

NORTHERN HIGHLANDS REGIONAL HIGH SCHOOL DISTRICT

TITLE: 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: Athletic Director/ Director of Student Activities

JOB GOAL:

Responsible for the administration, organization and operation of his/her co-curricular activity. Provide students opportunities that enrich the regular school program, as well as to explore their interests and talents within worthwhile learning experiences.

ESSENTIAL JOB FUNCTIONS:

1. Provides for the safety and welfare of all participating students.
2. Serves as a role model.
3. Provides guidance and supervision for students participating in the activity.
4. Provides an avenue for the acquisition of leadership skills.
5. Provides an environment for the development of an appreciation for cooperation and teamwork.
6. Gives students opportunities to exercise initiative, participate in decision making and to assume various responsibilities.
7. Provides opportunities for students to work with the community.
8. Maintains appropriate discipline and overall activity management.
9. Seeks to develop and maintain desirable school traditions, such as fundraisers, pep

- rallies, performances, festivals, celebrations, competitions and observances.
10. Shares all correspondence with the Director of Student Activities and/or Principal prior to distribution.
 11. Schedules meetings on a regular basis and keeps records of same.
 12. Maintains electronic membership lists and updates information on the school database.
 13. Publicizes special events and interacts with the local sending districts.
 14. Orients student leaders in the performance of the duties to which they are elected or appointed.
 15. Recognizes and maintains records of individual and group achievement.
 16. Uses all available means to promote and acquaint the student body with the purposes and activities of the organization.
 17. Ensures participation in any activity is voluntary.
 18. Manages the accounting of the activities' finances and prepares a budget, orders supplies and maintains an inventory (when applicable).
 19. Submits a Mid-Year (February) and updates rosters and reports updated information if necessary (June) to the Director of Student Activities.
 20. Attends the Student Activity Fair, 8th Grade Open House, and various functions related to their activity.
 21. Informs the Director of Student Activities or Principal of any and all concerns and/or problems associated with their activity.
 22. Develops sound public relations by cooperating with newspapers and local media outlets. Submits press releases for the purpose of sharing important events and success stories.
 23. Cooperates with and maintains rapport with other staff members, teachers and the administration.
 24. Supervises all meetings, competitions, events, bus rides etc. Makes sure all facilities are secure before and after all meetings and events.
 25. Promotes the total athletic and co-curricular activity program.

26. Issues, records, collects and properly stores all equipment, funds, uniforms, supplies, keys, etc.
27. Adheres to all of the policies and procedures of the Northern Highlands Regional School District and the activity's governing association (if applicable).
28. Encourages all activity members to develop the character traits of loyalty, industriousness, respect for others, perseverance and excellence.
29. Submits all required paperwork to the Director of Student Activities in a timely and efficient manner.
30. Demonstrates the ability to teach, evaluate, motivate and provide feedback concerning his/her activity. Attends workshops to remain current with the trends concerning their activity.
31. Represents Northern Highlands in a positive manner while attending events and /or meetings on our campus or at other sites.
32. Attends after school and/or evening organizational meetings as necessary.
33. Is familiar with all expectations and consequences published in our Student/Parent handbook.
34. Thoroughly reviews Board of Education policies regarding hazing, harassment and bullying.
35. Arranges for any necessary transportation, permission slips, event workers related to applicable activity events.
36. Performs other duties as requested by the school administration and as appropriate to the position.

**TERMS OF
EMPLOYMENT:**

Salary and work year to be determined by the Board.

EVALUATION:

Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluations.

BOE APPROVED: 10/2/17
2nd Reading: 10/16/17