

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

ATHLETIC TRAINER

QUALIFICATIONS:

- Valid NJ Athletic Trainer Endorsement
- First Aid and CPR certification
- Knowledge of human anatomy, physiology, and biomechanics
- Ability to provide injury prevention education, physical conditioning, emergency care and reconditioning therapies for athletes
- 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:

Athletic Director

JOB GOAL:

To help maintain the physical well being of interscholastic athletes through the development and implementation of a comprehensive athletic health care program that focuses on injury prevention and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

PERFORMANCE RESPONSIBILITIES:

1. Work with the Athletic Director on a daily basis to ensure coordination of schedule and events.
2. Develop and maintain an effective training program for student athletes. Provide in-season and post-season conditioning programs and athletic trainer services at interscholastic athletic events and practice sessions, as assigned.
3. Advise the Athletic Director and coaches of flexibility, strengthening, and conditioning programs to help prevent injuries and optimize performance.
4. Provide for the prevention of injuries through the application of protective taping, wraps, and braces, and assist in the design of practices to help to reduce the incidence of injury.
5. Provide immediate care of athletic injuries and refer the athletes to medical personnel or a facility when necessary, in accordance with district policies.
6. Maintain complete first aid kits for all sports.
7. Design and supervise rehabilitation programs for injured athletes under the direction of a licensed referring physician.
8. Maintain accurate medical records for injuries, treatment, rehabilitation, and physician referrals.
9. Coordinate the report of athletic injuries with the school nurse.
10. Provide assistance with the budgeting, purchasing, and inventorying of athletic training supplies.
11. Maintain open communication with coaches, parents, and physicians regarding athletic injuries, treatment, and rehabilitation.
12. Develop and implement a system of ongoing review of the effectiveness of the athletic program in preventing injury or illness.
13. Keep abreast of new methods of preventing and treating athletic injuries by means of publications, videos, clinics, or other approved professional development opportunities.
14. Provide assistance with training coaches and staff on Concussions, Heat Illness, sudden Cardiac Death, and other medical conditions that may affect students, particularly, student athletics.
15. Perform other duties as assigned.

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TERMS OF EMPLOYMENT:

This is a ten-month position. Salary, holidays and benefits are to be negotiated per the WTEA collective bargaining agreement.

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.

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: 1/29/2014
Revised: 10/14/2020
Revised:

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.

WINSLOW TOWNSHIP SCHOOL DISTRICT JOB DESCRIPTION

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:



State of New Jersey

DEPARTMENT OF EDUCATION

Camden County Superintendent of
Schools
Regional Emergency Training Center
420 Woodbury-Turnersville Road
Blackwood, NJ 08012

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

KEVIN DEHMER, Ed. D
Acting Commissioner

CARMEN G. RODRIGUEZ, Ed. S.
Interim Executive County Superintendent

June 13, 2024

Ms. Tyra McCoy-Boyle, School Business Administrator
Winslow School District
Administration Offices
30 Coopers Folly Road
Atco, NJ 08004

Dear, Ms. McCoy-Boyle:

I have reviewed the employment contract for Dr. Dorothy Carcamo, Assistant Superintendent in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are approvable within the powers of this office. Therefore, I approve the contract for a period commencing on July 1, 2024, through June 30, 2025.

Once the board has approved the contract, an original signed contract is to be sent directly to my office as a matter of record.

Sincerely,

A handwritten signature in black ink that reads "Carmen G. Rodriguez".

Carmen G. Rodriguez
Interim Executive County Superintendent

CGR:cm



State of New Jersey

DEPARTMENT OF EDUCATION

Camden County Superintendent of Schools
Regional Emergency Training Center
420 Woodbury-Turnersville Road
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Acting Commissioner

CARMEN G. RODRIGUEZ, Ed. S.
Interim Executive County Superintendent

June 19, 2024

Dr. H. Major Poteat, Superintendent
Winslow School District
30 Coopers Folly Rd.
Atco, NJ 08004

Dear Dr. Poteat:

I have reviewed the employment contract for Ms. Tyra McCoy-Boyle, Business Administrator/Board Secretary in accordance with N.J.S.A. 18A:7-8(j), and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2024 through June 30, 2025.

If there are any changes to the terms of this contract, you will need to submit it to my office for review and approval prior to a required public notice and hearing of such changes.

Once the board has approved the contract, an original signed contract is to be sent to my office.

Sincerely,

A handwritten signature in black ink that reads 'Carmen G. Rodriguez'.

Carmen G. Rodriguez
Interim Executive County Superintendent

CGR: en

c: Ms. Tyra McCoy-Boyle, Business Administrator