



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **SCHEDULE B**

### **JOB DESCRIPTION:**

### **HONORS ADVANCED RESEARCH**

#### **QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility with Advanced Standing in Science.
2. Demonstrates organizational ability and skill in interpersonal relations.
3. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designated administrator

**JOB GOAL:** To supervise and coordinate competitive teams and/or individuals for specific science competitions or research projects. To provide support and training for the participating students to encourage them to achieve the highest level of personal skill.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a) Communicates with the student body as to the goals and purposes of the independent research projects.
  - b) Meets with students on a three day per week basis and coaches participants in preparation for competitions or research projects.
  - c) Knows and ensures the implementation of established rules and procedures of the scientific research design.
  - d) Selects individuals to compete in individual or team efforts according to criteria appropriate to or specified by the contest or project design.

- e) Files necessary entry applications and arranges for any registration fees to be paid.
- f) Initiates any transportation arrangements needed.
- g) Makes every effort to conduct competitions and research after school.
- h) Maintains statistics as necessary and makes determination for awards.
- i) Submits budget needs to the principal annually and orders all supplies and materials necessary for activities in accordance with established timelines and guidelines.
- j) Provides to the principal an accounting of spending at the conclusion of all competitions; accounting will include, but not be limited to the income and outgo of monies from any fund raising efforts.
- k) Immediately reports "good news" concerning competition results to the principal or designee so that the information can be shared with the superintendent, Board and other interested parties in a timely manner.
- l) Participates in a variety of competitions or research projects that challenge the participants and enhance their study of science.
- m) Participates in the following research project if available: Rutgers Waksman's Institute.

## 2. Student Management

- a) Provides supervision of all students involved in the competitions and research projects and oversees penalties for violation of such standards as stipulated by competitor's 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 requested.

## 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.

## 4. School/Community Relations

- a) Cooperates and shares professionally with other members of the staff.

- b) Works closely with science department members to encourage a high level of student participation through verbal encouragement, handouts and other methods as appropriate.
- c) Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
- d) Keeps the principal and other relevant audiences informed about the results of the academic competitions or research projects.

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 Board Meeting

**DATE:** June 14, 2006