



## **HOLMDEL TOWNSHIP PUBLIC SCHOOLS SCHEDULE "B" JOB DESCRIPTION: BEST BUDDIES 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 Best Buddies advisor or as an educator of special needs students.
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 Holmdel High School chapter of Best Buddies, while encouraging each participating student to achieve 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. Communicates with the student body and encourages participation in Best Buddies.
  - b. Attends Best Buddies meetings as scheduled.
  - c. Meets with president and executive committee of Best Buddies on an as-needed basis.
  - d. Advises officers and committees on conduct of activities and fundraisers; signs all activity request forms to signify approval.

- e. Serves as intermediary between Best Buddies officers and principal in seeking advice, gaining permission and keeping communications open.
  - f. Coordinates services for Holmdel High School in conjunction with the Principal.
  - g. Submits budget needs annually to the principal and orders necessary materials for the Best Buddies in accordance with established timelines and guidelines.
  - h. 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 Best Buddies activities according to Board policy and school procedures.
  - b. Maintains necessary club 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 attends relevant conferences and 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/community as appropriate.
  - c. Promotes awareness of Best Buddies activities through reports to the principal and other relevant audiences as well as by other communications 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 28, 2009