

ROCHELLE PARK BOARD OF EDUCATION

JOB DESCRIPTION

TITLE: Computer Club 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 club members
4. Strong interpersonal and communication skills
5. Demonstrated knowledge of effective practices for working with computer hardware and software, as well as the ability to guide students in developing these skills
6. 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 in developing a deeper understanding of the applications of computer technology

PERFORMANCE RESPONSIBILITIES:

1. Schedules meetings for those students interested in participating in the program
2. Reports the dates of club events to the main office for inclusion in morning announcements and the extra-curricular calendar
3. Guides students through the process of working with a variety of computer program
4. Maintains an accurate roster of students who participate in the program, and takes attendance at each meeting
5. Maintains a sign-out sheet to keep track of the students who need to leave the room during the meeting.

- 6. Collaborates with other school personnel to schedule the use of shared school facilities when necessary**
- 7. Serves as a resource whenever information is required about the program**
- 8. Provides instruction for students with regard to the skills, abilities, and behaviors necessary to work effectively with the computer**
- 9. Models qualities of professionalism, cooperation, and fair participation, and guides students in developing these skills**
- 10. Holds students accountable to positive behavioral expectations and all applicable rules and policies set forth by the governing body for the spelling bee, the school, and the Rochelle Park Board of Education**
- 11. Communicates with administration and parents about students in the program when student's conduct necessitates such contact (i.e. disciplinary infractions, behavior that could result in harm to self or others, etc.)**
- 12. 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**
- 13. Implements all policies and procedure of eh Rochelle Park Board of Education**

TERMS OF EMPLOYMENT: Salary as defined by contract, work year to include meetings no less than twice monthly from October through June unless otherwise agreed upon prior to the meeting schedule being developed