

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Academic Decathlon

Purpose:

Academic competition based on a specific body of data in ten (10) subject areas designed to promote teamwork, research, communication, and self confidence.

Responsibilities:

- Organize students in the activity in accordance with the rules for participation.
- Prepare students for competition.
- Supervise students during course of preparation/participation.
- Adjudicate competition in accordance with organizational rules.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Broad range of academic interests.
- Ability to encourage students to complete research necessary for competitions.
- Willingness to commit the requisite time for adequate preparation.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

African American History Club

Purpose:

To promote an appreciation, awareness, and better understanding of African American History and the culture in our school.

Responsibilities:

- Serve as advisors to student members of this activity.
- Assist members with organizing and arranging activities, fundraisers, and social events.
- Encourage awareness and education of African American history and culture.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Interest, awareness and willingness to push diversity education.
- Knowledge of African American history and culture.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

ASIAN – AMERICAN CLUB

Purpose:

To promote an appreciation and better understanding between different Asian-American groups represented in our schools and their American counterparts.

Responsibilities:

- To organize students to engage in activities which include:
 - Support activities for some members
 - Community service
 - Cross-cultural activities
 - Social/cultural activities
 - Fundraising
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Interest in the international community.
- Sensitivity to students' cross-cultural needs.
- Knowledge of the culture of the Asian community.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal, Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Chorus

Purpose:

A co-curricular activity for the purpose of providing students with the opportunity to develop individual and group performance skills in the area of vocal music.

Responsibilities:

- Choral instruction as per approved curriculum.
- Preparation of students for performance such as:
 - Scheduled Concerts
 - Competitions
 - Special Performances
 - Assemblies
- Supervision of students during periods of preparation, presentation and travel.
- Work cooperatively with booster groups.
- Assist students in development and completion of community service activities.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Appropriate certification.
- Knowledge of vocal music conducting, singing, piano, and music reading skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Class Advisor

Purpose:

To involve members of a grade level “class” in the development of a structure to address issues of general concern and to coordinate all class sponsored social, service, and fund raising activities.

Responsibilities:

- Encourage all members of a class to participate in a representative form of student government.
- Involve class members in positions of responsibility.
- Work closely with class officers in the process of decision making as it effects class goals, projects, and activities.
- Assist class members in the implementation of goals, projects and activities.
- Assist student leaders in the maintenance of appropriate financial records and practices in accordance with approved policies and procedures.
- Coordinate class activities through the office of the Student Activities Coordinator.
- Meet with class committees and sub-committees as needed.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Ability to deal with a wide range of student interests, abilities, and motivational levels.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.
- Ability to elicit and encourage student leadership while maintaining adult supervision.
- Strong organizational and planning skills.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Concert Band

Purpose:

To develop students' instrumental music skills to perform the music of varied cultures, time periods, styles, composers, and level of difficulty.

Responsibilities:

- Instruct students in accordance with the approved course of study and instrumental techniques.
- Prepare students for musical presentations such as:
 - Scheduled Concerts
 - Small Ensemble Groups
 - "Special Event" Performances
- Work cooperatively with Booster organizations.
- Assist students in the planning and implementation of travel.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Appropriate Certification.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Concept Literary Magazine

Purpose:

To give students opportunities for displaying art, photography, and writing skills including short stories and poetry.

Responsibilities:

- Serve as advisors to student members of this activity.
- Assist and guide students with selection of pieces.
- View and read all work submitted for appropriateness prior to publishing.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Experience in the arts, photography or writing.
- Creative and good at teaching creativity.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

DECA - Distributive Education Club of America

Purpose:

DECA is a national student Association of Marketing and Management. Students will have a strong foundation and interest in marketing.

Responsibilities:

- Serve as advisors to student members of this activity.
- Prepare and accompany students for regional, state, and national conferences.
- Assist students in the development and completion of club projects, social events, field trips, fundraiser, and mentor programs.
- Supervise students in maintenance of appropriate club records.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Certified Business Teacher
- Awareness of Bylaws, Policy or Procedures of DECA
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Drama Director

Purpose:

To provide interested students with the opportunity to participate in a dramatic production.

