

## **ROCHELLE PARK BOARD OF EDUCATION JOB DESCRIPTION MANUAL**

<b>TITLE:</b>	<b>LATCHKEY LEAD TEACHER/Teacher in Charge</b>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"><li>1. High school diploma; College Degree and N.J State Teaching Certificate required</li><li>2. Minimum experience as determined by the Board of Education</li><li>3. Knowledge of child growth and development as well as supervisory experience or knowledge required</li><li>4. Good oral and written communication skills</li><li>5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status</li></ol>
<b>REPORTS TO:</b>	Building Principal
<b>SUPERVISES:</b>	Provides supervision of latchkey activities and staff under the direction and supervision of the building principal and Superintendent.
<b>JOB GOAL:</b>	To supervise staff and oversee supplemental educational activities while maintaining a safe latchkey environment.

### **PERFORMANCE RESPONSIBILITIES:**

1. Supervises all Latchkey Staff
2. Creates staff schedules and substitutes
3. Maintains Latchkey Student files and assures policies and procedures are followed by families
4. Maintains Latchkey staff files and completes end of the year evaluations, observations, and any write ups if needed
5. Listens and responds to parent communication, concerns, and issues
6. Maintains a clean and safe environment for latchkey students
7. Supervises and interacts with all latchkey students in order to form a positive role model relationship
8. Assists with First Aid and CPR as needed and trained
9. Documents all parent communication and injuries/incidents
10. Reviews Group Leaders planned activities, games, and crafts to be completed based on season/holiday/theme
11. Assists with effective behavior management
12. Operates and cares for equipment used in the latchkey program
13. Maintains proper and appropriate parent communication
14. Performs clerical duties related to the program including attendance reporting, copying, distribution and return of notices home
15. Participates in professional development training as assigned
16. Leads monthly staff meetings

- 17. Maintains proper and helpful communication between other staff members
- 18. Performs other related duties as assigned

**TERMS OF EMPLOYMENT:**

Salary and work year as defined by contract and the Board of Education

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with provisions of the board's policy in evaluation on non-certified staff. Evaluation completed by Superintendent.

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: \_\_\_\_\_

Legal References:

N.J.S.A 18A:6-7.1 CRIMINAL HISTORY RECORD

N.J.S.A. 18A:16-1 OFFICERS AND EMPLOYEES

N.J.S.S.18A:16 -2 PHYSICAL EXAMINATIONS; REQUIREMENT

N.J.A.C. 6:3-4A-4 REQUIREMENTS OF PHYSICAL EXAMINATIONS