

**Hillsborough Township School District
Hillsborough, New Jersey
JOB DESCRIPTION**

Title: Club Advisor

Qualifications:

- New Jersey Teacher certificate preferred; Substitute certificate considered
- Current employee preferred

Primary Function:

- Plan and organize all club activities

Physical Requirements: Must be able to:

- Stand, walk, reach, bend and occasionally lift between 10 and 50 pounds
- Operate and use any equipment or materials integral to the club

Report Level: Building Principal

Job Performance Indicators and Responsibilities:

1. Coordinate with community organizations as necessary
2. Manage budget of club, including fundraising activities, sales, or participation fees, within guidelines established by the Principal
3. Supervise students at all times during Club activities
4. Maintain accurate records of Club activities
5. Submit appropriate use of facility requests or field trip requests as necessary
6. Communicate with Principal regarding Club activities, including reporting of Club accomplishments at the conclusion of each school year
7. Attend training as an Epi-Pen Delegate
8. Other responsibilities as assigned by the Principal

Universal Performance Criteria:

1. Adheres to and enforces all school/district/state behavioral and academic expectations.
2. Completes tasks pursuant to supervisors' priorities.
3. Maintains smooth workflow.

4. Communicates effectively with public and co-workers.
5. Conveys thoughts effectively in writing.
6. Maintains performance level in pressure situations.
7. Demonstrates industry, initiative, and volunteers and willingly does more than required.
8. Works cooperatively with co-workers.
9. Uses time effectively (own/others).
10. Develops alternative solutions to problems.
11. Arrives punctually to work.

Terms of Employment: As per contract, subject to renewal annually

Evaluation: In accordance with Board of Education policy.

Approved by CSA: April 2016