

EASTERN CAMDEN COUNTY REGIONAL SCHOOL DISTRICT

JOB DESCRIPTION

ACTIVITY/CLUB ADVISOR

QUALIFICATIONS:

1. New Jersey Teaching Certificate or Certification as a Substitute Teacher
2. Participation/experience with related activity

REPORTS TO:

Vice-Principal of Student Activities

JOB GOALS:

As a staff member of the Activities Department under the direction of the Vice Principal of Student Activities, the Activity/Club Advisor recommends and implements approved policies of the Department; stimulate student participation in extra-curricular activities that will build school spirit, pride, leadership and self-esteem; directs the overall activities of their activity/club; recommends budget requests for supplies and equipment; provides for the welfare of their students; maintains and enhances the school's standing in the community through the conduct and performance; and fulfills such other duties as may be assigned by the Vice Principal of Student Activities.

PERFORMANCE RESPONSIBILITIES:

1. Work directly with the Vice Principal of Student Activities in all matters pertaining to the development, organization and administration of the activity/club.
2. Submit an annual budget, to Vice Principal of Student Activities, listing all equipment and supplies required to operate the activity/club. Follow the accounting policy established by the Board of Education and maintain files on finances and the Student Activity Account.
3. Coordinate all equipment needs with the Vice Principal of Student Activities. Be responsible for the care of equipment and facilities.
4. Work closely with the Vice Principal of Student Activities in scheduling events, transportation and chaperones (when needed). Meetings should be schedule during the Lunch and Lab period whenever possible.

5. Be available to speak throughout the year to all interested community organizations in order to promote our school and secure community support.
6. Work closely with the appropriate persons in matters of student attendance and eligibility.
7. Develop a working relationship with all faculty members. Be prepared to discuss with them any problems that involve our students.
8. Develop a plan to maximize participation and to encourage the diversity of the activity/club to represent the diversity of the school community.
9. Attend or send a representative to activity and/club fairs when requested.
10. Inform students of the rules and expectations governing the activity/club.
11. Work cooperatively with the yearbook advisor and staff.
12. Notify Administrators of all formal activities.
13. Submit Semester 1 and Semester 2 Summative Reports.
14. Submit an Annual End of the Year Evaluation.
15. Provide supervision before, during and after all activities/clubs.
16. Oversee the safety conditions of the facility and equipment.
17. Conduct all activity/club business in accordance with school policies.
18. Report any unusual activities to the Vice Principal of Student Activities.
19. Perform other related activities as directed by the Vice Principal of Student Activities

TERMS OF EMPLOYMENT:

Appointed yearly. Salary in accordance with the sponsor's guide listed in the agreement between the E.E.A. and the Board of Education of E.C.C.R.S.D.

ANNUAL SALARY:

To be established by the Board of Education.

EVALUATION:

Performance of this job will be evaluated annually by the Vice Principal of Student Activities.

BOE APPROVED:

January 18, 2017