

**ROCHELLE PARK BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE:** Homework Club Advisor

**QUALIFICATIONS:**

1. Valid New Jersey Instructional Certification and/or valid Bergen County Substitute Certificate
2. Demonstrated knowledge of effective practices for managing and working with groups of students
3. Ability to maintain a positive working environment for students
4. Strong interpersonal and communication skills
5. Required criminal history background check and proof of U.S. citizenship or legal resident alien status

**REPORTS TO:** Principal

**SUPERVISES:** Pupils

**JOB GOAL:** To provide a supervised working environment in which students enrolled in the club can complete homework assignments

**PERFORMANCE RESPONSIBILITIES:**

1. Sets a schedule of meeting times for the homework program
2. Reports the dates of club meetings to the main office for inclusion in morning announcements and the extra-curricular calendar
3. Compiles a roster of students identified for participation in the homework program and takes attendance at each meeting
4. Ensures that all students and their parents sign the homework program contract
5. Provides a classroom environment conducive to students completing homework assignments
6. Provides support where necessary to help students understand and complete their assignments

- 7. Maintains a sign-out sheet to keep track of students who need to leave the room during meetings**
- 8. Serves as a resource whenever information is required about the student council**
- 9. Holds students accountable to positive behavioral expectations, the stated expectations of homework club contract, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 10. Communicates with administration and parents about students in the program when a student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 11. Supervises students for the duration of scheduled activities, and ensures that they are supervised until such time as they are picked up or walk home**
- 12. Implements all policies and procedures of the Rochelle Park Board of Education**

**TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than three times per week from October through June unless otherwise agreed upon prior to the meeting schedule being developed**