



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "B" JOB DESCRIPTION:

CHESS TEAM ADVISOR

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a chess team advisor or has participated in chess competition (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
5. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal or designee.

JOB GOAL: To support each participating student in achieving a higher level of personal skill, an enhanced appreciation for the value of discipline, teamwork and sportsmanship, and an increased level of self-esteem through participation on the Chess Team.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership:
 - a. Communicates with the student body and encourages participation in chess team practices and competitions.
 - b. Selects individuals to compete in individual or team efforts according to criteria appropriate to or specified by the contest or league.
 - c. Knows and ensures the implementation of established rules and policies for chess.
 - d. Coaches individual participants, small groups and the team, as appropriate, in the skills necessary for achievement in chess.
 - e. Submits budget needs annually to the principal in accordance with established timelines and procedures.

- f. Orders all supplies necessary for team-related activities.
 - g. Accounts for the use of program funds including, but not limited to the income and outgo of monies from fund raising efforts.
 - h. Files necessary entry applications and arranges for the payment of registration fees through appropriate district procedures.
 - i. Arranges for transportation as needed.
 - j. Coordinates hospitality arrangements when hosting competitions.
 - k. Participates as required as a judge/official during competitions.
2. Student Management
- a. Provides supervision of all students involved on the team during all practice times and competitions and oversees penalties for violation of such standards as stipulated by league rules, Board policy and school procedures.
 - b. Maintains necessary team roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.
3. Professional Development
- Participates in continuous study and/or attends relevant conferences and/or workshops to maintain and enhance own knowledge in chess in accordance with district guidelines and budget allocations.
4. School and Community Relations
- a. Cooperates and shares professionally with other members of the staff.
 - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
 - c. Promotes awareness of the Chess Team by providing information to the principal and other relevant audiences.
5. Other Assigned Duties
- Performs other appropriate tasks in connection with the advisorship as assigned by the Principal or designee.

TERMS OF EMPLOYMENT: Stipend and work year to be established by the Board in accordance with the Agreement between

the Holmdel Township Board of Education and the
Holmdel Township Education Association.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Schedule "B" Staff and the contractual Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: March 22, 1995