Responsibilities:

- Select a dramatic work appropriate to the age and talents of the students.
- Coordinate all aspects of production including:
 - casting
 - dramatic coaching
 - set design and construction (in conjunction with stagecraft advisor)
 - costume
 - make-up
 - amplification
 - visual effects
- Provide supervision for students during rehearsal and production.
- Be responsible for overseeing budget of the production.
- Coordinate financial aspects of the production within established procedures.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Experience in producing and directing theatrical productions.
- Ability to organize and direct large groups of students.
- Ability to interact and cooperate with parent support group.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Drill Team

Purpose:

To produce a show utilizing the various talents of students.

Responsibilities:

- Audition student performers.
- Select performers.
- Supervise rehearsals.
- Arrange staging.
- Supervise performances.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Strong organizational skills.
- Knowledge of performing arts.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Environmental Club

Purpose:

To promote and engage in environmental awareness, and recycling.

Responsibilities:

- Coordination of paper recycling in classrooms.
- Conduct beautification projects in and around the school.
- Participation in Earth Day; planning of school-wide activity.
- Supervise students during course of preparation and participation .
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required

Qualifications:

- A concern for environmental issues.
- The ability to supervise and work with students in a physical capacity.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

E.R.A.S.E – End Racism, and Sexism Everywhere

Purpose:

ERASE is an organization, which aims to eliminate prejudice, hate, racism, and sexism. This is achieved through various activities performed by the club like seminars, discussion groups, diversity awareness activities and cultural events.

Responsibilities:

- Serve as advisors to student members of this activity.
- Assist students with planning and preparing activities and events.
- Assist students with service projects, fundraisers, and social events.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Interest and sensitivity in regards to diversity and cross-cultural needs.
- Demonstrated concern for others.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

FCCLA – (Family, Career & Community Leaders of America)

Purpose:

A national non-profit career and technical student organization that focuses on community service, family relationships, peer pressure, fitness, financial management and career development. The goals for members are developing life skills and leadership potential.

Responsibilities:

- Serve as advisors to student members of this activity.
- Prepare students for leadership roles.
- Accompany students to Leadership Conference.
- Assist students with service projects, fundraisers, social events, and arrange opportunities for mentoring/peer leadership.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Awareness and creativity for opportunities to participate in career oriented activities.
- Strong organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Foreign Language Clubs

Purpose:

To offer students the opportunities to expand cultural and social horizons by becoming involved in group activities that foster respect, understanding, and acceptance of people of other cultures.

Responsibilities:

- Organize students for participation in club activities related to the culture associated with a specific language.
- Assist students in planning specific club activities such as:
 - Meals at ethnic restaurants
 - Theater attendance
 - Guest speakers, “native” presentations
 - Viewing films from a specific culture
 - Learning songs, dances, games of specific cultural social activities
 - Fundraising
 - Service project
- Meet with students on a regular basis to achieve the objectives of the club.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Knowledge of communication skills.
- Knowledge of rules governing competitions.
- Desire to develop communications skills in student participants
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Forensics/Assistant Forensics

Purpose:

To provide students with the opportunity to develop oral communication and critical thinking skills through the medium of debate and public speaking.

Responsibilities:

- Prepare student members of the forensics team for competition in such areas as:
 - original oration
 - declamation
 - dramatic interpretation
 - humorous interpretation
 - prose interpretation
 - extemporaneous speaking
 - impromptu speaking
 - debate
- Supervise students during preparation and participation for team activities.
- Adjudicate in accordance with the rules of the New Jersey Forensics League.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Knowledge of communication skills.
- Knowledge of rules governing competitions.
- Desire to develop communications skills in student participants.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

F.B.L.A. (Future Business Leaders of America)

Purpose:

A co-curricular activity established as a chapter of the national F.B.L.A. organization for business students to develop business skills and leadership qualities in its members.

