

HAMILTON TOWNSHIP SCHOOL DISTRICT

Extracurricular Activities

POSITION CODE: 2400
CERTIFIED

TITLE: EXTRACURRICULAR CLUB/ACTIVITIES ADVISOR

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate or eligibility
2. Demonstrated knowledge of the particular club/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
6. Current residency in New Jersey, approved residency waiver, or the candidate agrees to obtain residency within one year of employment

REPORTS TO: Principal or Administrative Designee

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 that 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 student safety 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 and 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 any necessary transportation or schedules competition officials for 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.

ANNUAL

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

HAMILTON TOWNSHIP SCHOOL DISTRICT

EXTRACURRICULAR CLUB/ACTIVITIES ADVISOR (continued)

Approved by: Board of Education

Date: 8-28-24

Revised:

LEGAL REFERENCES:

<u>N.J.S.A.</u> 18A:6-7.1	Criminal history record; employee in regular contact with pupils; grounds for
<u>N.J.S.A.</u> 18A:16-1	disqualification from employment
<u>N.J.S.A.</u> 18A:16-2	Officers and employees
<u>N.J.S.A.</u> 18A:25-2	Physical examinations; requirement
<u>N.J.S.A.</u> 18A:26-1	Authority over pupils
<u>N.J.S.A.</u> 18A:26-1.1	Citizenship of teachers, etc.
<u>N.J.S.A.</u> 18A:26-2	Residence requirement prohibited
<u>N.J.S.A.</u> 18A:27-1	Certificates required; exception
<u>N.J.S.A.</u> 18A:27-4	Appointment of teaching staff members; vote required
	Power of boards of education to make rules governing employment of teacher, etc.; employment thereunder
<u>N.J.A.C.</u> 6A:7	Managing equality and equity in education
<u>N.J.A.C.</u> 6A:9B	State board of examiners and certification
<u>See Particularly:</u>	
<u>N.J.A.C.</u> 6A:9B-6.2	Provisional certificate
<u>N.J.A.C.</u> 6A:9B-8.2	Requirements for the provisional certificate
<u>N.J.A.C.</u> 6A:32-6	School employee physical examinations

Immigration Reform and Control Act of 1986, 8 U.S.C.A. 1100 et seq.