

HAMILTON TOWNSHIP SCHOOL DISTRICT

Business Operations

POSITION CODE: 0399
CERTIFIED

TITLE: ASSISTANT DIRECTOR OF COMMUNITY EDUCATION

QUALIFICATIONS:

1. Bachelor's Degree is required. Master's Degree is preferred
2. Valid teaching certification is required
3. Valid New Jersey Principal Certificate or eligibility preferred but not required
4. Minimum experience as determined by the board
5. Strong interpersonal and communication skills
6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
7. Current residency in New Jersey, approved residency waiver or candidate agrees to obtain residency within one year of employment
8. Demonstrated competence for successful fulfillment of assigned performance responsibilities, including marketing/advertising and planning experience.
9. Demonstrated competence in organizational and leadership skills.
10. Demonstrated success in handling personnel and providing on-site supervision of activities and programs

REPORTS TO: Director of Community Education / Superintendent / Business Administrator

SUPERVISES: All certified and noncertified staff assigned to the community education department.

JOB GOAL:

To provide leadership and managerial oversight to the district community education department, including the before and after care program, and summer camp to ensure a school climate that fosters the educational development of the students of Hamilton Township.

PERFORMANCE RESPONSIBILITIES:

School leadership

1. Encourages the development of cooperative efforts and programs involving other municipal, county, and/or state organizations.
2. Works collaboratively with the Director to exercise leadership in the identification and development of new community educational, recreational, and enrichment activities.
3. Assists the Director to Initiate and implement new programs.
4. Assists in the recruiting and staffing instructors for new and existing Community Education programs.
5. Reviews syllabus, plans, and activities for programs.
6. Assists with the development of agreements with and conditions of employment for instructors, in consultation with the Superintendent and/or Business Administrator.
7. Assists with the establishment and oversees that standards of program participant behavior are in accordance with established district rules and expectations.
8. Assists with the recreational swim program, including hiring lifeguards, scheduling lifeguards, and scheduling the swimming programs.
9. Responsible for ensuring morning and evening activities are adequately supervised and regularly circulates throughout the three schools to oversee operations.

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ASSISTANT DIRECTOR OF COMMUNITY EDUCATION (continued)

10. Maintains consistent effective contact and communication with the custodial staff is crucial.
11. Communicates with the building Principals, Custodial Supervisor, and Maintenance Supervisor to ensure the smooth operation of evening activities.
12. Prepares and submits reports as may be requested or required; conducts periodic assessments of community needs and program goals.
13. Assists with the management and supervision of the district "Kids Corner" before and after school childcare program.
14. Assists with the management and supervision of the district "Camp Blue Star" summer camp program.
15. Collaborates and contributes to the District Newsletter.
16. Assists with the coordination of public relations and press releases for the schools through the Board Office.
17. Works collaboratively with the Director to maintain complete and accurate records as to attendance, income, expenses, and other aspects.

Data-collecting, budgeting, funds-management, record-keeping and reporting

1. Collects data for statistical analysis and prepares reports for submission to the Superintendent, the School Board and the community.
2. Assists with the preparation and submission of the community education budget requests and monitors the expenditure of funds.
3. Ensures the safekeeping of student and personnel files and other confidential records and documents; and the destruction of public records in accordance with law and regulations.
4. Assists with the preparation of all records, reports and other paperwork required or appropriate to the school's administration.
5. Ensures the proper collection, safekeeping, and accounting of any tuition and activity funds.

Supervision of school staff and operations

6. Interviews, recommends for appointment, assigns, supervises and evaluates the performance of all community education employees and assists them in achievement of their job goals.
7. Conducts periodic observations of staff; prepares written comments; and offers constructive suggestions for improvement when appropriate.
8. Assists with the establishment and maintenance of an efficient office system to support the administrative functions of the community education department.
9. Maintains high standards of student conduct and enforces discipline as necessary in accordance with board policy and due process rights, including reporting incidents of violence, vandalism, and substance abuse.
10. Notifies immediately the parent or guardian and the chief school administrator to arrange for an immediate examination by a physician of any pupil suspected of being under the influence of alcohol or other drugs or of using anabolic steroids.
11. Assists with the planning and supervision of fire and other emergency drills as required by law and board policy.
12. Conducts staff meetings as necessary for the proper functioning of the community education department.
13. Assists with the planning and supervision of orientation sessions and conferences between community school enrollees and staff; mediates and resolves disputes; makes arrangements for special conferences as necessary.

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Other

1. Assumes responsibility for his/her continuing professional growth and development by attendance at professional meetings, memberships in professional organizations, enrollment in advanced courses and by reading professional journals and other publications.
2. Performs other duties which may be assigned or required by law, code, regulation or board policy.

