

**CUMBERLAND REGIONAL SCHOOL DISTRICT
SEABROOK, NEW JERSEY**

JOB DESCRIPTION

YEARBOOK BUSINESS MANAGER

QUALIFICATIONS

1. Expressed interest for advisorship in an approved club or student group.
2. Successful experience in leadership with student group(s).
3. Physical ability to perform essential functions.
4. Available to work during assigned hours.
5. Understanding of and agreement with the Cumberland Regional School District's Student Activity and Athletic Code and the Coaches/Sponsors Handbook.
6. Knowledge of advising techniques and human behavior.
7. Possess knowledge of the State, Federal and Cumberland Regional School Board Policies and regarding student conduct and appropriate disciplinary action.
8. Familiar with the care and treatment of student injuries.
9. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
10. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO

Activity Director/Principal/Superintendent.

JOB GOALS

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.

PERFORMANCE RESPONSIBILITIES

Essential duties and responsibilities include the duties and responsibilities as stated in the primary administrative assignment and as stated below. Other duties may be assigned.

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.).
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. Establish performance criteria for eligibility in interscholastic competition in his/her activity.
11. Enforce discipline and sportsmanlike behavior at all times and establish and oversee activity penalties for breach of such standards by individual students.
12. Assume primary responsibility for scheduling and preparation of area event is to be held.
13. 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.
14. Maintains satisfactory attendance, as defined in District policy and regulations.
15. Manager Business components of this club, including but not limited to finances and advertising.

TERMS OF EMPLOYMENT

Ten month position.

EVALUATION

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

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **October 28, 2010**
AMENDED: