

Keansburg Board of Education

PLEASE POST

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ISSUE DATE

July 19, 2011

NOTICE OF ANTICIPATED VACANCY

THE SUPERINTENDENT OF SCHOOLS INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

**TITLE:** Site Coordinator at Bolger Middle School for 21<sup>st</sup> CCLC afterschool program (KAP)

**STIPEND:** \$32 per hour x 560 hours. Stipend not to exceed \$18,200.  
Position funded through the 21<sup>st</sup> CCLC grant.

**JOB DESCRIPTION:**

- Responsible for management of daily activities at the Bolger 21<sup>st</sup> CCLC site.
- Assist staff and students as needed with snacks, supplies, discipline issues, etc.
- Keep records of snacks, attendance, homework logs, timesheets, and other program documentation.
- Communicate with day school teachers.
- Attend evening/weekend family events as needed.
- Other duties as assigned by Program Facilitator.

3.75 hours per day, five days per week when school is in session from September 1, 2011 - June 30, 2012.

**EXPERIENCE:** Experience working with Bolger Middle School students preferred.

**CERTIFICATION:** Teacher certification required.

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**NOTE:** To be considered, letter of interest and resume must be received no later than **August 22, 2011**.

**APPLY TO:** Gerald North, Superintendent  
cc: Arlene Sciarappa, Afterschool Program Facilitator  
Verification of credentials and salary must be submitted when requested.

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