

Closter, NJ 07624

<b>TITLE:</b>	<b>HILLSIDE HELPERS ADVISOR (SCHEDULE F)</b>
<b>QUALIFICATIONS:</b>	<ol style="list-style-type: none"> <li>1. Valid New Jersey Instructional Certificate</li> <li>2. Ability to maintain a positive learning environment</li> <li>3. Strong interpersonal and communication skills</li> <li>4. Demonstrates effective problem-solving, communications, organization, planning, and record-keeping</li> <li>5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status and a resident of New Jersey</li> </ol>
<b>REPORTS TO:</b>	Principal/Designated Administrator
<b>SUPERVISES:</b>	Pupils, and when assigned, student teachers and classroom aides
<b>JOB GOAL:</b>	To oversee and coordinate the events of the culture club, Hillside Helpers.
<b>PERFORMANCE RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Responsible for overseeing Hillside Helpers.</li> <li>2. Host an interest meeting.</li> <li>3. Host club meetings/activities at least twice a month, 25 minutes each, throughout the school year. (approximately 20 meetings)</li> <li>4. Assist students with planning events that require Hillside Helpers, which will add to the school's climate and culture.</li> <li>5. Assumes other culture club-related activities and appropriate professional responsibilities delegated by the principal or designated administrator.</li> </ol> <p><u>Other</u></p> <ol style="list-style-type: none"> <li>1. Upholds and enforces school rules, administrative regulations, and board policy.</li> <li>2. Performs other duties within the scope of his/her employment and certification as assigned.</li> </ol>
<b>TERMS OF EMPLOYMENT:</b>	Ten-month position. Salary and hours are established within the Agreement between the Closter Board of Education and the Closter Education Association Schedule F

<b>Board Approval</b>			
Agenda Date:		Resolution No.:	

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<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with NJ State law and the provisions of the board's policy on evaluation of certified staff.
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