

# PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

**TITLE:** SKIP Teacher

**REPORTS TO:** Director of PACE

**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 Credits
2. Fulfill CPR/First Aid Certification and training and certification pursuant to N.J.S.A. 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.
3. Experience working with children
4. Required criminal background check and proof of US citizenship or legal resident alien status

## PERFORMANCE RESPONSIBILITIES

1. Responsible for ensuring a safe environment for all children during all times.
2. Responsible for planning the orderly transition between school and SKIP, including attendance and the safe dismissal of all students.
3. Maintain responsibility for SKIP cell phone.
4. Establish safety rules for your site and distribute to parents/students.
5. Communicate with the Director as needed.
6. 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 sport activities, art projects, planning of special activities, holiday celebrations and parties. Submit monthly activity calendar to Director.
7. Assign activities to and supervise aides.
8. Supervise all food service activities. Be aware of student's with special needs i.e. allergies during snack.
9. Manage clean up and housekeeping of SKIP areas. This includes the inspection of toys, equipment, and supplies for safety hazards, damage or wear. Correct safety hazards and unsafe situations.
10. Order SKIP supplies and maintain an inventory of equipment.
11. 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.
12. Prepare reports when necessary regarding discipline, accidents, etc.
13. Any other duties deemed necessary for the effective and efficient operation of SKIP or deemed necessary by the director.

Approved: 5/12/09

Revised: 9/24/09