

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

- TITLE:** Community School Site Coordinator
- REPORTS TO:** Director of PACE
- JOB GOAL:** Work collaboratively with all members of the Community School. Coordinate and monitor community school activities within the building.
- QUALIFICATIONS:** High School degree or equivalent
Knowledge of the Parsippany-Troy Hills School Buildings
Required criminal background check and proof of US citizenship or legal resident alien status

PERFORMANCE RESPONSIBILITIES

1. Maintain a safe environment for all participants at all times.
2. Assures a suitable setting for each class or group:
 - a. Sufficient seating
 - b. Adequate lighting
 - c. Requested equipment available
 - d. Necessary room changes
 - e. Open rest rooms
3. Visits each class every night.
4. Ensures that teacher follows procedures regarding appropriate classroom management.
5. Responds immediately to the needs of adults who come to the office with concerns and/or questions.

Approved: 5/12/09

Revised: 9/24/09

JD/PACE