

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
**CO-CURRICULAR ACTIVITY ADVISOR**

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**Date of Adoption:**     **December 22, 2011**

**JOB TITLE:**           Co-Curricular Activity Advisor

**REPORTS TO:**       Principal or designee.

**NATURE AND SCOPE OF JOB:**

To supervise and coordinate assigned co-curricular activities and participants while encouraging each participating student to achieve a higher level of personal skill, an enhanced appreciation for the value of school and community service, and an increased level of self-esteem.

**QUALIFICATIONS:**

1. A valid New Jersey Teacher Certification.
2. Has successfully undergone a Criminal History investigation and Mantoux Test and meet the health qualifications required of all personnel.
3. Has prior experience as a teacher, co-curricular activity advisor or as a participant.
4. Have excellent integrity and demonstrate good moral character and initiative.
5. Exhibit a personality that demonstrates interpersonal skills to relate well with students, staff, administration, parents and the community.
6. Demonstrate organizational abilities and skills in interpersonal relations.
7. Such other alternatives to the above qualifications as the Board may find appropriate and acceptable.

**EMPLOYMENT TERMS:**

Stipend and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB FUNCTIONS AND RESPONSIBILITIES:**

1. Instructional Leadership:
  - a. Communicates with the student body and encourages participation in co-curricular activity.
  - b. Attends co-curricular activity meetings as scheduled.
  - c. Advises Principal on conduct of activities and fundraisers
  - d. Signs all activity request forms to signify approval.

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- e. Serves as intermediary between co-curricular activity officers and Principal in seeking advice, gaining permission and keeping communications open.
  - f. Submits budget needs annually to the Principal and orders necessary materials for the co-curricular activity in accordance with established timelines and guidelines.
  - g. Oversees and accounts for any financial dealings of the students including the intake of money from fundraisers, the deposit of monies into the Student Activities Fund, the preparation of checks, and the making of arrangements for contractual services.
2. Student Management:
- a. Provides supervision of all students involved in the co-curricular activities; oversees penalties for violation of such standards as stipulated by co-curricular activity guidelines, Board policy and school procedures.
  - b. Maintains necessary co-curricular activity roster, attendance forms, and similar paperwork and provides information to the Principal as requested.
3. 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 co-curricular activities through reports to the Principal and other relevant audiences.
4. 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.

**EVALUATION:**

The Principal or designee shall evaluate the Co-Curricular Activity Advisor in accordance with Policy, this Job Description, and such other criteria as shall be established by the Board of Education.