



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: KEY CLUB 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 as a Key Club advisor or as a participant in one or more of the Kiwanis youth organizations (preferred).
3. Demonstrates organizational abilities and skills 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 the Holmdel High School chapter of the Key Club while encouraging each participating student to achieve a higher level of personal skill, an enhanced appreciation for the value of school and community service, and an increased level of self-esteem.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body and encourages participation in the Key Club.
 - b. Attends Key Club meetings as scheduled.
 - c. Meets with president and executive committee of the Key Club on an as-needed basis.
 - d. Advises officers and committees on conduct of activities and fundraisers; signs all activity request forms to signify approval.

- e. Serves as intermediary between Key Club officers and principal in seeking advice, gaining permission and keeping communications open.
- f. Coordinates services for Holmdel High School and other district schools upon request of the principals (i.e., PTSA Fashion Show, In-service Day, Back-To-School Night, Graduation).
- g. Submits budget needs annually to the principal and orders necessary materials for the Key Club in accordance with established timelines and guidelines.
- h. Oversees and accounts for any financial dealings of the students including the intake of money from fundraisers, the deposit of monies into the Student Council Activities Fund, the preparation of checks, and the making of arrangements for contractual services.

2. Student Management

- a. Provides supervision of all students involved in the Key Club activities; oversees penalties for violation of such standards as stipulated by Key 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 workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Attends the annual state Key Club convention with the Holmdel High School representatives; supervises activities and students as directed by the Kiwanis Board.
- b. Cooperates and shares professionally with other members of the staff.
- c. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/community as appropriate.
- d. Promotes awareness of Key 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: 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 Public Board Meeting

DATE: March 22, 1995