

MENDHAM BOROUGH SCHOOL DISTRICT

F-6

Extracurricular Activities

TITLE: EIGHTH GRADE ADVISOR (5 positions)

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: Planning, coordination, and attendance of all activities specific to the 8th Grade team.

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. Assist in the planning of 8th grade fundraising activities. Attendance at fundraising events as appropriate.
3. Prepare students for the 8th Grade trip for the 8th Grade trip.
4. Assist building administration and administrative assistants with the coordination and planning of all aspects of the 8th Grade trip, as needed.
5. Supervision of students prior to departure on the day of and during their return from 8th Grade trip.
6. Work with building principal, administrative assistant, and 8th grade room parents to plan and coordinate food, transportation, activities, and permission slips for 8th Grade picnic.
7. Assistance and participation with planning as well as attendance at high school transition programs including but not limited to: high school articulation meetings, recommendations for high school placement, letters of recommendations for private school admissions, private school applications.
8. Attend and coordinate all aspects of the award ceremony, including but not limited to, solicit sponsors for graduation awards, prepare tickets and information for distribution to parents, prepare framed award certificates.
9. Attend and supervise students before, during, and after promotion and all rehearsals.
10. Work with building principal and administrative assistant to plan and execute Promotion ceremony.
11. Organize, supervise, and attend an 8th grade Capstone Showcase (date(s), time(s) and format to be determined by advisors and administration).
12. Attend all 8th Grade related activities. Special request for any absence from these activities, including the 8th Grade trip, due to unforeseen circumstances, must be submitted for review and approval by the Superintendent and Board of Education.

TERMS OF

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

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EIGHTH GRADE ADVISOR (continued)

F-6

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:	January 23, 2007
Revised:	November 19, 2013
Revised:	February 24, 2015
Revised:	May 24, 2016
Revised:	August 20, 2018
Revised:	May 6, 2019
Revised:	May 5, 2020
Revised:	May 11, 2021
Revised:	April 25, 2023