

TITLE: MIDDLE SCHOOL PLAY PRODUCER/DIRECTOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: The preparation, production, and post-production of the middle school play

PERFORMANCE RESPONSIBILITIES:

1. Collaborate with the additional production volunteers in the selection of the shows considered for production a year in advance.
2. Complete and submit appropriate documentation for licensure with the company that holds the rights to that particular musical.
3. Collaborate with the administration to pre-set the schedule for production and performance.
4. Review scripts and score for the show.
5. Edit script and score for appropriateness for skill level, language, and length.
6. Communicate with faculty and students the schedule for the production workshops and auditions.
7. Coordinate and manage the production period.
8. Communicate effectively and efficiently with the production volunteers, school administration, parents, community volunteers and students throughout the production period.
9. Schedule and facilitate parent/legal guardian meeting prior to the start of production.
10. Develop and distribute forms documenting policy and procedures for the production and parental permission for student participation.
11. Collect and maintain all appropriate documentation for the production.
12. Collaborate with the administration on any behavioral or student participation issues that may arise.
13. Collaborate with the other production team members and parent and local volunteers on the publicity, tickets, playbill publication, concessions, fundraisers, advertisements, and press releases to local sources, street signs, bulletin board, flyers, and the theater booster program.
14. Schedule and facilitate rehearsal time with the cast of the show; including but not limited to: stage direction, blocking of scenes, coaching the actors, and character development.
15. Facilitate the assembly of a student led stage and technology crew.
16. Work collaboratively with community and student volunteer to design the set and lighting scheme.

17. Complete and submit proper district documentation for repairs or needs within the production facility.
18. Collect, verify and return rehearsal materials that have been licensed as per the contract that was signed.
19. Ensure the return of borrowed production materials.
20. Ensure the proper storage by the students of the costumes, props and other production materials.
21. Assist the stage, lighting, and sound crews to disassemble the set and dismantle the lighting and sound equipment setup for the show.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1785

ONE FACUTLY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: 7TH GRADE CLASS ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Students and activities for class as stated above

PERFORMANCE RESPONSIBILITIES:

1. Work collaboratively with the PTO to efficiently distribute information to faculty and students.
2. Assists the PTO with communicating effectively to students' families and the community regarding fundraising activities.
3. Plan, coordinate and implement fundraising events including but not limited to: bake sales, and game nights.
4. Chaperone grade level field trips as appropriate.
5. Coordinate, collect, and record appropriate district documentation for grade level field trips.
6. Manage and document all monies for class activities.
7. Effectively communicate to students and faculty the scheduling of events and other pertinent information.
8. Facilitate informational assemblies when necessary for class events.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$543
**ONE FACULTY POSITION (SEE BELOW)

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education **TWO FACULTY MEMBERS MAY ADVISE A CLASS ,
Approved: HOWEVER, THEY THEN SPLIT THE STIPEND .
Revised:

TITLE: 8TH GRADE CLASS ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Students and activities for class as stated above

PERFORMANCE RESPONSIBILITIES:

1. Work collaboratively with the PTO to efficiently distribute information to faculty and students.
2. Assists the PTO with communicating effectively to students' families and the community regarding fundraising activities.
3. Plan, coordinate and implement fundraising events including but not limited to: bake sales, and game nights.
4. Chaperone grade level field trips as appropriate.
5. Coordinate, collect, and record appropriate district documentation for grade level field trips.
6. Manage and document all monies for class activities.
7. Effectively communicate to students and faculty the scheduling of events and other pertinent information.
8. Facilitate informational assemblies when necessary for class events.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$652

**ONE FACULTY POSITION (SEE BELOW)

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education **TWO FACULTY MEMBERS MAY ADVISE THE CLASS ,
HOWEVER, THEY THEN SPLIT THE STIPEND.

Approved:

Revised:

TITLE: MS BRUINS THAT CARE ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: The Bruins that Care middle school program, the sister program to the Bears that Care a community service organization at the high school

PERFORMANCE RESPONSIBILITIES:

1. Facilitate annual student interest meeting.
2. Schedule and facilitate meetings.
3. Research, develop and select with student members charitable projects.
4. Coordinate, collect, and record appropriate district documentation for fundraising activities.
5. Coordinate delivery of said services.
6. Document and record student participation and community service hours.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$561

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: MS FAMILY TOOLS & TECHNOLOGY ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Middle school evening science program for students and their parents.

