

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

- TITLE:** Student Council 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 guide students through the process of running for student council office, and then to provide guidance in participating actively and productively as a member of student governmental body

PERFORMANCE RESPONSIBILITIES:

1. Schedules meetings and timeliness for those students interested in participating in the program, from the initial process of registering for participation in the election through meetings of the student council
2. Reports the dates of club activities and events to the main office for inclusion in morning announcements and the extra-curricular calendar
3. Guides students through the process of seeking office in student government, and he facilitates meetings of student council officers and delegates
4. Oversees the election process, and reports the results to the Main Office
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. Collaborates with other school personnel to schedule the use of shared school facilities when necessary**
- 8. Serves as a resource whenever information is required about the student council**
- 9. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to work effectively as a member of student government**
- 10. Models qualities of professionalism, cooperation, diplomatic communication, and fair participation, and guides students in developing these skills.**
- 11. Holds students accountable to positive behavioral expectations, the stated expectations of the student council, and all applicable rules and policies set forth by the school and the Rochelle Park Board of Education**
- 12. 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.)**
- 13. 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**
- 14. Implements all policies and procedures of the Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include facilitation of the campaign and election process beginning in October, meetings no less than twice monthly and ending in May, unless otherwise agreed upon prior to the meeting schedule being developed