National Junior Honor Society

TITLE: **NJHS Advisor**

REPORTS TO: Principal
GOAL: To perform the responsibilities listed below in order to allow our students the recognition of being a member of the National Junior Honor Society
QUALIFICATIONS: New Jersey Teacher Certification or other appropriate credential

PERFORMANCE RESPONSIBILITIES

1. Inform students of the requirements for membership in NJHS

2. Hold a preliminary review of potential candidates for NJHS

3. Hold a general meeting of potential candidates to discuss the completion of their application for NJHS

4. Evaluate all student applications for NJHS

5. Distribute acceptance letter to future NJHS members

6. Prepare and distribute graduation awards and certificates for new inductees for NJHS

7. Hold meetings to support students with the ongoing requirements for NJHS membership

8. Provide service opportunities for NJHS members

9. Perform such other related duties and responsibilities as may be assigned by the Principal

CLUB STIPEND POSITION RESPONSIBILITIES

1. Advisors must submit a copy of the following to the building Principal:
   - Signed parental permission slips for each of the students
   - Quarterly reports of attendance and activity
   - Annual review of attendance and goals met

2. Clubs must take place after school.

3. All Clubs are yearly activities. They must meet one day per week for one year.

4. Stipends are pro-rated. If an advisor does not complete a full year of work in the district, the stipend amount will be prorated based on time served in school advising the club.

5. When requesting payment of stipend, advisors must ensure the above items have been submitted before requesting payment.

TERMS OF EMPLOYMENT

        Ten month stipend as listed in the agreement with the Board of Education and the DTEA

EVALUATION

        Performance of this job will be evaluated by the Principal in accordance with the above job description and Board Policy

Pending Board Approval: 8/25/2022