

# CARLSTADT-EAST RUTHERFORD REGIONAL BOARD OF EDUCATION

## Job Description

### EXTRACURRICULAR ACTIVITIES

### Administrative Regulations

TITLE: EXTRACURRICULAR ACTIVITY ADVISOR

- QUALIFICATIONS:
1. Valid New Jersey Instructional Certificate or eligibility
  2. Demonstrated knowledge of the particular activity and related experience as determined by the board
  3. Ability to foster and sustain students' interest in the activity and promote skill development
  4. Strong interpersonal and communication skills
  5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

REPORTS TO: Principal

JOB GOAL: To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

- PERFORMANCE RESPONSIBILITIES:
1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
  2. Actively promotes the program and seeks student participation.
  3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
  4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
  5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
  6. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute,

administrative code and board policies and regulations.

7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
8. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary.
10. Performs other duties related to the student activity as assigned by the principal.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the board of education.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of extracurricular staff.

APPROVED BY: Board of Education DATE: 3/10/10

REVISED: \_\_\_\_\_

EMPLOYEE SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

Legal References:

- N.J.S.A. 18A:6-7.1 Criminal history record; employee in regular contact with students; grounds for disqualification from employment
- N.J.S.A. 18A:16-1 Officers and employees  
N.J.S.A. 18A:16-2 Physical examinations; requirement  
N.J.S.A. 18A:25-2 Authority over students  
N.J.S.A. 18A:26-1 Citizenship of teachers, etc.  
N.J.S.A. 18A:26-1.1 Residence requirement prohibited  
N.J.S.A. 18A:26-2 Certificates required; exception  
N.J.S.A. 18A:27-1 Appointment of teaching staff members; vote required  
N.J.S.A. 18A:27-4 Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
- N.J.A.C. 6A:7 Managing equality and equity in education  
N.J.A.C. 6A:9 Professional licensure and standards

See particularly:

N.J.A.C. 6A:9-6.2

N.J.A.C. 6A:9-8.2

N.J.A.C. 6A:32-6

Provisional certificate

Requirements for the provisional certificate

School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.