



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE B JOB DESCRIPTION: 8TH GRADE TRIP 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 in planning school events or class trips.
3. Demonstrates effective skills in problem solving, communications, organization, planning, record keeping and 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 supervise and coordinate the 8th Grade Trip activities, promote leadership of students and stimulate class cohesiveness and spirit.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body and staff to encourage participation in the 8th Grade Trip activities.
 - b. Attends meetings and activities as scheduled.
 - c. Meets with principal and/or designee on an as-needed basis.
 - d. Advises principal and/or designee on conduct of activities and fund-raisers; signs all activity request forms to signify approval.
 - e. Serves as intermediary between students and principal in seeking advice, gaining permission and keeping open.

- f. Submits needs annually to the principal and orders necessary materials and/or makes necessary reservations for the 8th Grade Trip activities in accordance with established timelines and guidelines.
 - g. Oversees and accounts for any financial dealings of the students including the intake of money from fund-raisers, the deposit of moneys into the Student Activities Fund, the preparation of checks, and the making of arrangements for contractual services.
- 2. Student Management
 - a. Assists in the supervision of all students involved in the 8th Grade Trip activities; oversees penalties for violation of such standards as stipulated by Board policy and school procedures.
 - b. Maintains necessary paperwork and provides information to the building principal as requested.
- 3. Professional Development
 - a. 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, including trip chaperones.
 - b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
 - c. Promotes awareness about trip activities by providing information to the principal and other relevant audiences.
- 5. Other Assigned Duties
 - a. 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 the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Board Meeting

DATE: **October 19, 2016**