

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ADVISOR

JOB GOAL

To provide leadership in helping each participating student achieve a high level of skill, an appreciation for the values of discipline and sportsmanship and an increased level of self-esteem. To instruct student participants in a specific club or approved student group.

QUALIFICATIONS

- 1. New Jersey Teaching Certificate or County Substitute Teaching Certificate if supervising students.
- 2. Expressed interest for advisorship in an approved club or student group.
- 3. Successful experience in leadership with student group(s).
- 4. Available to work during assigned hours.
- 5. Knowledge of advising techniques and human behavior.
- 6. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
- 7. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

- 1. Advise individual participants in the skills necessary for successful performance.
- 2. Provide a positive learning environment for the student participants.
- 3. Plan and schedule a regular program of activity in season in accordance with district policy.
- 4. Manage student behavior during activity sessions/events.
- 5. Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- 6. Assist the activity director/administrator, when necessary, in scheduling club and student activities/ events/contests.
- 7. Recommend purchase of equipment, supplies and uniforms as appropriate.
- 8. Maintain complete and accurate records as required (i.e. attendance forms, insurance records, etc.). Record all fundraisers, service, activities, etc.
- 9. Oversee the safety conditions of the facility/area in which assigned activity/event is conducted at all times, especially, when students are present.
- 10. Care and treat minor student injuries.
- 11. Establish performance criteria for eligibility in interscholastic competition in his/her activity.
- 12. Enforce discipline and sportsmanlike behavior at all times and establish and oversee activity penalties for breach of such standards by individual students.
- 13. Assume primary responsibility for scheduling and preparation of area event is to be held.
- 14. Perform such other tasks (which may require knowledge of other job descriptions) as seem to be appropriate to the Cumberland Regional School Board or Administration.
- 15. Maintain satisfactory attendance, as defined in District policy and regulations.
- 16. Attend Open Houses in the Fall and Spring.
- 17. Submit an annual report as per BOE policy and regulation.
- 18. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

ESSENTIAL SKILLS/ABILITIES

1. High integrity and ethical standards.
2. Ability to work with assigned students.
3. Ability to follow instruction.
4. Good communication skills
5. Ability to lift up to 15 pounds at a time.
6. Prolonged periods of standing or walking.
7. Ability to traverse various grounds and facilities.

REPORTS TO

Principal/Superintendent.

TERMS OF EMPLOYMENT

Ten month position.

EVALUATION

Performance of the job will be evaluated by Principal or designee.

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **February 12, 2009**
AMENDED: **February 27, 2014**
AMENDED: **December 21, 2017**
AMENDED: **March 23, 2023**