



Bridgewater-Raritan Regional School District
Job Description

SECTION Stipend Position
CATEGORY Non-Instructional
SUB-CATEGORY Club Advisor

QUALIFICATIONS:

1. Eligibility for County Substitute Teacher Certificate (the successful candidate will need to secure a County Substitute Teacher certificate if the candidate does not have a NJ Teaching Certificate)
2. Coaching or other youth training program completion preferred
3. Demonstrates an interest in and an aptitude for performing the responsibilities listed
4. Demonstrates through experience, education, application, or interview, a knowledge of the activity and an ability to provide appropriate leadership and direction to students
5. Ability to maintain a positive environment and high standards of conduct for students
6. Experience working with children
7. Excellent communication and organizational skills
8. Knowledge of applicable regulations and laws
9. Required criminal background check and proof of US citizenship or legal resident alien status.

REPORTING RESPONSIBILITIES

The High School Club Advisor reports to the Building Administrators. The employee works in collaboration with other staff and Central Office Administrators as appropriate.

JOB GOAL

A Bridgewater-Raritan Regional School District Club Advisor has the responsibility of leading and developing a sound and comprehensive program focused on the needs of participating students. The Club Advisor will work to train and motivate students to assist them in realizing their potential as while building their self-confidence and self-respect. Beyond the specific skills, the Club Advisor will promote citizenship, teamwork, sportsmanship, and other lifelong skills. The Club Advisor will communicate information and will coordinate the operation of the club.

TERMS OF EMPLOYMENT

In accordance with the language and provisions of the BREA/BOE contract.

PERSONAL EVALUATION

The High School Club Advisor's performance is evaluated by the Building Administrators.

PERFORMANCE RESPONSIBILITIES

1. Ensures appropriate supervision of students at all times
2. Must be present at all events of the club
3. Ensures district health guidelines are followed
4. Serve as a role model for students at all times
5. Motivate in a positive way that builds on the strengths of the students
6. Responsible for management of the club/team



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7. Uses a variety of professionally sound teaching strategies and techniques designed to produce a competitive and respectable effort
8. Continues to expand knowledge of improved techniques and strategies to utilize when appropriate
9. Works with every student to improve individual effort with a focus on improvement
10. Exercises sound judgment in the selection and status of team members when applicable
11. Directs students during all scheduled meetings and events
12. Takes necessary precautions to maintain safety of students
13. Adheres to all laws, board policies, administrative regulations, and any applicable club-specific regulations
14. Organizes and coordinates the efforts of other staff to promote the success of the program
15. Provides input on the preparation of the budget for the club
16. Reports any unsafe conditions
17. Performs other such duties as assigned by the Superintendent or designee

OTHER DUTIES

1. Maintains confidentiality in all areas of assignment
2. Assumes other duties and responsibilities incidental to the position or as assigned by Superintendent or designee
3. Adheres to all district policies and regulations, including but not limited to:
 - a. Support Staff Member/School District Reporting Responsibilities – 4159
 - b. Physical Examination – 4160
 - c. Substance Abuse – 4218
 - d. Electronic Communications between Support Staff Members and Students – 4283
 - e. Sexual Harassment – 4352
 - f. Harassment, Intimidation, and Bullying – 5512

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Adopted: 16 November 2021