



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: ROGATE 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 ROGATE advisor or as a participant in the ROGATE program (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 enable students to participate in programs that provide learning experiences in a variety of areas of giftedness. Such activities may include, but not be limited to, ROGATE and CTY Talent Search, for the academically talented, and Symposium of the Arts, for those talented in the Arts.

### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Communicates concerning the goals and purposes of each program with those populations which meet the selection criteria for the program.
  - b. Meets with participants and enables them to rehearse as necessary to prepare for competitive activities in the program.
  - c. Knows and ensures the implementation of established rules and procedures for ROGATE and related competitions.

- d. Selects individuals to participate in various activities according to appropriate criteria and as specified by the program guidelines and school eligibility requirements.
- e. Files necessary entry applications and arranges for registration fees to be paid in accordance with district procedures.
- f. Initiates any transportation arrangements required for ROGATE activities.
- g. Coordinates hospitality arrangements when hosting competitions.
- h.. Participates as required as a judge/official, during competitions and other activities.
- i. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- j. Oversees and accounts any financial dealings of the program including, but not limited to fund raising activities.

## 2. Student Management

- a. Provides supervision of all students involved in the program during all times of involvement and oversees penalties for violation of such standards as stipulated by program rules, Board policy and school procedures.
- b. Maintains necessary participants 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 about the program and its participants by sharing information with the principal and relevant audiences.

4. 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