

# JOB DESCRIPTION MANUAL

**BOARD OF EDUCATION  
CLINTON TOWNSHIP**

**Student Services  
Certified**

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**Title:** Extracurricular Activities Advisor

**Qualifications:**

Minimum:

1. Demonstrated knowledge of the particular activity and related experience as determined by the board.
2. Ability to foster and sustain students' interest in the activity and promote skill development
3. Strong organizational, communication and interpersonal skills
4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.

**Certificate and Endorsement  
Requirements:**

Valid New Jersey Instructional Certificate or eligibility.

**Reports To:**

Principal

**Supervises:**

Not applicable

**Job Goal:**

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.

**Performance Responsibilities:**

1. Organizes and supervises a series of regularly-scheduled activities for students after school hours.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. Prepares the activity budget, prepares orders for necessary supplies and equipment and maintains appropriate records related to activity expenses.
6. 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.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. newspaper, yearbook).
8. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary.
10. Performs other duties related to the student activity as assigned.

**Terms of Employment:**

Stipend and hours as approved by the Board of Education as per the CTEA agreement.

**Annual Evaluation:**

The performance of this job will be evaluated in accordance with NJ State law and the provisions of the board's policy on evaluations.

**Approved by:**

Superintendent of Schools

**Date:**

**Account Code(s):**

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