

SCIENCE LEAGUE ADVISOR (RIDGE HIGH SCHOOL)

Reports To: Building Principal

Qualifications: Appropriate New Jersey Certification
Familiarity with science league competition

General Description: The NJ Science League is a competitive science organization within the State of New Jersey. Students currently enrolled in high school biology, chemistry, physics and earth science classes are eligible to compete in the League.

Major Duties and Responsibilities:

- 1.1 Recruitment of students to compete in this League.
- 1.2 Preparation of the students to take the test.
- 1.3 Chaperone and monitor the students' behavior to and from each examination.
- 1.4 Administer and grade the examinations.
- 1.5 Organize and host competitions at Ridge High School.
- 1.6 Publicize the achievement of our students.
- 1.7 Provide Science Supervisory and/or Building Administrator with feedback as to the achievement of Ridge High School's students.
- 1.8 Responsible for the collection, deposit of funds, payment of bills and financial reporting according to board policies and regulations.
- 1.9 Evaluate the program annually to determine its effectiveness and offer recommendations for the following year, if necessary.
- 1.10 Perform additional duties related to activity as assigned by the building principal or assistant principal.

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

Frequency/Duration: 1 Time per Week/4-5 Months

Adopted: October 22, 2001

