



RANDOLPH TOWNSHIP SCHOOLS JOB DESCRIPTION

TITLE: Community School Supervisor
REPORTS TO: Assistant Business Administrator

QUALIFICATIONS:

1. Bachelor's degree
2. A minimum of five years' experience managing a children's program
3. Strong written and oral communication skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
5. Current residency in New Jersey, approved residency waiver or agreement to obtain residency within one year of employment

GENERAL DESCRIPTION:

Creates, design and monitors all aspects of programs for the Community School to enhance the educational enrichment of Randolph students and the community.

ESSENTIAL JOB FUNCTIONS:

1. Creates an annual budget for all programs offered through the Community School.
2. Oversees expenses for each program and monitors the budget.
3. Directs and monitors procedures to account for finances: depositing and accounting for program fees.
4. Establishes policies and procedures for programs.
5. Reviews and revises programs to improve and maintain high standards of quality and safety.
6. Responds to parent and client needs.
7. Works with Family Services to help families in financial need to obtain subsidies to be able to attend programs.
8. Arranges sites for the operation of programs.
9. Recruits, interviews and evaluates staff.
10. Oversees staff development and training.
11. Creates program information flyers and registration forms.
12. Directs registration procedures, designs and monitors data management for client files.
13. Advertises and markets programs.
14. Arranges transportation for various programs.
15. Attends county, state and national professional associations.
16. Performs such other tasks and assumes such other responsibilities as assigned by the administrator.

WORK YEAR: Twelve-month employee
DATE APPROVED: July 23, 2019
APPROVED BY: Board of Education