

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

TITLE: SKIP Teacher

REPORTS TO: AM/PM Supervisor
Coordinator of External Programs

JOB GOAL: Work collaboratively with all members of SKIP to lead a program that fulfills the needs of the elementary child by providing an environment in which children can develop the educational, social, and emotional skills needed in adulthood.

QUALIFICATIONS:

1. 60 College credit or equivalent hours in a vocational school.
2. Completion of State and/or District regulated training.
3. CPR/First Aid Certification and training and certification pursuant to NJSA 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
4. Experience working with children.
5. Experience leading and managing a team of employees.
6. Required criminal background check and proof of US citizenship or legal resident alien status.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for planning the orderly transition between school and SKIP, including attendance and the safe dismissal of all students.
2. Responsible for ensuring a safe environment for all children during all times.
3. Must be comfortable administering first aid, conducting fire drills, and organizing lockdown drills.
4. Establish safety rules for your site, ensure that all staff members are aware of the rules, and distribute rules to families and students.
5. Maintain responsibility for SKIP cell phone.
6. Communicate with the Supervisors and/or Coordinator as needed.
7. Ensure a well-run, purposeful program responsive to participant needs by planning activities and programs including but not limited to assistance with homework, indoor/outdoor sports activities, art projects, planning of special activities, holiday celebrations, and parties. Submit weekly plans to supervisors.
8. Conduct and organize activities with the assistance of aides.
9. Supervise all food service activities. Be aware of students with special needs e.g., allergies during snack.
10. Manage clean-up and housekeeping of SKIP sites. This includes the inspection of toys, equipment, and supplies for safety hazards, damage, or wear. Correct safety hazards and unsafe situations.
11. Conduct monthly emergency drills and complete appropriate paperwork.

SKIP Teacher (continued)

12. Prepare reports regarding discipline, accidents, etc. in a timely manner.
13. Communicate with parents regarding a child's emergency or illness, discipline issues, or as needed. Be aware of all communications between site staff and parents.
14. Order SKIP supplies and maintain an inventory of equipment.
15. Any other duties deemed necessary for the effective and efficient operation of SKIP or deemed necessary by the supervisors and/or coordinator.

Board Approved: 5/12/09

Revised: 9/24/09

Revised: 3/24/22