PERFORMANCE RESPONSIBILITIES:

1. Design evening science and technology programs that allow parents and students to collaborate on activities that encourage inquiry and discovery.
2. Budget and inventory appropriate equipment and supplies for program.
3. Prepare equipment and materials for evening sessions.
4. Communicate to students the availability of program offerings.
5. Document student applications for program, and communicate the program schedule to students and their families.
6. Facilitate the evening activity for parents and students.
7. Break down and store equipment and materials appropriately at the end of each session.
8. Prepare and distribute awards and letters to students and parents participating in the program. .

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$755

**ONE FACULTY POSITION (SEE BELOW)

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education **TWO FACULTY MEMBERS MAY FACILITATE THE TOOLS AND TECH PROGRAM, HOWEVER THEY THEN SPLIT THE STIPEND.

Approved:
Revised:

TITLE: NATIONAL JUNIOR HONOR SOCIETY ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: The direct, day to day activities of the chapter

PERFORMANCE RESPONSIBILITIES:

1. Liaison between faculty, administration, students, and community.
2. Maintain documentation on membership, chapter history, activities, and financial transactions.
3. Regularly review each student member for compliance with National Junior Honor Society standards, requirements and obligations.
4. Communicate to chapter officers the definition of their duties. Communicate to chapter members the guidelines and requirements for membership to the National Junior Honor Society.
5. Monitor the chapter officers in their duties; provide guidance and assistance to the officers for the appropriate execution of those duties.
6. Participate as an ex-officio, non-voting, sixth member of the Faculty Council.
7. Design, coordinate with the administration and facilitate the annual induction ceremony to the National Junior Honor Society.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$598

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: MS NEWSPAPER ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Student production of newspaper

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the selection of students to the newspaper staff.
2. Facilitate all newspaper staff meetings.
3. Review with the newspaper staff the final content and accuracy of the newspaper.
4. Monitor and create a schedule for the newspaper staff of middle school activities ensuring that the newspaper staff can cover the event.
5. Exhibit proficiency in Microsoft Office Publisher software.
6. Demonstrate and instruct the newspaper staff on the Publisher software.
7. Facilitate the production of the newspaper with the newspaper staff students which includes but is not limited to: generating content, proofreading articles, editing design layout, and setting up interviews with faculty and staff.
8. Monitor and facilitate the publication of the newspaper with the newspaper staff which includes but is not limited to: copying, collating, and distributing the newspaper to all middle school students and faculty.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1743

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: MS PEER LEADERSHIP ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: The activities and responsibilities of this leadership organization

PERFORMANCE RESPONSIBILITIES:

1. Responsible for participating along with Student Council, providing for the needy in the community.
2. Chaperone and assist with S.W.I.T.C.H. (Students will ignite the change happily), "Tree of Hope" and "Kenilworth Beatification Committee" school and community projects.
3. Chaperone and supervise students during school and community based activities.
4. Support students in their efforts of providing school and community services.
5. Projects include S.W.I.T.C.H., classroom social skill building activities with the Multiply Disabled Class, "Tree of Hope" Christmas present project and "Kenilworth Beatification Committee" town wide planting project.
6. Plan and organize multicultural week-long activities for the middle school opportunity classes with a culminating event.
7. Plan lessons, copy materials, gather lesson resources, distribute materials for eight grade opportunity classes.
8. Work with selected youth to develop and practice leadership skills via student-led interactive workshops.
9. Coordinate with Harding School's sixth grade teachers and plan visits to foster transition into middle school.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$561

**ONE FACULTY POSITION (SEE BELOW)

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education **TWO FACULTY MEMBERS MAY ADVISE PEER LEADERSHIP ,
HOWEVER, THEY THEN SPLIT THE STIPEND.

Approved:
Revised:

TITLE: MS PEER TUTORING ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: The student academic reinforcement/remediation organization

PERFORMANCE RESPONSIBILITIES:

1. Recruit student volunteers for peer tutoring program through informational meeting.
2. Monitor students during tutoring sessions.
3. Create and manage schedule for peer tutoring sessions.
4. Record and report peer tutor hours for community service and National Junior Honor Society service credit.
5. Record and report names of students and length of time that they were receiving assistance at peer tutoring for their teachers, parents, and guidance counselors.
6. Monitor, recommend, and assist with instructional methods by checking students work, provide sample problems, assist with the solution of these same sample problems, allow students to complete make-up work from illness or other absences including homework, tests, quizzes, and/or any other work provided by other teachers of any subject area and schedule peer tutoring assignments with faculty.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$561
ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: STAR PROGRAM COORDINATOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: the process, procedure and events involving the academic awards program.

