

CUMBERLAND REGIONAL SCHOOL DISTRICT**JOB DESCRIPTION****HEAD CLUB ADVISOR****JOB GOAL**

To provide oversight of all clubs and activities both during and after school at Cumberland Regional High School. Assist the building principal or designee in organizing school-wide activities and events.

QUALIFICATIONS

1. New Jersey Teaching Certificate.
2. Has experience as an advisor of an approved club, activity, 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. Secures dates from club and activity sponsors and reserves appropriate facilities for high school activities.
2. Approval and adjustment of activities calendar events & assisting advisors on completing activity requests including fundraisers.
3. Updating club and activities online book/advertisements and monitoring bulletin boards/display cases. This includes initial approval of flyers, scripts, and spirit week dress down days in conjunction with Building Principal or designee.
4. Regular meetings with Building Principal or designee.
5. Regular meetings with Class and Student Council Advisors.
6. Oversee fundraising, class elections, class rings, clothing orders, organization of events such as, but not limited to, Homecoming activities, dances, Mr. & Miss CRHS etc.
7. Oversee advisor accounts to ensure accuracy throughout the year.
8. Attend and assist with major events throughout the year including, but not limited to, dances, tailgates, Orange vs. Brown, Mr. & Miss CRHS, Freshmen Orientation, fundraising distribution.
9. Take necessary and reasonable precautions to protect students, equipment, materials and facilities.
10. Updating Activities Shared Folder and communicating class advisor/student council monthly responsibilities, calendars, forms, etc. as well as updating and maintaining records of all club and activities by-laws, constitutions, and contracts.
11. Ensuring advisors add club/activities to student transcripts.
12. Oversees the "Achievement Letter" process.
13. Update list of volunteer advisors and send to the superintendent secretary for BOE approval.
14. Lifetouch district contact for event photos. Events include, but are not limited to:
 - a) Senior Portraits and Senior Panoramic
 - b) Clubs photos and Superlatives
 - c) Homecoming Activities
 - d) Underclassmen portraits

- e) Orange vs. Brown Day
 - f) Dances
 - g) Mr. and Miss CRHS
 - h) Read Across Colt Nation
15. Organization of underclassmen photo day
 - a) Scheduling & distributing passes for picture day
 - b) Distributing photos & IDs to students
 16. Organization of senior panoramic.
 17. Organization of club sign-ups.
 18. Handle concerns brought to your attention by all club and activities advisors and refers questionable topics to Building Principal or designee.
 19. Oversee the safety conditions of the facility/area in which assigned activity/event is conducted at all times, especially, when students are present.
 20. Care and treat minor student injuries.
 21. Enforce discipline and sportsmanlike behavior at all times and establish and oversee activity penalties for breach of such standards by individual students.
 22. Assume primary responsibility for scheduling and preparation of area where event is to be held.
 23. 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.
 24. Maintain satisfactory attendance, as defined in District policy and regulations.
 25. Attend Open Houses in the Fall and Spring.
 26. Submit an annual report as per BOE policy and regulation.
 27. 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.
 28. Informs advisors of BOE actions pertaining to their organizations/clubs.

ESSENTIAL SKILLS/ABILITIES

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

Twelve 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**