Tenafly PUBLIC SCHOOLS

CLUB ADVISOR

Qualifications:

- Valid New Jersey Instructional Certificate or high school diploma and college level coursework
- Minimum experience as determined by the Board
- Demonstrated proficiency in oral and written communication and ability to assist with club activities
- Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

Primary Function:

To encourage student participation in club activities which stimulate individual talents and interests and help the club reach its objectives.

Direct Report:

Principal or designee

Specific Duties and Responsibilities:

- Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
- Demonstrate commitment to the club, its members, and its activities.
- Attend all club meetings and activities.
- Understand the club's purpose and assist in formulating its goals and planning and effecting its activities and events.
- Review club rules and responsibilities with all members and officers.
- Make sure that club activities conform to building and district policies.
- Approve/deny all official club activities and events before they occur.
- Provide the principal or his/her designee with an accurate list of members, club activities, meeting times, locations, and agendas.
- Supply the Guidance Department (grades 6-12) with a list of student participants.
- Encourage club members to exhibit high standards of scholarship, citizenship, and character.
- Submit a report of the club's agenda(s), activities accomplished, and a student sign-in sheet to the Principal or designee at the end of each month.
- Submit an end-of-year report to the Principal or designee.
- Maintain an accurate record of any club finances.
- Monitor any fundraisers and advise as to proper use of money that will be donated or used to support club activities.
- Review all club announcements, posters, etc., for grammar and spelling errors and the appropriateness of content.
- Create and maintain a website with information about the club.
- Performs other duties assigned by the Principal or designee as required by law, code, regulation, and/or Board policy.

Terms of Employment:

Stipend and other terms of employment to be determined by the Board of Education.

Evaluation:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified staff.

Board Approved:

Revised: