



HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: FOREIGN LANGUAGE HONOR SOCIETY ADVISOR

QUALIFICATIONS:

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Holmdel Township Public Schools.
2. Has prior experience as a Foreign Language teacher, as a Foreign Language Honor Society Advisor or as a Foreign Language Honor Society participant (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 activities of a Foreign Language Honor Society 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. Oversees the selection of eligible candidates for the honor society in accordance with established criteria and in cooperation with guidance personnel, staff of the Foreign Language Department and the building principal.
 - b. Organizes and conducts the formal induction ceremony for new members of the honor society including, but not limited to its staging, program, speeches, musical entertainment, invitations, and refreshments.
 - c. Oversees the voting process to select officers of the honor society.

- d. Attends and oversees meetings of the entire honor society membership on at least a quarterly or as needed basis and meetings of the officers on an as needed basis.
- e. Advises officers and members on the conduct of all activities and fundraisers, and oversees these activities and fundraisers including, but not limited to the signing of activity request forms to signify approval; checking all arrangements for building use, chaperones, etc.
- f. Oversees any financial dealings of the society members including the intake of money from fundraisers, deposits into the Student Activities Fund, check requests, and any contracted services; accounts to the principal for the use of funds.
- g. Serves as intermediary between the honor society's officers and principal in seeking advice, gaining permissions and keeping the lines of communication open.
- h. Oversees the tutoring service provided by the honor society for students in early levels of the language at both Holmdel High School and William R. Satz School.
- i. Makes arrangements for planned excursion(s) of the honor society (i.e., to museums, plays, restaurants) including, but not limited to trip approval from administration, ticket purchases/financial arrangements, fund raising, transportation, permission slips and notification of relevant school staff.
- j. Submits budget needs to the principal and orders necessary materials for the honor society in accordance with established timelines and guidelines.

2. Student Management

- a. Supervises all students participating in the honor society at all times of involvement in authorized meetings and activities and oversees penalties for violation of such standards as stipulated in Board policy and school procedures.
- b. Maintains necessary honor society 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 guidelines 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 and community residents as appropriate.
- c. Promotes awareness about the honor society through communications with 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 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