

**GREAT MEADOWS REGIONAL
BOARD OF EDUCATION**

JOB DESCRIPTION

TITLE: **CLUB ADVISOR**

QUALIFICATIONS:

NJ Department of Education approved teaching certificate or substitute certificate.

Working knowledge and experiences in the club activity you are sponsoring.

An earnest interest in balancing social club activities and co-curricular events with the overall wellness and academic successes of the student.

Required criminal history background check

New Jersey residency required

REPORTS TO: Principal

SUPERVISES: Any student involved in club activity

PERFORMANCE RESPONSIBILITIES:

1. Provides leadership direction, instruction, organized play, simulation activities, activity organization and procedures for the club or co-curricular activity sponsored.
2. Develops lists, schedules, competitions, use of itinerant personnel, proposals, budgets, orders, objectives and procedures for the activity and receives approval of the BOE or Superintendent or designee, prior to club meetings, competitions, performances, or ventures.
3. Implements the approved budget for this activity, follows all publishing and copyright regulations, and performs his/her functions in accordance with BOE approved policies, procedures, and codes of the district.
4. Serves as the appropriate role model for the students while enforcing all school practices and procedures established for club activities.

5. Develops an overall program of development for students which fosters positive representation of our school community.
6. Disseminates, collects, records, and files all permission slips, transportation requests and approvals, schedules and incident reports of all activities through the end of the school year.
7. Performs other duties, tasks, and responsibilities as assigned by the building principal or coordinator of extra and/or co-curricular activities.

TERMS OF EMPLOYMENT: Annually appointed

EVALUATION : Performance of this job will be evaluated in accordance with state law and the provisions of Board policy and completed by Principal.

Revised: Dec. 17, 2019

Employee Signature