



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: FORENSICS 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 forensics advisor or as a participant in forensics competition (preferred).
3. Demonstrates organizational ability and skill in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien 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 values of discipline, teamwork and sportsmanship, and an increased level of self-esteem through participation on the Forensics Team.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body as to the goals and purposes of the Forensics Team and encourages participation.
 - b. Meets with team members and coaches participants as necessary in preparation for each competition.
 - c. Knows and ensures the implementation of established rules and procedures for forensics competition.
 - d. Selects individuals to compete in individual or team efforts according to appropriate criteria and as specified by the contest or league.
 - e. Files necessary entry applications and arranges for the registration fees to be paid.
 - f. Initiates any transportation arrangements needed for competitions.
 - g. Coordinates hospitality arrangements when hosting competitions.

- h. Participates as required as a judge/official during competitions.
- i. Submits budget needs annually to the principal and orders supplies and materials in accordance with established timelines and guidelines.
- j. Oversees any financial dealings of the students and accounts for use of all program monies including, but not limited to fund raising efforts.

2. Student Management

- a. Provides supervision of all students involved on the team during all times of involvement 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 required.

3. Professional Development

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

4. School and Community Relations

- a. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- b. Cooperates and shares professionally with other members of the staff.
- c. Promotes awareness of the Forensics Team by providing information to the principal and other relevant audiences about activities.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities 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 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