



OAKLYN PUBLIC SCHOOL DISTRICT

JOB DESCRIPTION

TITLE: Child Study Team/Preschool Disabled Summer Coordinator

QUALIFICATIONS:

1. Possesses New Jersey Certification as a Child Study Team Member
2. An earned Master's Degree from an accredited college or university.
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
4. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal and/or Superintendent

JOB GOAL: Continue to perform all duties the Child Study Team Coordinator is required to complete during the regular school year. Provide oversight to the Preschool Disabled Summer Program.

PERFORMANCE RESPONSIBILITIES:

Child Study Team Summer Coordinator

Perform over the summer months, the same job responsibilities as outlined in the Oaklyn Public School Job Description, Child Study Team Coordinator.

Preschool Disabled Summer Coordinator

1. Oversee the six (6) week preschool disabled summer school program.
2. Schedule services provided by the Occupational Therapist, the Physical Therapist, and the Speech Therapist and verify and complete pay logs.
3. Verify and complete pay logs for related services.
4. Assure all related service contracts are completed.
5. In conjunction with Preschool Disabled staff, select, order and process payment for all instructional materials.
6. Restructure schedules and curriculum when needed.
7. Observe and assess each child in the Preschool Disabled Class.

8. Schedule and meet with parents of students in Preschool Disabled Class

TERMS OF EMPLOYMENT: Summer position with salary determined in the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

EVALUATION: Performance of the job will be evaluated annually in accordance with the provisions of the Board's policies for personnel evaluation.

DATE APPROVED: March 29, 2011