PERFORMANCE RESPONSIBILITIES:

1. Work with administration to schedule the awards ceremony assemblies.
2. Submit appropriate documentation for the reservation of building areas for the awards ceremonies.
3. Facilitate and implement the awards ceremony assemblies.
4. Update the documentation for the awarding process.
5. Organize, publish and distribute the documentation for the awards process.
6. Provide inservice to new middle school staff on the purpose, procedures, and requirements for awards.
7. Communicate with middle school faculty throughout the awards process.
8. Monitor middle school faculty completion of the awards process.
9. Organize, publish and distribute completed award certificates and information for completion by individual middle school teachers prior to the awards ceremony.
10. Organize and revise if necessary the final documentation for the awards from the middle school faculty.
11. Obtain and submit proper district documentation for funding/purchase of materials for the awards celebration.
12. Appropriately locate and store materials for the awards celebration.
13. Organize all documentation for the awards ceremony the day of the ceremony.
14. Monitor students who received awards during the awards celebration following the awards ceremony.
15. Retrieve documentation and materials from faculty to secure for use through the next awards process.
16. Communicate and collaborate with the Harding Elementary faculty for the final awards ceremony of the year, to include those students who will be moving into the middle school upon completion of the school year.
17. Adjust procedures listed above to accommodate the additional students from Harding Elementary for the final awards ceremony and celebration.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$380

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: MS STUDENT COUNCIL ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: Needs and activities of middle school student body

PERFORMANCE RESPONSIBILITIES:

1. Advise/Provide support to student council officers and student members for the planning and implementing of successful student activities.
2. Works with administration and faculty to manage, schedule and hold student officer elections.
3. Manages student council communications.
4. Works with the administration to manage, schedule and hold different activities throughout the school year.
5. Work cooperatively with teachers, other sponsors, organizations, parents, and community to plan and schedule student body events.
6. Facilitate the scheduled events throughout the year.
7. Act as a liaison between administration and faculty for the scheduling and facilitation of transition events throughout the year that include Harding Elementary school and David Brearley Middle School.
8. Manage and document all monies for class activities.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$1951

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: MS YEARBOOK ADVISOR

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: Principal/Designated Administrator

SUPERVISES: The yearbook production, selecting students for the yearbook staff, and facilitating all after-school staff meetings.

PERFORMANCE RESPONSIBILITIES:

1. Maintain communication with publisher in regards to budgeting and contract agreements.
2. Oversee the overall organization, and review the final content and accuracy of the yearbook.
3. Work with administration and yearbook staff to ensure that all deadlines set by publisher are met.
4. Review and communicate a schedule of all middle school activities to ensure that yearbook photographers and staff can cover the event.
5. Assist the yearbook staff through modeling techniques and actions for recording events and information to include in the yearbook.
6. Acquire the knowledge and then instruct the yearbook staff in utilizing the web-based software for the creation of the yearbook.
7. Monitor and Assist the yearbook staff through the marketing process of the yearbook.
8. Maintain a record of purchases for the yearbook.
9. Appropriately manage the funds and documentation of the funds according to district policy and regulations.
10. Communicate efficiently and effectively with faculty, students, and parents to ensure distribution of the yearbook.
11. Communicate with the PTO for access to funds for the yearbook distribution event.
12. Collaborate with the PTO, administration, and faculty in planning the yearbook distribution event.

TERMS OF

EMPLOYMENT: Stipend determined by the Board : STIPEND= \$2005

ONE FACULTY POSITION

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised:

TITLE: **NJASK PREP PROGRAM FACILITATOR**

QUALIFICATIONS: Must be employed as a certified staff member

REPORTS TO: NJASK Coordinator and/or
Principal/Designated Administrator

SUPERVISES: Program sessions

PERFORMANCE RESPONSIBILITIES:

1. Facilitate the student sessions for reinforcement of Language Arts Literacy or Mathematics skills tested on the NJASK.
2. Work collaboratively with the NJASK Prep Program Coordinator to develop lesson plans according to the program materials provided.
3. Monitor students during the instruction of each class.
4. Document student attendance; submit attendance records to Coordinator at the end of each month.
5. Alert administration, if any problems arise.
6. Document disciplinary referrals.

TERMS OF

EMPLOYMENT: Stipend determined by the Board

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the board's policy.

Kenilworth Board of Education

Approved:

Revised: