



# HOLMDEL TOWNSHIP PUBLIC SCHOOLS

## SCHEDULE "B" JOB DESCRIPTION:

### PERFORMING ARTS 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 performing arts advisor or as a participant in performing arts (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 an increased level of self-esteem through participation in the Performing Arts Club.

#### PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
  - a. Communicates with the student body as to the goals and purposes of the Performing Arts Club and encourages participation.
  - b. Meets with club members as necessary in preparation for each event and or fundraiser.
  - c. Files necessary applications and arranges for the fees to be paid for field trips.
  - d. Initiates any transportation arrangements needed for field trips.
  - e. Submits budget needs annually to the principal and orders supplies and materials in accordance with established timelines and guidelines.
  - f. 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 with Performing Arts Club during all times of involvement
  - b. Maintains necessary club roster, 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 the Performing Arts Club.
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 Performing Arts Club 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:** February 27, 2002