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the board

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations

Approved by: Board of Education

Date: August 28, 2024

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 13:1F-19 <u>et. seq.</u>	School integrated pest management
<u>N.J.S.A.</u> 18A:6-1	Corporal punishment of pupils
<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for disqualification from employment; exception
<u>N.J.S.A.</u> 18A:6-10	Dismissal and reduction in compensation of persons under tenure in public school system
<u>N.J.S.A.</u> 18A:16-1	Officers and employees in general
<u>N.J.S.A.</u> 18A:16-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:17-46	Act of violence; report by school employee; notice of action taken; annual report
<u>N.J.S.A.</u> 18A:25-2	Authority over pupils
<u>N.J.S.A.</u> 18A:25-4	School register; keeping
<u>N.J.S.A.</u> 18A:25-5	Annual report; filing and penalty for failure to file
<u>N.J.S.A.</u> 18A:25-6	Suspension of assistant superintendents, principals and teachers
<u>N.J.S.A.</u> 18A:26-1	Citizenship of teachers
<u>N.J.S.A.</u> 18A:26-1.1	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:26-2	Certificates required
<u>N.J.S.A.</u> 18A:26-10	Suspension of certificate for wrongful cessation of performance of duties
<u>N.J.S.A.</u> 18A:27	Employment and contracts
<u>N.J.S.A.</u> 18A:28-5	Tenure of teaching staff members
<u>N.J.S.A.</u> 18A:37	Discipline of pupils
<u>N.J.S.A.</u> 18A:40	Promotion of health and prevention of disease
<u>N.J.S.A.</u> 18A:40A	Substance abuse
<u>N.J.S.A.</u> 18A:41-1 <u>et seq.</u>	Fire and school security drills
<u>N.J.S.A.</u> 18A:46-5.1	Basic child study team services; provision by boards of education and state operated programs
<u>N.J.A.C.</u> 6A:7	Managing for equality and equity in education
See particularly: <u>N.J.A.C.</u> 6A:7-1.6	Professional Development
<u>N.J.A.C.</u> 6A:8	Standards and assessment
See particularly: <u>N.J.A.C.</u> 6A:8-3.1	Implementation of the New Jersey Student Learning Standards

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ASSISTANT DIRECTOR OF COMMUNITY EDUCATION (continued)

<u>N.J.A.C. 6A:9</u>	Professional licensure and standards
See particularly:	
<u>N.J.A.C. 6A:9-3</u>	Professional standards for teachers and school leaders
<u>N.J.A.C. 6A:9B</u>	State board of examiners and certification
See particularly:	
<u>N.J.A.C. 6A:9B-5</u>	General certification policies
<u>N.J.A.C. 6A:9B-8</u>	Requirements for instructional certificate
<u>N.J.A.C. 6A:9B-9</u>	Instructional certificates
<u>N.J.A.C. 6A:9B-11.3</u>	Authorization
<u>N.J.A.C. 6A:9S-11.5</u>	Principal
<u>N.J.A.C. 6A:9B-13</u>	Acting administrators
<u>N.J.A.C. 6A:9C-3</u>	Required professional development for teachers and school leaders
<u>N.J.A.C. 6A:10</u>	Educator effectiveness
See particularly:	
<u>N.J.A.C. 6A:10-2.1 et seq.</u>	Evaluation of teaching staff members
<u>N.J.A.C. 6A:10-4.1 et seq.</u>	Components of teacher evaluation
<u>N.J.A.C. 6A:10-5.1 et seq.</u>	Components of principal evaluation
<u>N.J.A.C. 6A:10-6.1 et seq.</u>	Evaluation of teaching staff members other than teachers, principals, vice principals, and assistant principals
<u>N.J.A.C. 6A:16</u>	Programs to support student development
<u>N.J.A.C. 6A:17</u>	Students at risk of not receiving a public education
<u>N.J.A.C. 6A:23A</u>	Fiscal accountability, efficiency and budgeting procedures
<u>N.J.A.C. 6A:27-11.2</u>	Evacuation drills and safety education
<u>N.J.A.C. 6A:28-3</u>	Filing of disclosure statements
<u>N.J.A.C. 6A:30</u>	Evaluation of the school district
<u>N.J.A.C. 6A:32</u>	School district operations
See particularly:	
<u>N.J.A.C. 6A:32-5.1</u>	Standards for determining seniority
<u>N.J.A.C. 6A:32-6</u>	School employee physical examinations
<u>N.J.A.C. 6A:32-7</u>	Student records
<u>N.J.A.C. 6A:32-12</u>	Student behavior
<u>N.J.A.C. 12:100-4.2</u>	Adoption by reference
 <u>Americans with Disabilities Act (ADA), 42 U.S.C. 12101 et seq.</u>	
<u>Bloodborne Pathogen Standard, 29 CFR 1910.1030</u>	
<u>Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.</u>	
<u>Occupational Exposure to Hazardous Chemicals in Laboratories Standard, 29 CFR 1910.1450</u>	
<u>Every Student Succeeds Act, Pub. L. 114-95, Title 1, 20 U.S.C.A. 6301 et seq.</u>	