

**OCEANPORT PUBLIC SCHOOLS
JOB DESCRIPTION MANUAL**

SCHEDULE B

CHIMES (BELLS) ADVISOR

QUALIFICATIONS:

1. Minimum of 60 college credits
2. Knowledge of the fundamentals of instrumental instruction (chimes)
3. Strong interpersonal and communication skills
4. Ability to interact with students in a positive manner that fosters an environment of mutual respect.
5. Successfully completed required criminal history check and has proof of U.S. citizenship or legal resident alien status.

REPORTS TO: Building Principal

JOB GOAL: To provide students with the opportunity to explore interests and skills beyond the regular Board of Education approved curriculum that would enhance their knowledge and skills specific to the extracurricular activity. Additionally, it is a goal to foster the 21st century ideals of collaboration, teamwork, and work ethic to best prepare students to be productive members of a global society.

PERFORMANCE RESPONSIBILITIES:

1. Responsible for supervising students throughout the practice period.
2. Ensure that all students are eligible to participate in the extracurricular activity.
3. Maintain a calendar with the main office to communicate to families and staff.
4. Complete all paperwork necessary for facility usage.
5. Keep accurate attendance records for daily practice.
6. Maintain a sign out process for parents to pick up students.
7. Conduct practice twenty times per year between the two schools per band before or after school.

8. Organize and facilitate two performances (one at Maple Place and one at Wolf Hill School).
9. Maintain a website with up to date information.
10. Performs all other tasks and assumes such other responsibilities as the principal may assign.

TERMS OF EMPLOYMENT: Stipend and length of employment as per an Agreement between the Oceanport Board of Education and the Oceanport Education Association

DATE: August 23, 2023