

TITLE Board Member for a Day

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: Board Member for a Day Program

PERFORMANCE RESPONSIBILITIES:

1. Coordinate dates for the program with the Board office in conjunction with the Board of Education.
2. Coordinates practice times with students and the building principal.
3. Maintains a positive learning environment and high standards of work for participants.
4. Decorates the gym/venue with appropriate decorations and signs
5. Coordinates setup of the gym/venue with the Custodial Staff
6. Facilitate a tour of the Board of Education Offices and include meetings with the Superintendent, Board Secretary, Business Administrator, and other appropriate staff.

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