

TITLE Honor Society/Student Council 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: Honor Society/Student Council

PERFORMANCE RESPONSIBILITIES:

1. Supervise all student council/honor society activities.
2. Plan and coordinate the curricular and extracurricular activities for the student council/honor society.
3. Perform other duties as assigned by the school Superintendent, Principal or their designee.
4. Schedule, coordinate, and supervise all fundraising projects.
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