



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE “B” JOB DESCRIPTION:

ENVIRONMENTAL CLUB ADVISOR

(INDIAN HILL 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 Indian Hill School Environmental 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. Meet with Club members two times per month during school hours.
 - b. Assists the Club members on developing goals for the year, which would be selecting a few suitable environmental projects for that age group, such as mulching the trails at Holmdel parks, planting trees or perennials at Holmdel schools or parks, labeling sewers to stop people from disposing improper waste, developing earth day at Indian Hill School, field trips, etc.
 - c. Assists the Club on developing a budget for its various environmental projects.
 - d. Assists the Club on organizing a fundraiser, such as a bake sale, to raise nominal funds for Club activities.
 - e. Applies for grants to assist the Club in funding its various projects.

f. Meets with town committees one or two times per year, such as the open space and planning committee, to work with that committee on completing projects that benefit the Holmdel community such as mulching trails at Holmdel parks, etc.

g. Supervise Club members for a Club project after school hours.

2. Student Management

a. Provides supervision of all students involved in the Environmental Club during all times of involvement and oversees penalties for violation of such standards as stipulated by Environmental 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 Environmental 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: **March 26, 2002**
REVISED: