

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: **Destination Imagination 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 club members
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 select students for participation in the Destination Imagination program and competitions and, once they have been selected, to prepare them for and guide them through the competition while emphasizing and modeling the qualities of good sportsmanship, healthy completion, and creative problem solving.**

PERFORMANCE RESPONSIBILITIES:

1. Schedules tryouts for those students interested in participating in the program
2. Reports the dates of tryouts and other club events to the main office for inclusion in morning announcements and the extra-curricular calendar
3. Appoints judges to preside over the tryouts
4. Communicates the results of the tryout process to the students

- 5. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting**
- 6. Maintains a sign-out sheet to keep track of students who need to leave the room during meetings**
- 7. If it is necessary to use school facilities such as the media center or computer lab, inform the main office ahead of time.**
- 8. Remains with the students for the duration of the time that they are off of school grounds for club-related activities.**
- 9. In the case of overnight trips, is responsible for the students at all times. Students are to be supervised when they are not in their rooms, and are to be given clear behavioral expectations for their conduct when they return to their rooms for the night**
- 10. Serves as a resource whenever information is required about the program**
- 11. When necessary, collaborates with other school personnel to schedule use of shared spaces like the gym or other such school facilities**
- 12. Provides instruction for students with regard to the skills, abilities, and behavior necessary to work effectively as a member of a team**
- 13. Models qualities of good sportsmanship, cooperation, fair participation, conflict resolution, and guides students in developing these skills.**
- 14. Holds students accountable to positive behavioral expectations, the stated expectations of the club, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 15. 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.)**
- 16. 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**
- 17. 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 weekly beginning in October and ending with the end of the competition in the spring, unless otherwise agreed upon prior to the meeting schedule being developed