of Schools
Assistant Superintendent of Schools

SUPERVISES: Before and After School Program

PERFORMANCE RESPONSIBILITIES:

1. Oversee student truancy/attendance issues and represent the district at court required attendance cases.
2. Verify, notify parents and report issues related to residency.
3. Oversee the operation of the Before and After School Childcare programs for students ages 3-12.
4. Ensure adequate staffing of programs.
5. Work with parents to acquire information for assistance with childcare for the Before and After School Childcare Program.
6. Initiate all required applications and approval, as well as, supplies and requisitions for the Before and After School programs.
7. Prepare all financial information for the Before and After School Program staff.
8. Assist in the development of short- and long-term plans for student attendance, and the childcare program.
9. Oversee the coordination and installation of required school safety equipment.
10. Serve as the District/Community liaison for special programs and projects.
11. Perform other tasks as assigned.

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 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

Revised: 10/19/2016

Revised: 9/9/2020

Revised: 06/26/2024