

High School and Intermediate School

TITLE: CLUB ADVISOR

REPORTS TO: Building Principal

QUALIFICATIONS: New Jersey Teaching certification

JOB GOAL: To provide opportunities for students to participate in extra curricular activities

PERFORMANCE RESPONSIBILITIES:

1. Directs all club meetings
2. Works with club officers to plan and facilitate club goals
3. Instructs students in the skills required for the achievement of club goals
4. Supervises all fundraising activities
5. Oversees the collection and accounting of money
6. Maintains records of all expenditures
7. Supervises all other club activities
8. Provides the principal with an annual report of club activities including a roster of members

TERMS OF

EMPLOYMENT: As set forth in the collective bargaining agreement between the Board and the WTEA

APPROVED: August 3, 2004