



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: CLASS ADVISOR**

### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or a Certificate of Eligibility with Advanced Standing or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a class advisor (preferred).
3. Demonstrates organizational ability and skill 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 supervise and coordinate student activities of a specified class, to promote leadership of students and to stimulate class cohesiveness and spirit.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Communicates with the student body as to the goals and purposes of the class officers; encourages participation as a class officer.
  - b. Conducts class elections, oversees the balloting, and reports results to the principal.
  - c. Meets weekly with executive committee of the class to plan activities and fundraisers and to promote the leadership skills of the officers; prepares the officers to conduct class meetings.
  - d. Advises officers and executive committee on the conduct of the activities and fundraisers; signs all activity request forms to signify approval, and checks all arrangements for building use, chaperones, police coverage, etc. for each activity conducted by the class as necessary.
  - e. Attends all activities and fundraisers of the class.

- f. Serves as intermediary between class officers and principal in seeking advice, gaining permission and keeping communications open.
- g. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- h. Oversees any financial dealings of the students including the intake of money from fundraisers, the deposit of monies into the Student Activities Fund, the preparation of checks, and the making of arrangements for contractual services; accounts to the principal for use of monies.
- i. Assumes the responsibility for a given class through its graduation year.

2. Student Management

- a. Provides supervision of all students involved in class activities during all times of involvement and oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
- b. Maintains class lists and other necessary paperwork and provides information to the principal as requested.

3. Professional Development

Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and enhance professional competence as appropriate in accordance with district guidelines and practices.

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/community as appropriate.
- c. Promotes awareness about class activities by providing information to the principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

**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 in accordance with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

**SOURCE:** Regular Public Board Meeting

**DATE:** March 22, 1995