



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: PROJECT PLUS ADVISOR (INDIAN HILL)**

### **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. Demonstrates organizational ability and skill in interpersonal relations.
3. Successfully completes required criminal history proof of U.S. citizenship or legal resident status.
4. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**REPORTS TO:** Principal or designee

**JOB GOAL:** To facilitate opportunities in which students of the Indian Hill School are active, hands-on inquirers and information gatherers who express their creativity, build on their talents and interests, and enhance their problem solving skills as individuals or as members of a team. The opportunities will encompass a broad range of disciplines including, but not limited to the arts, sciences, literature and social studies.

### **PERFORMANCE RESPONSIBILITIES:**

The advisor should be aware that Project Plus at Indian Hill School will be a pilot project during 1997-98 school year and will therefore be evaluated and possibly revised for 1998-99 when the grade level structure in this building is reorganized. The performance responsibilities for 1997-98 are identified below.

1. Instructional Leadership
  - a. Identifies opportunities for students, based on the goals of the program.
  - b. Assists the Principal and Director of Curriculum in designing Project Plus for Indian Hill based on the model utilized at the William R. Satz School.
  - c. Communicates with student body as to the goals and purposes of the activities and encourages participation in the activities.

- d. Meets with students as necessary in preparation for activities before school, after-school and/or during 4a, b, c, period(s).
- e. Knows and ensures the implementation of established rules and procedures of the activities, some of which are competitions.
- f. Selects individuals to compete in individual or team efforts according to criteria appropriate to or specified by the activity, contest or league.
- g. Files necessary entry applications and arranges for any registration fees to be paid.
- h. Initiates any transportation arrangements needed.
- i. Participates as required as a judge/official during competitions and programs.
- j. Maintains statistics as necessary and makes determination for student recognition.
- k. Submits budget needs to the principal annually and orders all supplies and materials necessary for activities in accordance with established timelines and guidelines and arranges for guest instructors, artists, etc., as appropriate.
- l. Provides to the principal an accounting of spending at the conclusion of all activities; accounting will include, but not be limited to the income and outgo of monies from trips or experiences for which students must pay.

2. Student Management

- a. Provides supervision of all students involved in the activities during all times of involvement and oversees penalties for violation of such standards as stipulated Board policy and school procedures.
- b. Maintains necessary attendance and eligibility records as well as other 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.

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 Project Plus 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:** October 16, 1997