



KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

DECA Advisor

(Adopted July 21, 2016; revised 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: Chief Academic Officer and/or designee

Job Goal: To plan, promote, and supervise DECA 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. Support DECA Assistant Advisor in the development and distribution of relevant practice materials to build students' related skills
4. Support DECA Assistant Advisor in the coaching of student members in the skills necessary for excellent achievement in all DECA competitive events
5. First line of contact for DECA Club related inquiries
6. Membership recruitment:
 - o Maintain annual registration for all DECA members through official local chapter
 - o Maintain any additional membership guidelines from chartered association
 - o Maintain club membership roster and promote club opportunities
 - o Assist with planning and facilitation of:
 - DECA information nights
 - DECA recruitment
 - Creation and distribution of promotional materials
7. Serve as a member of the Academy Steering Committee
8. Plan and facilitate:
 - o Mandatory DECA Club meetings, guest speakers, and related activities (Marketing/Promotions, Fundraising, Community Service, Team Building, etc. as needed)
 - o Fundraising for club activities and scholarship opportunities
 - o Community Service Learning and Internship Activities
9. Maintain/update website content related to DECA when applicable
10. Regularly communicate with club members via Google Classroom, email, website, Remind.com, etc.
11. Plan and chaperone DECA's competitive events and other related trips
12. Complete and submit annual Activity Report
13. Provide the Academy Advisor with information that will help in the evaluation of his/her Assistant Advisor.
14. Work closely with Academy Advisor, Academy Counselor, DECA Assistant Advisor and department teachers to action-plan, align curricula, and articulate goals
15. Work closely with Academy Supervisor to prepare and analyze budget for club supplies, competitions, and other related resources
16. 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