

TITLE: LACEY TWP CO-CURRICULAR ACTIVITY ADVISOR

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or eligibility.
2. Demonstrated knowledge of the particular activity and related experience as determined by the Board.
3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Strong interpersonal and communication skills.
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal / Supervisor of Student Activities

JOB GOAL: To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to participate in a variety of worthwhile learning experiences which enhance and enrich the regular school program.

PERFORMANCE RESPONSIBILITIES:

1. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out of school functions.
4. Ensures the safety and welfare of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records recording activity expenses and revenues.
6. Is responsible for the collection, depositing of funds, payment bills and financial reporting according to policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students. (e.g. newspaper, yearbook.)
8. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary.
10. Performs other duties related to the student activity as assigned.
11. Upholds and enforces school rules, administrative regulations and board policy.

TERMS OF EMPLOYMENT: Salary and work year to be determined by the Board of Education.

APPROVED: LACEY TOWNSHIP BOARD OF EDUCATION JUNE 21, 1999