

WARREN HILLS REGIONAL PUBLIC SCHOOLS
JOB DESCRIPTION

TITLE: Advisor Extra-Curricular Activity

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate
2. Demonstrate knowledge of the particular activity and related experience as determined by the Board of Education
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: Director of Athletics & Student Activities

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. To provide a variety of worthwhile learning experiences that enhance and enrich the regular school program.

1. The advisor's role and responsibilities are to include but not be limited to:
 - a. Supervises and organizes a series of regularly scheduled extracurricular activities for students.
 - b. Utilize the on-line Use of Facility program to identify where/when the club will be in session.
 - c. Coordinates all class/club fundraising events and maintains fundraising calendar.
 - d. Submits all transportation requests through the Director of Athletics & Student Activities.
 - e. Actively promotes the program and seeks student participation.
 - f. Attends all activity meetings and in-school events as well as supervises students on related field trips and other off campus functions.
 - g. Be knowledgeable of policies, regulations and procedures listed on the Warren Hills Regional School District website.
 - h. Offer continued guidance to the organization on goal setting, organization management, program planning and problem solving.

- i. Prepares the activity budget, orders necessary supplies and equipment as well as maintains appropriate records related to activity expenses and revenues; submits documentation for all fundraising approvals.
- j. Is responsible for the timely collection, deposits, bill payment and financial reporting of all funds in accordance with the Warren Hills Board of Education, including but not limited to policy # 6600 Student Activity Funds.
- k. Oversee the development, production, sales/distribution and advertising of any products produced by the students.
- l. Monitors monthly class/club budget reports provided by the district office.
- m. Ensures the safety of the students and maintains responsibility for the security of any equipment and facility.
- n. Evaluates the program annually and makes recommendations for improvements as necessary.
- o. Will submit monthly reports to the Director of Athletics & Student Activities.

2. Complete tasks as assigned by the Superintendent and/or Designee

TERMS OF

EMPLOYMENT: Stipend and work year as determined by the Board of Education

ANNUAL

EVALUATION: Performance of this job will be evaluated annually, by the Director of Athletics and Student Activities, in accordance with the Board of Education's policy on evaluations.

Adopted: November 15, 2016