Responsibilities:

- Serve as advisors to student members of this activity.
- Prepare students for regional, state, and national competition.
- Accompany students to competitions and adjudicate in accordance with the rules of the sponsor.
- Assist students in the development and completion of club service projects, social events, field trips, fundraisers, mentor programs/linking leaders.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Certified Business Teacher.
- Awareness of bylaws of F.B.L.A.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Habitat for Humanity

Purpose:

To discuss and organize fundraising and progress regarding the construction of Habitat homes in Morris County. To create opportunities to participate in Youth United and Morris Habitat events, as well as assist at construction sites.

Responsibilities:

- Serve as advisors to student members of this activity.
- Prepare students for voluntary work.
- Accompany students to Habitat events.
- Assist students with service projects, fundraisers, social events, and arrange opportunities for mentoring/peer leadership.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Awareness of Habitat for Humanity events and procedures.
- Volunteer experience and willingness to continue.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

ICC (Indian Cultural Club)

Purpose:

To promote an appreciation and better understanding between different Indian-American groups represented in our school, and their American counter-parts.

Responsibilities:

- Serve as advisors to student members of this activity.
- Assist members with organizing and arranging activities, fundraisers, and social events.
- Encourage awareness and education of the Indian culture.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Interest, awareness and willingness to push diversity education.
- Knowledge of the Indian Culture.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

IPLE – (Institute for Political and Legal Education)

Purpose:

A curricular activity to allow students to have both an academic and “hands-on” learning experience in the areas of politics and law.

Responsibilities:

- In accordance with approved curricular and course design.
- Assist and supervise student participation in such areas as:
 - Model Congress
 - Mock-Trial Completion
 - Political Election Campaigns
 - Service Projects
 - Field Trips
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Knowledge of the Legal and Political System.
- Appropriate Certification.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Interact

Purpose

The Interact Club is the high school arm of Rotary International and provides service to the school and community.

Responsibilities

- Supervise students in the planning and implementation of club activities and service projects. Assist students in the development of a club agenda.
- Assist students in the maintenance of club records.
- Supervise the financial activities of the club in accordance with established policies.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications

- Strong organizational skills.
- Ability to deal with students in a wide range of activities including evening and weekend events.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Jazz Band

Purpose:

To develop students' instrumental music skills to perform the music o varied cultures, time periods, styles, composers, ad level of difficulty.

Responsibilities:

- Instruct students in accordance with the approved course of study and instrumental techniques.
- Prepare students for musical presentations such as:
 - Scheduled Concerts
 - Small Ensemble Groups
 - “Special Event” Performances
- Work cooperatively with booster organizations.
- Assist students in the planning and implementation of travel.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Appropriate Certification.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

JSA – (Junior State of America)

Purpose:

An organization devoted to advancing and teaching democratic values. The club is involved with debates, discussions and mock trials at the school, regional and state levels.

Responsibilities:

- Serve as advisors to student members of this activity.
- Prepare students for debates, discussions and mock trials.
- Accompany students to conferences and debates.
- Supervise students with fundraisers, events, and trips.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Experience and expertise in government, political issues and procedure.
- Interest in creating debate and discussion in a controlled atmosphere.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Key Club

Purpose:

To foster community service and interpersonal relationships among students through their membership in the state, national, and international levels of Key Club.

Responsibilities:

- Assist students in the development of an organization that will facilitate implementation of stated goals.
- Assist students in the development and implementation of activities in accordance with the objectives of the club such as:
 - Community Service
 - School Service
 - Leadership
 - Fund-raising for non-profit organizations
 - Social Events
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Strong organizational skills.
- Willingness to commit the requisite time for completion of club activities.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Language Honor Societies (Spanish, French, Italian)

Purpose:

To promote academic achievement, leadership and service through the exploration of world language and foreign culture.

