



**OAKLYN PUBLIC SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: NATIONAL JUNIOR HONOR SOCIETY ADVISOR**

**QUALIFICATIONS:**

1. Possesses New Jersey Teacher Certification, Certificate of Eligibility with Advanced Standing, or fulfills qualifications for Substitute Teacher in the Oaklyn Public School.
2. Has prior experience as a National Junior Honor Society Advisor (preferred).
3. Demonstrates organizational abilities and skills in interpersonal relations.
4. Successfully completes required criminal history check and has proof of U.S. citizenship or legal resident alien status.
5. Such other alternatives to the above qualifications as the board may be find appropriate and acceptable.

**REPORTS TO:** Principal

**JOB GOAL:** To supervise and coordinate the activities of the National Junior Honor Society while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciate for the value of school and community service, and an increased level of self esteem.

**PERFORMANCE DUTIES:**

1. Instructional Leadership
  - a. Oversees the selection of eligible candidates for the honor society in accordance with established criteria and in cooperation with guidance personnel, faculty, and the building principal.
  - b. Organizes and conducts the formal induction ceremony for new members of the honor society including, but not limited to its staging, program, speeches, musical entertainment, invitations, and refreshments.
  - c. Attends and oversees meetings of the entire honor society membership on at least a quarterly or as needed basic and meetings of the officers on an as needed basis.
  - d. Advises officers and members on the conduct of all activities and fundraisers, and oversees these activities and fundraisers including, but not limited to the signing of activity request forms to signify approval, checking all arrangements for building use, chaperones, etc.
  - e. Serves as intermediary between the honor society's members and principal in seeking advice, gaining permissions and keeping the lines of communication open.

- f. Submits budget needs annually to the principal and orders necessary materials for the honor society in accordance with established timelines and guidelines.
- g. Oversees and accounts for any financial dealings of the society members including the intake of money from fundraisers, deposits into the Student Activities Fund, check requests, and any contracted services.

2. Student Management

- a. Supervises all students participating in the honor society at all authorized activities and oversees penalties for violation of such standards as stipulated in the National Junior Honor Society rules, board policy, and school procedures.
- b. Maintains necessary honor society roster, attendance forms, eligibility records and similar paperwork, and provides information to the principal as requested.

3. Professional Development

Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and/or enhance professional competence in accordance with district guidelines and budget allocations.

4. School and Community Relations

- a. Cooperates and shares professionally with other members of the staff.
- b. Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- c. Promotes awareness about the honor society through communications with the principal and other relevant audiences.

5. Other Assigned Duties

Performs other appropriate tasks and assumes such other responsibilities in connection with the advisorship as assigned by the Principal and/or Superintendent.

**TERMS OF EMPLOYMENT:**

Stipend and work year is established by the board in accordance with the Agreement between the Oaklyn Board of Education and the Oaklyn Education Association.

**EVALUATION:**

Performance of the job will be evaluated annually in accordance with the provisions of the board's policy for personnel evaluation.

**DATE APPROVED:**

March 29, 2011