



RANDOLPH TOWNSHIP SCHOOLS
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

JOB DESCRIPTION

TITLE:	Randolph Community School Coordinator	REPORTS TO:	Randolph Community School Supervisor
QUALIFICATIONS:	<ul style="list-style-type: none">• Bachelor's Degree• Experience teaching and/or in childcare• Excellent computer skills• Strong proficiency in Microsoft Office Suite• Strong leadership, organization, management and communication skills		
GENERAL DESCRIPTION:			
To manage the Community School childcare and summer camp programs and assist with other Community School programs.			
RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:			
<ol style="list-style-type: none">1. Manages and hires staff for the childcare and summer camps2. Manages daily operation of four after school and four before school child care centers3. Communicates with parents4. Plans holiday fun and early dismissal programs5. Plans summer camp and holiday fun trips6. Handles Child & Family accounts7. Manages staff payroll8. Assists Community School Supervisor with other programs9. Performs such other tasks and assumes such other responsibilities as assigned by the Community School Supervisor			
WORK YEAR: Twelve-month position			
DATE APPROVED:			
BY:	Board of Education		