

EAST ORANGE SCHOOL DISTRICT
East Orange, New Jersey



Club Advisor (All Clubs)
Position

REPORTS TO: School Principal or designee

RESPONSIBILITIES:

1. Instructional Leadership

- a) Meets with Club members a minimum of two times per month after school hours.
- b) Assists the Club members with developing goals for the year commensurate with their established purpose.
- c) Assists the Club with developing a budget for its various projects and activities.
- d) Assists the Club with organizing and conducting any fundraisers, such as a bake sale or car wash, to raise any nominal funds needed to support club activities.
- e) Applies for grants to assist the Club in funding its various projects.
- f) Supervises Club members in any Club project operating outside of the normal meeting times.

2. Student Management

- a) Provides supervision of all students involved in the Club during all times of involvement and oversees penalties for violation of such standards as stipulated by Club guidelines, 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/or 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 Club 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.

REQUIREMENTS:

- 1) New Jersey Teacher Certification (Certificate of Eligibility or Certificate of Eligibility with Advanced Standing), or valid Substitute Teacher Certification
- 2) Prior experience in working with students in club and community service situations (preferred).
- 3) Demonstrates abilities and skills in organizational and interpersonal relations.
- 4) Required criminal history background check and proof of U.S. citizenship or legal resident alien status
- 5) All applicants must meet NJ Residency requirements as per “New Jersey First Act”, N.J.S.A. 52:14-7 (L.2011, Chapter 70)

PHYSICAL ABILITIES AND WORKING CONDITIONS OF CONTINUED EMPLOYMENT

The Physical Abilities and Other Conditions of Continued Employment listed in this section are representative but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Continued Employment, which may be required of this position. The East Orange School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodations to contact the Division of Labor Relations and Employment Services.

Vision: (which may be corrected) to read small print; view a computer screen for prolonged periods

Hearing: (which may be corrected) to answer telephones and tolerate exposure to noisy conditions

Speech: to be understood in face-to-face communications; to speak with a level of proficiency and volume to be understood over a telephone

Upper Body Mobility: use hands and fingers to feel, grasp, and manipulate small objects; manipulate fingers, twist and bend at wrist and elbow; extend arm to reach outward and upward; use hands and arms to lift objects; turn, raise and lower head

Strength: to lift, push, pull and/or carry objects, which weigh as much as 5 pounds on a frequent basis

Environmental Requirements: encounter constant work interruptions; work cooperatively with others; work independently; work indoors

Mental Requirements: read, write, understand, interpret and apply information at a moderately complex level essential for successful job performance; math skills at a high school proficiency level; judgment and the ability to process information quickly, learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile, and coordinate information and records

APPLICATION PROCEDURE:

Qualified applicants are invited to file applications and credentials via **Applitrack** at:

<https://www.applitrack.com/eosd/onlineapp/>

SELECTION PROCEDURE:

- 1) Review of credentials filed with the Superintendent of Schools
- 2) An oral interview to determine an applicant's personal qualifications and aptitude for the position, as required
- 3) The appointment of a person to the position advertised is the responsibility of the Board of Education and will be made in compliance with Board policies related to the appointment of professional staff

TERM OF EMPLOYMENT:

10-month Annual Appointment

SALARY RANGE:

Negotiated Bargaining Agreement between the EOBOE and the EOEA

EVALUATION: Performance of this job will be evaluated annually

Approved by the East Orange Board of Education: **September 15, 2020**

Revised 8/25/2020