

Caldwell – West Caldwell Public Schools

Job Description

Title: **Club Advisor**

QUALIFICATIONS:

1. New Jersey Teacher certificate preferred; Substitute certificate considered
2. Current employee preferred
3. Such alternatives to the above that the Board may find appropriate

REPORTS TO: Building Principal

RESPONSIBILITIES:

1. Plan and organize, in collaboration with Club members, all activities
2. Coordinate with community organizations as necessary
3. Manage budget of Club within guidelines established by the Principal
4. Supervise students at all times during Club activities
5. Maintain accurate records of Club activities
6. Submit appropriate use of facility requests or field trip requests as necessary
7. Communicate with Principal regarding Club activities, including reporting of Club accomplishments at the conclusion of each school year
8. Other responsibilities as assigned by the Principal