



# KINGSWAY REGIONAL SCHOOL DISTRICT JOB DESCRIPTION

## Renaissance Program Advisor

(Approved: 6/24/2014, Rev. 04/28/2016)

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<u>Qualifications:</u>	Hold or be eligible to hold a New Jersey Teaching Certificate
<u>Reports To:</u>	Building Principal
<u>Supervises:</u>	Students
<u>Job Goal:</u>	To plan and coordinate the Middle School Renaissance Program and solicit support and involvement from local business community

Distinguishing Characteristics: All student club advisor positions require the incumbent to perform all of the following duties in accordance with school policy. The student club advisor should be knowledgeable of the club to be taught or facilitated, provide instruction and experiences for the students which will enhance their personal, physical, emotional and social growth and development.

Performance Responsibilities: There are a wide variety of responsibilities which come with being the Renaissance Program Advisor. This list is not inclusive of all responsibilities, but is a general overview of expectations for the position.

1. Organizational
  - a. Provide leadership in establishing and accomplishing the program's goals for the year.
  - b. Assist the team in assessing the progress toward goals; facilitate in completing an annual program assessment document.
  - c. Maintain accurate student file system that includes academic grades, discipline, attendance, homework.
  - d. Plan and coordinate recognition activities/programs.
  - e. Ensure all activity dates are clearly communicated and scheduled with the Activities Coordinator.
  - f. Perform all other responsibilities and duties as may be assigned by the Superintendent of Schools and/or his/her designees.
  - g.
2. Community Involvement
  - a. Contact local businesses to explain the program and solicit funding and support.
  - b. Recognize and reward community involvement by providing information to be updated on the school website, school newsletter, and in the school.
  - c. Create yearly budget needed for activities and incentives.
  - d. Review and manage the activities account.
  - e. Plan and coordinate annual community recognition luncheon.

Employment conditions:

Contract year:	July 1 to June 30
Job Family	Schedule: B, Class: A
Pay Grade/Compensation Structure:	G20
Evaluation:	In accordance with Board policy
Job Code:	N/A