



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: KIWANIS BUILDERS CLUB ADVISOR (WILLIAM R. SATZ SCHOOL)

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 working with students in club and community service situations (preferred).
3. Demonstrates abilities and skills in organizational and interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such 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 activities of the William R. Satz School Chapter of Kiwanis Builders Club while providing support for each participating student in achieving a higher level of personal skill, an enhanced appreciation for community service and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body as to the goals and purposes of the Builders Club; encourages participation in the club.
 - b. Oversees the membership of students.
 - c. Oversees annual elections of Chapter officers.
 - d. Attends and oversees meetings of the Builders Club as scheduled and meets with the officers of the Builders Club as needed.
 - e. Attends and oversees activities of the Builders Club such as Holmdel USA Day, fundraising events, and other school and community service events.

- f. Organizes club members' presence and assistance at district concerts, Back-to-School Night, parental conferences, eighth grade graduation and other appropriate functions as requested or deemed necessary.
- g. Oversees organization of annual food and/or clothing drives as voted on by the membership.
- h. Oversees annual Builders Club Dinner preparation and is responsible for invitations and presentations to Kiwanis Club members and other guests.
- i. Submits budget needs annually to the principal and orders necessary materials for the Builders Club in accordance with established timelines and guidelines.
- j. Oversees decision-making and procedures in Chapter fundraising activities.
- k. Accounts for all program funds including, but not limited to monies from fund raising efforts.

2. Student Management

- a. Provides supervision of all students involved in the Builders Club during all times of involvement and oversees penalties for violation of such standards as stipulated by Builders Club guidelines, Board policy and school procedures.
- b. Maintains necessary club roster, attendance forms, 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 allocations.

4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
- c. Promotes awareness of Builders Club activities through reports to the principal and other relevant audiences as well as by other communications activities.

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: The 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 annually in accordance with the provision of the Board's policy concerning the Evaluation of Schedule "B" Positions and with the Agreement between the Holmdel Township Board of Education and the Holmdel Township Education Association.

SOURCE: Regular Public Board Meeting

DATE: September 8, 1994

REVISED: March 22, 1995