



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

SCHEDULE "B" JOB DESCRIPTION:

STUDENT COUNCIL ADVISOR

(W.R. SATZ)

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 student council advisor or as a participant in a student council (preferred).
3. Demonstrates organizational ability and skill in interpersonal relations.
4. Successfully completes required criminal history proof of U.S. citizenship or legal resident 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 student council activities while providing support to each participating student in achieving 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. Advises officers and committee on the conduct of the activities; signs all activity request forms to signify approval; and checks all arrangements for building use, chaperones, police coverage, etc.
 - b. Meets as often as necessary with executive committee to plan activities; prepares officers to conduct monthly meetings.
 - c. Attends and oversees all activities of the student council.

- d. Conducts student council elections, oversees the balloting, and reports results to the appropriate individuals and groups.
- e. Serves as intermediary between student council officers and principal in seeking advice, gaining permission, and keeping communications open.
- f. Submits budget needs annually to the principal in accordance with established timelines and guidelines.
- g. 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 Student Council during all times of involvement and oversees penalties for violation of such standards as stipulated in Student Council guidelines, Board policy and school procedures.
- b. Maintains necessary council roster, attendance forms, eligibility records, 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 procedures 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/guardians as appropriate.
- c. Promotes awareness about student council activities by sharing information with appropriate groups and individuals.

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