

CUMBERLAND REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

HONOR SOCIETY ADVISOR

JOB GOAL

To instruct student participants in the requirements necessary to be eligible for and successfully maintain membership in an honor society at Cumberland Regional High School.

QUALIFICATIONS

- 1. New Jersey Teaching Certificate
- 2. Expressed interest in advising an approved club or student group.
- 3. Successful experience in leadership with student group(s).
- 4. Available to work during assigned hours.
- 5. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.
- 6. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

DUTIES/RESPONSIBILITIES

- 1. Provide a positive learning environment for the student participants.
- 2. Plan and schedule a regular program of activity in accordance with district policy, CREA Contract, and/or Constitution and By-laws of the Honor Society.
- 3. Manage student behavior during activity sessions/events.
- 4. Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
- 5. Maintain complete and accurate records as required (i.e. attendance forms, fundraisers, activities, Induction ceremonies, etc.).
- 6. Oversee the safety conditions of the facility/area in which assigned activity/event is conducted at all times, especially, when students are present.
- 7. Care for and treat minor student injuries.
- 8. Enforce performance or eligibility criteria for the Honor Society.
- 9. Enforce discipline and encourage positive behavior at all times and establish and oversee activity penalties for breach of such standards by individual students.
- 10. Assume primary responsibility for scheduling and preparation of area for Induction Ceremonies.
- 11. 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.
- 12. Maintain satisfactory attendance, as defined in District policy and regulations.
- 13. Adhere to related Federal laws, New Jersey school law, State Board of Education rules and regulations, Board of Education policies and regulations, school regulations and procedures, and contractual obligations.

ESSENTIAL SKILLS/ABILITIES

- 1. High integrity and ethical standards.
- 2. Ability to work with students, staff, and administration.
- 3. Ability to follow instruction.
- 4. Good communication skills.

- 5. Ability to lift up to 15 pounds at a time.
- 6. Prolonged periods of standing or walking.
- 7. Ability to traverse various grounds and facilities.

REPORTS TO

Principal or designee.

TERMS OF EMPLOYMENT

Ten-month position.

EVALUATION

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

*This job description is subject to change at any time.

APPROVED BY: **Cumberland Regional Board of Education**
DATED: **August 28, 2024**