



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

DECA Assistant Advisor

(June 2019)

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: Academy Supervisor (Chief Academic Officer, indirectly)

Job Goal: To plan, promote, and supervise DECA Club activities, to enhance students' skills and strategies related to club goals, and to provide leadership through planning, coordinating and evaluating club needs

Performance Responsibilities:

1. Keep abreast of current DECA rules, regulations, and bylaws
2. Plan, organize, and implement a program consistent with the educational philosophy of the Board of Education
3. Coach student members in the skills necessary for excellent achievement in all DECA competitive events
 - o Host weekly practice sessions
 - o Organize and review research papers for State DECA qualifications
4. Regularly communicate with club members via Google Classroom, email, website, Remind.com, etc.
5. Plan and chaperone DECA's Competitive Events and other related trips
6. Complete and submit annual Activity Report
7. Work closely with DECA Club Advisor to action-plan, organize, and support DECA activities.
8. Work closely with Academy Advisor, Academy Counselor, and department teachers to action-plan, align curricula, and articulate goals
9. Work closely with Academy Supervisor to prepare and analyze budget for club supplies, competitions, and other related resources
10. Perform all other responsibilities and duties assigned by the Superintendent of Schools or his/her designee

Employment conditions:

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