



**RANDOLPH TOWNSHIP SCHOOLS**  
25 SCHOOL HOUSE ROAD, RANDOLPH, NJ 07869

**JOB DESCRIPTION**

**TITLE:**

Co-Curricular Advisor

**REPORTS TO:**

Principal or their designee.

**QUALIFICATIONS:**

Valid New Jersey Teaching Certificate.

**GENERAL DESCRIPTION:**

**RESPONSIBILITIES MAY INCLUDE, BUT ARE NOT LIMITED TO:**

A Co-Curricular Advisor shall:

1. Promote membership of the club/activity through participation in club fair(s).
2. When applicable, encourage members to elect officers.
3. Establish meeting dates/time/location.
4. Plan, publicize, and attend all meetings, activities and appropriate events.
5. Plan and supervise all approved fundraisers.
6. Prepare a yearly budget and maintain accurate records in conjunction with student activities.
7. Be responsible for collecting and turning in any dues and ensuring any organizational fees are paid in a timely fashion.
8. Assist members in establishing relationships with other clubs/activities both in school and on the state level.
9. Log and submit the following reports to the Principal/Vice Principal:
  - Monthly agendas of meeting
  - Monthly attendance logs
  - Adherence to Activity Fee memo when applicable
  - Schedule of meeting dates
10. Participate in the following day and evening programs:
  - Orientation Night for Parents
  - Club Fairs
  - Back to School Night
11. Encourage, organize, and facilitate student events by providing a safe environment, equipment, and basic supplies needed for projects.
12. Perform such other tasks and assume such other responsibilities as assigned by the Principal or their designee.

**WORK YEAR: 10-Month Position**

**DATE APPROVED:**

February 19, 2013

**BY:**

Board of Education