

Job Description

BOARD OF EDUCATION DENVILLE

TITLE: EXTRACURRICULAR 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

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 provide 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 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 related to activity expenses and revenues.**

6. **Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board 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.**

TERMS OF

EMPLOYMENT: **Salary and work year to be determined by the board of education.**

EVALUATION: **Performance of this job will be evaluated annually in accordance with provisions of the board's policy on evaluation of extracurricular staff.**

APPROVED: June 1, 2009