

**TITLE 8<sup>th</sup> Grade Advisor**

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certificate or eligibility or County Substitute Certificate
2. Minimum experience as determined by the Board
3. Required criminal history background check and proof of U.S. citizenship or legal resident alien status
4. Ability to maintain a positive learning environment and high standards of work for participants.

**REPORTS TO:** Principal

**SUPERVISES:** 8<sup>th</sup> Grade Activities

**PERFORMANCE RESPONSIBILITIES:**

1. The advisor fosters a sense of leadership and participation among students
2. Facilitates student preparation of agendas for each student meeting.
3. Facilitates student preparations for planned activities (publicity, decorations, fundraising, class rings, cap and gowns, field trips, Washington DC trip, 8<sup>th</sup> grade dinner dance, 8<sup>th</sup> grade poll dance, 8<sup>th</sup> grade graduation, etc.)
4. Helps students to develop a Quarterly Calendar of activities, events and fund-raisers for the year, and reviews the schedule for approval with the school principal.
5. Obtains approval in accordance with board policy for any fundraising activities or solicitation of funds
6. Establishes a budget for use during the year and provides appropriate accounting for expenditures and receipts, including: Deposits made immediately after events; Projection sheet for events (pre and then post); timely Check requests

**TERMS OF EMPLOYMENT:** Stipend to be determined by the Board of Education and Fairview Education Association collectively negotiated agreement. (See Schedule C.)

**EVALUATION:** Performance of this job will be evaluated annually in accordance with state law, administrative code and the provisions of the board's policy on evaluation of coaching staff.

**Board Approved: June 9, 2020**