



# **HOLMDEL TOWNSHIP PUBLIC SCHOOLS**

## **SCHEDULE "B" JOB DESCRIPTION:**

### **MOCK TRIAL/GOVERNMENT INSTITUTE 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 Mock Trial/Government Institute advisor or as a participant in either of these competitions (preferred).
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 support each participating student in achieving a higher level of personal skill, an enhanced appreciation for the values of discipline, teamwork and sportsmanship, and an increased level of self-esteem through participation in the Mock Trial/Government Institute Program.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Instructional Leadership
  - a. Communicates with the student body as to the goals and purposes of the Mock Trial/Government Institute Teams; encourages participation in the groups.
  - b. Meets with team members and coaches participants as necessary in preparation for competitions and simulations.
  - c. Knows and ensures the implementation of established rules and procedures of Mock Trial/Government Institute Programs.
  - 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 required.
- g. Participates as required as a judge/official during competitions.
- h. Submits budget needs annually to the principal and orders supplies and materials for the program in accordance with established timelines and guidelines; accounts for all program funds.

2. Student Management

- a. Provides supervision of all students involved in the programs during all times of involvement and oversees penalties for violation of such standards as stipulated by program rules, Board policy and school procedures.
- b. Maintains necessary participants roster, attendance forms, eligibility records, and similar paperwork and provides information to the principal as required.

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. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents/guardians as appropriate.
- b. Cooperates and shares professionally with other members of the staff.
- c. Promotes awareness of the Mock Trial and Government Institute competitions by providing information about program activities to the principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal or designee.

**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