



**HOLMDEL TOWNSHIP PUBLIC SCHOOLS
SCHEDULE "B" JOB DESCRIPTION:
ACADEMIC COMPETITIONS ADVISOR FOR HUMANITIES
(W.R. SATZ SCHOOL)**

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification or Certificate of Eligibility, or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Prefer prior experience as an academic competitions advisor.
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 supervise and coordinate competitive teams for various humanities competition leagues while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciation for the value of discipline, teamwork and sportsmanship, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with student body as to the goals and purposes of the academic competitions and encourages participation in the groups.
 - b. Meets with team members and coaches participants as necessary in preparation for competitions.
 - c. Knows and ensures the implementation of established rules and procedures of the academic competitions.
 - d. Selects individuals to compete in individual or team efforts according to criteria appropriate to or specified by the contest or league.
 - e. Files necessary entry applications and arranges for any registration fees to be paid.

- f. Initiates any transportation arrangements needed.
- g. Participates as required as a judge/official during competitions.
- h. Makes every effort to conduct competitions after school; holds in-school competitions only if required to do so by test regulations.
- i. Verifies the security of all competitive materials and mails same according to deadlines specified.
- j. Maintains statistics as necessary and makes determination for awards.
- k. Submits budget needs to the principal annually and orders all supplies and materials necessary for activities in accordance with established timelines and guidelines.
- l. 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.

2. Student Management

- a. Provides supervision of all students involved in the competitions during all times of involvement and oversees penalties for violation of such standards as stipulated by league 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

- a. 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 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. Keeps the principal and other relevant audiences informed about the results of the academic competitions.

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 Public Board Meeting

DATE: July 27, 2016