



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

**Academy Advisor**

June 2019

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Qualifications:

1. Bachelor's degree required
2. Hold or be eligible to hold a New Jersey Teaching Certificate
3. Hold appropriate endorsements
4. Adept at time management/planning
5. Ability to work independently and collaboratively, handle multiple projects, and meet deadlines

Reports To:

Chief Academic Officer and/or designee

Job Goal:

To promote the mission of the Kingsway Regional School District's Academy Programs within and among the community

Performance Responsibilities:

1. Serve as community liaison through solicitation of community-based experiences that support the Academy Programs (i.e. service learning, field trips, guest speakers, summer experiences, etc.)
2. Plan, organize, and facilitate (when needed) the implementation of co-curricular experiences for Academy students related to service learning, field trips, guest speakers, summer opportunities, etc.)
3. Membership recruitment through participation at related Academy events and through the creation and distribution of promotional materials
4. Serve as a member of the Academy Steering Committee
5. Maintain/update website content related to Academy when applicable
6. Regularly communicate with Academy members via Google Classroom, email, website, Remind.com, etc.
7. Chaperone Academy trips when needed
8. Work with Academy Supervisor to plan and facilitate related Academy Program summer experiences
9. Complete and submit annual Academy Report
10. Work closely with Academy Supervisor, Academy Counselor, related academic club advisors (i.e. DECA, etc.), and department teachers to prepare a competitive advantage for academy members
11. Work Closely with Academy Supervisor to prepare and analyze related Academy budget needs
12. Perform all other responsibilities and duties assigned by the Superintendent of Schools or his/her designee.

Employment conditions:

Contract year:	July 1 <sup>st</sup> to June 30 <sup>th</sup>
Job Family	Schedule B
Pay Grade/Compensation Structure:	Class B
Evaluation:	In accordance with Board policy



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