Responsibilities:

- To prepare necessary documentation for student eligibility.
- To assist students in organizing themselves in a manner that will achieve the stated goals of the Honor Society.
- To assist students in the development and completion of activities such as:
 - tutoring service
 - service projects
 - fundraising
 - social events
 - other activities as determined by organization members
- Organization of induction ceremony.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Familiarity with the objectives of the Honor Society.
- Strong organizational skills.
- A genuine interest in service and serving others.
- Knowledge of a specific world language and culture (French, Italian, Spanish).
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Principal/Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Latin American Club

Purpose:

To represent a diverse group of Latin American students; to give each other support and encouragement both academically and socially; to break stereotypes and come together to share our cultures with everyone

Responsibilities:

- To organize fundraising activities, service projects and social events including providing assistance to Latin American countries in need.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Knowledge of Latin culture and people.
- Ability to work with a diverse group of children and to foster acceptance.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal, Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Math Team

Purpose:

The Math Team is a competitive team which brings together mathematics students to compete against their peers in various forms of interscholastic mathematic competitions.

Responsibilities:

- Prepare students for competition in various venues including:
 - New Jersey Math League
 - Iron Hills Conference
 - Association of Math Teachers of New Jersey
 - American High School Mathematics Exam Competitions
 - American Invitation Math Exam Competitions
- Accompany students to competitions.
- Adjudicate competitions as appropriate to the specifications of the competition.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Ability to solve contest problems to help students learn techniques needed for competition.
- Ability to generate interest in the Math Team and promote interest in mathematics generally.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Model Congress

Purpose:

To engage students in hands-on learning experiences in the area of politics and law.

Responsibilities:

- To assist and supervise students in preparation for and participation in Model Congress competition.
- Supervision and coordination of fundraising.
- Supervise students during course of preparation and participation.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Knowledge of legal and political system.
- Knowledge of model congress procedures.
- Ability to supervise a group of students on overnight trip.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal/Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Musical Production/Assistant Musical Production

Purpose:

To provide interested students with the opportunity to participate in a musical production.

Responsibilities:

- Select a musical production appropriate to the age and talents of the students.
- Coordinate all aspects of production including:
 - casting
 - dramatic coaching
 - set design and construction (in conjunction with stagecraft advisor)
 - costume
 - make-up
 - amplification
 - visual effects
- Provide supervision for students during rehearsal and production.
- Be responsible for overseeing budget of the production.
- Coordinate financial aspects of the production within established procedures.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Experience in producing and directing theatrical productions.
- Ability to organize and direct large groups of students.
- Ability to interact and cooperate with parent support group.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

National Honor Society

Purpose:

To promote academic achievement, leadership and service.

Responsibilities:

- To prepare necessary documentation for student eligibility.
- To assist students in organizing themselves in a manner that will achieve the stated goals of the Honor Society.
- To assist students in the development and completion of activities such as:
 - tutoring service
 - service projects
 - fundraising
 - social events
 - other activities as determined by organization members
- Organization of induction ceremony.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Familiarity with the objectives of the National Honor Society.
- Strong organizational skills.
- A genuine interest in service and serving others.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Principal/Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Newspaper

Purpose:

To assist students in the production of a school newspaper through writing, photography, interviews, editing, and other skills associated with running a school newspaper.

Responsibilities:

- Organizing student staff.
- Arranging with students for developing stories, designing layout, printing, and selecting photography.
- Supervise, educate and provide opportunities for practicing writing skills, interviewing, and setting up goals.
- Arrange for typing, proofreading, and editing.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Ability to organize students and maintain focus on tasks at hand.
- Sensitivity and appropriateness and for student opinion.
- Ability to assist students in decisions concerning journalistic and aesthetic presentations of the publication.
- Ability to deal with the pressure of deadlines.
- Literary, artistic, and photographic interests.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Peer Buddies

Purpose:

To foster relationships between regular education population and multiply disabled students; to help disabled students acclimate themselves to society through social skills and practical skill development

Responsibilities:

- To plan and organize opportunities for students to interact with each other (including field trips and in-school activities).
- To select regular education students to serve as “buddies.”
- To develop social skills and practical life skills in disabled students.
- To oversee the school store and student involvement in it.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Patience, creativity, and organization.
- The ability to work with disabled students; specific training.
- Effective communication skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal, Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Peer Counseling (PLAC - Peer Leadership Activity Club)

Purpose:

To train peer listeners in the skills necessary to assist them as peer helpers for other students in times of need. To meet younger students and assist them to develop effective decision-making skills.

