



**OAKLYN PUBLIC SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: AFTER SCHOOL SUPERVISOR

QUALIFICATIONS:

Valid New Jersey Teacher's Certificate of Substitute Teacher's Certificate

REPORTS TO: Principal

JOB GOAL: To supervise students who attend after school supervision program

PERFORMANCE DUTIES:

1. Works directly with the administration in all matters pertaining to the development, organization and administration of the program.
2. Develops the schedule as needed.
3. Submits reports required at the conclusion of the first semester and at the conclusion of the second semester.
4. Reports all injuries to the parents and the nurse's office the following school day.
5. Oversees the supervision of the students remaining after school.
6. Supervises all students from the beginning of the activity to the time when students leave the school premises.
7. Addresses student behavior problems as the issues arise.
8. Ensures that the students remain on the school premises at all times.
9. Submits time sheet.
10. Performs all responsibilities associated with primary position satisfactorily.
11. Keeps a log of students staying for the activity.
12. Makes parental contacts when necessary.
13. Works with police department if a problem should arise.
14. Performs other duties associated with the activities as directed by the Principal.

TERMS OF EMPLOYMENT: Appointed yearly. Salary and work year to coincide with official schedules and negotiated salary schedule.

EVALUATION: Performance of the job will be evaluated in accordance with state and board regulations/policies by the principal or other assigned administrator.

DATE APPROVED: March 29, 2011