

Approved: February 25, 2020

**ROCHELLE PARK BOARD OF EDUCATION**

**JOB DESCRIPTION**

**TITLE:** National Junior Honor Society 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 facilitate the National Junior Honor Society in accordance with the bylaws for midland School and the NJHS Constitution

**PERFORMANCE RESPONSIBILITIES:**

1. Supervises the direct, day-to-day supervision of the chapter and acts as liaison between faculty, administration, students and community
2. Maintains files on membership, chapter history, activities, and financial transactions, and sends the annual activity report to the national office
3. Reports the dates of club activities and events to the main office for inclusion in morning announcements and the extra-curricular calendar
4. Regularly reviews each member for compliance with Society standards and obligations
5. Helps the chapter officers understand and carry out their duties

- 6. Is available to meet with parents/students to discuss issues of non-selection to the National Junior Honor Society, and schedules meetings to discuss these issues in response to parent and/or student requests**
- 7. Facilitates the selection process, including working with the guidance counselor and principal to gather student data, notifying parents/students who earn consideration, preparing materials for selection meetings, and compiling a final list of inductees, as well as a list of inductees, as well as a list of “criteria not met” for all students who do not earn induction**
- 8. Acts as an ex-officio, non-voting member of the faculty council**
- 9. Plans, coordinates, and implements the induction ceremony**
- 10. Collaborates with the principal to determine the process by which the students who have earned induction will be notified, and then gives the notification**
- 11. Conducts a meeting with all eligible students before final notification of induction to prepare students for the process.**
- 12. Implements dismissal procedures, through all stages from warnings to final dismissal procedures, when student performance warrants as per NJHS bylaws**
- 13. Plans and facilitates a community service activity for members no less than once per year**
- 14. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting**
- 15. Maintains a sign-out sheet to keep track of students who need to leave the room during meetings**
- 16. Remains with the students for the duration of the time that they are off of school grounds for club-related activities like service projects**
- 17. Serves as a resource whenever information is required about the student council**
- 18. When necessary, collaborates with other school personnel to schedule use of shared spaces like the gym or other such school facilities**

- 19. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to participate productively as a member of a team**
- 20. Models qualities of professionalism, cooperation, diplomatic communication, and fair participation, and guides students in developing these skills.**
- 21. Holds students accountable to positive behavioral expectations, the policies and procedures of the National Junior Honor Society Constitution, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 22. 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.)**
- 23. 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**
- 24. Implements all policies and procedures of the Rochelle Park Board of Education**

**TERMS OF EMPLOYMENT: Salary as defined by contract, work year to meetings no less than twice monthly from October through May unless otherwise agreed upon prior to the meeting schedule being developed**