

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

TITLE: Coordinator of External Programs (PACE)

REPORTS TO: Business Administrator

JOB GOAL: To provide leadership to the Parsippany Adult and Community Education Program and the Safe Kids in Parsippany Program

QUALIFICATIONS: Strong organizational ability  
(Non-certificated) Knowledge of Community Education Programs  
Ability to develop and maintain program budget  
Ability to interface with members of the community to generate program ideas  
Required criminal background check and proof of US citizenship or legal resident alien status

### **PERFORMANCE RESPONSIBILITIES:**

1. Program design, budget preparation, recruitment of staff and recommendation of candidates for hire in the Parsippany Adult and Community Education and Safe Kids in Parsippany Programs.
2. Create and maintain all schedules.
3. Coordinate public relations program including the creation of fall and spring brochures and program announcements.
4. Prepare statistical reports for the Board of Education.
5. Prepare and disseminate all publicity for adult education programs.
6. Direct the activities of aides and community education program providers.
7. Coordinate the summer day camp program.
8. Provide input to the Business Administrator for the evaluation of all staff.
9. Coordinate building use with the business office and the building principals.
10. Research and apply for grant funding appropriate for community education programs.
11. Perform any other additional duties that may be assigned.

Approved: 8/18/05

Approved: 5/12/09

Revised: 9/24/09

Revised: 7/24/14

Revised: 7/20/17