



HOLMDEL TOWNSHIP PUBLIC SCHOOLS

JOB DESCRIPTION:

BUDDY PROGRAM (SATZ)

QUALIFICATIONS:

1. Holds valid New Jersey Teacher Certificate, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Teacher in the Holmdel Township Public Schools.
2. Demonstrates organizational abilities and skills in interpersonal relations.
3. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
4. Such 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 Satz School Buddy Program while encouraging each participating student to achieve a higher level of communications and interpersonal skills.

PERFORMANCE RESPONSIBILITIES:

1. Instructional Leadership
 - a. Communicates with the student body and encourages participation in the Buddy Program.
 - b. Attends/Coordinates Buddy Program meetings as scheduled.
 - c. Meets with the executive committee of Buddy Program on an as needed basis.
 - d. Advises officers and committees on conduct of activities and fund-raisers; signs all activity request forms to signify approval.
 - e. Submits budget needs annually to the principal and orders necessary materials for the Buddy Program in accordance with established timelines and guidelines.

- f. Oversees and accounts for any financial dealings of the students including the intake of money from fund-raisers, the deposit of monies into the Student Activities Fund, the preparation of check requests, and the making of arrangements for contractual services.
2. Student Management
 - a. Provides supervision of all students involved in Buddy Program activities; oversees penalties for violation of such standards as stipulated by the Board policy and school procedures.
 - b. Maintains necessary 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 relevant conferences and workshops to maintain and enhance professional competence in accordance with district guidelines and budget allocations.
4. School/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. Promotes awareness of Buddy Program activities through reports to the principal and other relevant audiences as well as by other communications activities.
5. Other Assigned Duties

Performs all other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the building 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 the position 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 Board Meeting
DATE: May 16, 2007