

# Lopatcong Township School District

## Dr. Timothy Frederiks, Interim Superintendent

### Lopatcong Township Elementary School

Krista S. Wayne, Principal  
263 Route 57  
Phillipsburg, New Jersey 08865  
Phone: 908-859-0800  
Fax: 908-213-1339

### Lopatcong Township Middle School

Richard A. Bonney, Principal  
321 Stonehenge Drive  
Phillipsburg, New Jersey 08865  
Phone: 908-213-2995  
Fax: 908-213-0373

## Employment Opportunity

### Lopatcong Township School District

#### Part-Time Aftercare Director

**Posting Date:** December 7, 2022

**Position:** Lopatcong Township School District – Part-time Aftercare Director

#### Mandatory

**Qualifications:** College Degree Required; college-level coursework in education or related field from an accredited college or university preferred  
Successful experience working with children.  
Ability to communicate effectively with students, parents, and school staff  
Strong organizational skills  
Required criminal history check and proof of U.S. citizenship or legal resident alien status

#### Preferred

**Qualifications:** Experience in teaching at the elementary school level

#### Job Description/Responsibilities:

- Acts as the director-in-charge during the Aftercare Program at the Elementary School.
- Prepares the daily schedule and lesson plans related to student activities.
- Responsible for children until their parents/guardians sign them out.
- Designs and implements a child behavior plan that is consistent with the school rules for all attendees. Communicates this plan to the parents/guardians and all attendees.
- Prepares all aftercare related parent/guardian correspondence.
- Regularly stands, walks and sits. In addition, the employee uses hands to fingers, handles or feels objects, tools, or controls related to the position. Further, the aforementioned my need to reach with hands and arms, stoops, kneels, crouches or crawls as well as both talk and hear.
- Occasionally lifts and/or moves up to 50 (fifty) pounds. Specific vision abilities required by the position include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.
- Works the hours of the Aftercare Program for 177 calendar days in accordance with the adopted school calendar. In addition to these hours, the position also entails hours for purchasing supplies and preparing billing statements for the distribution to the parents/guardians.
- Compiles a central file where all aftercare applications and emergency information are kept.
- Maintains accurate records of all student attendance for parent/guardian billing and reports same to the Business Administrator.

- Supervises and evaluates all aftercare staff.
- Reports to the Business Administrator.
- Responsible to and supportive of the Lopatcong Township Board of Education in enforcing school rules, administrative regulations and board policy.
- Performs other duties as assigned by the special education teacher or building principal directly related to the outcome of a quality learning experience for students with special needs.

**Salary:** To be determined.

**Position Available:** On or about January 1, 2023 – on or about June 9, 2023

**Respond to:** Please send resume, certification(s), transcripts and letter of interest to:  
Tina Palecek, Business Administrator  
[palecekt@lopatcongschool.org](mailto:palecekt@lopatcongschool.org)

Indicate Aftercare Director Candidate” in subject line.

**Deadline:** Until a suitable candidate is found.

AA/EOE