



UPPER SADDLE RIVER SCHOOLS  
Upper Saddle River, NJ 07458

## JOB DESCRIPTION

### EXTRACURRICULAR ACTIVITY ADVISOR

**I Title:** EXTRACURRICULAR ACTIVITY ADVISOR

**II Qualifications:**

- \* Valid New Jersey Instructional Certificate or eligibility
- \* Demonstrated knowledge of the particular activity and related experience as determined by the board
- \* Ability to foster and sustain students' interest in the activity and promote skill development
- \* Strong interpersonal and communication skills
- \* Trained to Administer Epi-pen
- \* Glucagon trained on an as needed basis
- \* Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**III. Primary Function:** To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program..

**III Reports to:** Supervisor's Name

**IV Major Duties and Responsibilities:**

- A. Organizes and supervises a series of regularly-scheduled extracurricular activities for students after school hours.
- B. Actively promotes the program and seeks student participation.
- C. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
- D. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
- E. Prepares the activity budget, orders necessary supplies and equipment and maintains appropriate records related to activity expenses and revenues.
- F. Is responsible for the collection, depositing of funds, payment of bills and financial reporting in accordance with statute, administrative code and board policies and regulations.

EXTRACURRICULAR ACTIVITIES ADVISOR

- G. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
- H. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
- I. Evaluates the program annually and makes recommendations for improvements as necessary.
- J. Performs other duties related to the student activity as assigned.

**V Terms & Conditions of Employment:**

- A. Position, stipend, and other terms as defined by the contract between the Upper Saddle River Board of Education and the Upper Saddle River Education Association.

**VI Evaluation:** By primary supervisor.