

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: **Spelling Bee 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. Strong interpersonal and communication skills**
- 4. Required criminal history background check and proof of U.S. citizenship or legal resident alien status**

REPORTS TO: **Principal**

SUPERVISES: **Pupils**

JOB GOAL: **To plan and implement the annual Spelling Bee competition, and to prepare students for, as well as guide them through, participation in the event.**

PERFORMANCE RESPONSIBILITIES:

- 1. Completes and submits all paperwork required for registration and participation in the spelling bee in a timely fashion**
- 2. Sets a schedule for all activities related to the spelling bee, including the competition itself, and communicates these to participants**
- 3. Schedules the use of school facilities necessary for the spelling bee, and communicates these to the main office, the custodial staff, and any other personnel that may need this information**
- 4. Reports the dates of activities to the main office for inclusion in morning announcements and the extra-curricular calendar**
- 5. Compiles a roster of students identified for participation in the and takes attendance at each meeting**

- 6. Communicates the names of participants to the Main Office, and notifies parents of students who will participate in the competition**
- 7. Maintains accurate records of the outcome of the competition, and reports it to the Main Office, the local newspaper, and any other entities who may require this information**
- 8. Serves as a resource wherever information is required about that spelling bee**
- 9. Holds students accountable to positive behavioral expectations and all applicable rules and policies set forth by the governing body for the spelling bee, the school, and the Rochelle Park Board of Education**
- 10. Communicates with administration and parents about students in the program when 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 procedure of eh Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Work year to include time necessary to apply for, plan and implement the spelling bee, including time necessary to prepare students for and guide them through participation in the event; salary as defined by contract.