



West Windsor-Plainsboro Regional School District

Job Description

Job Title: Community Education Program Administrator
Department: Community Education
Reports To: Director of Community Education
Salary Guide: Non-Affiliated A; Twelve-month contract
Prepared Date: 31 August 2021

Position Summary: The Community Education Program Administrator assists in the direction and coordination of district activities of Community Education, which includes the Extended Day Program, Kindergarten Extension, summer program, enrichment classes and adult/parent opportunities.

Qualifications: Bachelor's Degree or higher in education or related field preferred. Minimum of three years' experience related to school age programming. Demonstrated leadership in school improvement, program development, and curriculum integration.

Essential Duties and Responsibilities:

- Assists in the overall operation of Community Education.
- Actively participates in recruitment, screening, hiring, training, and assignment of Extended Day Program staff, Kindergarten Extension staff, summer staff, and enrichment teachers. Recommends the hiring of new staff to the director.
- Develops and produces ongoing communications with parents and staff.
- Identifies and develops new marketing strategies.
- Assists in the coordination and implementation of afterschool enrichment in the fall, winter, and spring, and evening, Saturday, and summer programs. Completes all necessary reports and paperwork for schools, vendors, and staff.
- Assists in the development of new community partnerships.
- Stays abreast of grant opportunities in school-age childcare, enrichment programs, or community opportunities.
- Makes spending recommendations and is aware of overall department budget.
- Participates in ongoing professional development opportunities.

TECHNOLOGY SKILLS

Ability to be proficient in computer applications pertinent to support the position, including but not limited to Microsoft Office, Microsoft Excel, Google Suite, Genesis Employee Portal and Student Information System.

EVALUATION OF PERFORMANCE

Performance of this position will be evaluated annually in accordance with the New Jersey Administrative Code and Board of Education policy.

PHYSICAL DEMANDS

The physical demands described in this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics are representative of those an employee encounters while performing the essential functions of this job.

TERMS OF EMPLOYMENT

12 Month Contract. Salary and benefits as determined by the Board of Education and any applicable and collective negotiations agreement.

The information contained in this job description is reviewed and approved by the Board of Education and may be modified as district and state requirements evolve. This job description does not constitute a written employment contract.

NEW JERSEY FIRST ACT

New Jersey First Act, N.J.S.A. 52:14-7 (L. 2011, Chapter 70), requires employees of all school boards to reside in the State of New Jersey unless otherwise exempted under the law.

AMERICANS WITH DISABILITIES ACT STATEMENT

External and internal 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 West Windsor-Plainsboro School District shall determine reasonable accommodation on a case-by-case basis in accordance with applicable law, in the event such a determination becomes necessary.

The West Windsor-Plainsboro Regional School District is proud to be an Equal Employment Opportunity and Affirmative Action employer. The district does not discriminate based upon race, religion, color, national origin, gender (including pregnancy, childbirth, or related medical conditions), sexual orientation, gender identity, gender expression, age, status as a protected veteran, status as an individual with a disability, or other applicable legally protected characteristics.

Board Approval Date: 8/31/2021

Certified by: C. J. Conella
Director of Human Resources

