

**RIVER VALE BOARD OF EDUCATION
RIVER VALE, NEW JERSEY**

JOB DESCRIPTION

TITLE: CLUB ADVISOR

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or high school diploma and college-level coursework
2. Minimum experience as determined by the Board
3. Demonstrated proficiency in oral and written communication and ability to assist with club activities
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Principal or designee

JOB GOAL: To encourage student participation in club activities which stimulate individual talents and interests and help the club reach its objectives.

Specific Duties and Responsibilities:

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Demonstrate commitment to the club, its members, and its activities.
3. Attend all club meetings and activities.
4. Understand the club's purpose and assist in formulating its goals and planning and effecting its activities and events.
5. Review club rules and responsibilities with all members and officers.
6. Make sure that club activities conform to building and district policies.
7. Approve/deny all official club activities and events before they occur.
8. Provide the principal or his/her designee with an accurate list of members, club activities, meeting times, locations, and agendas.
9. Supply the Guidance Department (grades 5-12) with a list of student participants.
10. Encourage club members to exhibit high standards of scholarship, citizenship, and character.

11. Submit a report of the club's agenda(s), activities accomplished, and a student sign-in sheet to the Principal or designee at the end of each month.
12. Submit an end-of-year report to the Principal or designee.
13. Maintain an accurate record of any club finances for the Central Fund.
14. Monitor any fundraisers and advise as to proper use of money that will be donated or used to support club activities.
15. Review all club announcements, posters, etc., for grammar and spelling errors and the appropriateness of content.
16. Create and maintain a website with information about the club.
17. Performs other duties assigned by the Superintendent of Schools or required by law, code, regulation, and/or Board policy.

Terms of Employment: Stipend and other terms of employment to be determined by the Board of Education.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of certified staff.

Board Approval: