

# **EAST RUTHERFORD SCHOOL DISTRICT**

**Uhland and Grove Streets  
East Rutherford, New Jersey 07073**

TITLE: **DIRECTOR – EXTENDED SCHOOL YEAR PROGRAMS**

QUALIFICATIONS:

1. NJ Certificate with Principal and/or Supervisor endorsement.
2. Sound planning, organizational and communication skills.
3. Some experience in coordinating educational programs; experience in special education preferred.
4. Such alternatives to the above qualifications as may be found appropriate and acceptable.

REPORTS TO: Superintendent of Schools

JOB GOAL:

The Director of Extended School Year Programs is responsible for the planning, organizing, coordinating, directing, supervising, evaluating and leading all the phases of the extended school year programs (for both general and special education). Responsibilities include recruiting, program planning, scheduling, staffing, budgeting, records management, securing supplies/materials and all other tasks related to ensuring the health and safety of students and staff.

PERFORMANCE RESPONSIBILITIES:

The Director of Extended School Year Programs:

1. Formulates educational and recreational programs.
2. Recruits students in consultation with building principals.
3. Recruits and interviews staff for employment.
4. Designs a program master schedule.
5. Assigns staff.
6. Responsible for all financial and accounting activities.
7. Supervises and evaluates staff.
8. Advises and consults with the Child Study Team as necessary.
9. Coordinates transportation services.
10. Maintain records.
11. Communicates student performance outcomes to school principals.
12. Communicates with parents/guardians as circumstances warrant.

13. Develops emergency procedures for evacuation and lockdown; deals with emergency situations requiring the use of his law enforcement authority.
14. Coordinates food services.
15. Maintains order and control of all activities.
16. Performs any such tasks as may, from time to time, be assigned.

TERMS OF EMPLOYMENT: Ten (10) weeks. Salary and work schedule to be determined by the Superintendent and approved by the Board of Education.

EVALUATION: Performance of this position shall be evaluated by the Superintendent or designee in accordance with the District's policy for the evaluation of certified staff.

STATEMENTS OF AGREEMENT:

Americans with Disabilities Act Statement

All 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 East Ruther School District Administration shall determine reasonable accommodation, on a case-by-case basis, in accordance with applicable law; 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