

MENDHAM BOROUGH SCHOOL DISTRICT

F-9

Extracurricular Activities

TITLE: A.M. SUPERVISOR (MORNING OPEN STUDIO & TECH A/V CLUB)

QUALIFICATIONS:

1. Valid New Jersey Instructional Certificate (or eligibility) or County Substitute Certificate
2. Effective communication, interpersonal and organizational skills

REPORTS TO: Principal

JOB GOAL:

Responsible for allowing students the opportunity to gain access to the Art Room and Media Center for the purposes of starting, continuing, or finishing school assignments.

PERFORMANCE RESPONSIBILITIES:

1. Supports the Board of Education's and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Opens appropriate workspace at 8:00 - 8:30 AM daily.
3. Ensures coverage in the event of an absence.
4. Supervises and assists any student with work on individual and/or group projects or other assignments as appropriate.
5. Ensures student safety and orderly workspace.
6. Maintains attendance log of student(s).

TERMS OF

EMPLOYMENT: Salary and work year to be determined by the Board of Education.

ANNUAL

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of extracurricular staff.

Approved by: Mendham Borough Board of Education

Date: June 18, 2008

Revised: November 19, 2013

Revised: February 24, 2015