Responsibilities:

- To supervise students during the activities of the PLAC's program including:
 - annual retreat
 - spring conference
 - monthly meetings
 - middle school visitations
 - visits to freshman classes
 - new student breakfast
 - manning PLAC's listening room
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Demonstrated concern for others.
- An understanding of working with students in an unstructured "guidance" environment.
- High energy level.
- Knowledge of Peer Counseling Skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Pep Club

Purpose:

To build and maintain school spirit.

Responsibilities:

- Supervision of students in the development and implementation of plans for school spirit and socially oriented projects including:
 - Pep rallies
 - Homecoming election and dance
 - Spirit posters for football games
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Willingness to participate in “spirit activities.”
- Strong organizational skills.
- Willingness to supervise weekend and evening activities.
- Ability to supervise students in an unstructured environment
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Ski Club

Purpose:

To provide an experience where students can participate in a non-competitive athletic activity in the form of recreational skiing.

Responsibilities:

- Conduct organizational meetings with students.
- Make arrangements with ski area(s) for club participation including, lift, lessons and equipment rental.
- Arrange transportation.
- Collect student fees and disburse in accordance with district procedures.
- Accompany students on ski trips.
- Maintain club records as necessary.
- Establish and maintain appropriate standards of safe behavior within the context of the activity.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Interest in outdoor winter activities.
- Basic skiing ability.
- Ability to supervise students in an unstructured environment.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Sound and Lighting

Purpose:

To provide audio and lighting services for school activities.

Responsibilities:

- Preparation of lighting and sound equipment in school facilities for school activities such as:
 - Assemblies
 - Meetings
 - Class Activities
 - Music Programs
 - Sporting Events
 - External Building Use
 - Repair of sound equipment.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Knowledge of lighting and sound equipment.
- General knowledge of electrical applications.
- Ability to manage and coordinate team of student workers.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Stage Crew

Purpose:

A co-curricular activity related to the approved stagecraft curriculum.

Responsibilities:

- Instruction and supervision of students in stagecraft activities which include:
 - Staging musical, variety shows, plays
 - Setting up auditorium for concerts, social events, academics
- Supervise students in the design, building and handling of scenery, properties, painting and stage lighting.
- Supervise students in the safe use of tools and equipment, sound and light systems.
- Work with drama and musical directors in planning and performance of productions.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Appropriate certification.
- Experience in the use of power tools, equipment.
- Ability to supervise and manage students in unconventional settings.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

State and Regional Instrumental Groups and Activities

Purpose:

To prepare students to audition for and participate in state and regional instrumental music groups.

Responsibilities:

- To provide individual and small group instruction to prepare solo, scales, and sight reading ability.
- To participate in auditions.
- To participate in requisite rehearsals prior to performance in accordance with requirements of the regional band.
- To assist individual students in preparation of materials for regional band performance.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Appropriate certification.
- Membership in state/regional/national Music Teacher Associations.
- Knowledge of audition process and requirements.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

State and Regional Vocal Groups and Activities

Purpose:

To prepare students to audition for and participate in state and regional vocal music groups.

Responsibilities:

- To provide talented students with the preparation necessary to permit the student to audition for state/regional chorus.
- To participate in audition days.
- To participate in requisite rehearsals prior to performance in accordance with requirements of the state/regional chorus.
- To assist individual students in preparation of materials.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Appropriate certification.
- Membership in state/regional/national Music Teacher Associations.
- Knowledge of audition process and requirements.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Student Council

Purpose:

As a part of the National Association of Student Councils, and the New Jersey Association of Student Councils, this group will promote leadership through development, citizenship training, school spirit, and democratic values to the students of the school.

Responsibilities:

- Serve as advisors to student members of this activity.
- Assist with facilitating organized monthly meetings, for discussing and planning events.
- Supervise students and members at events, meetings, trips and fundraisers.
- Assist with fostering charitable events.
- Overseeing and supervising Homecoming traditions, and other traditional events.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Experience serving on a student council or similar organization.
- Interest in learning more about the national and state associations.
- Willing to commit tremendous time and preparation to complex events.
- Excellent organizational and planning skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

TSA – (Technology Student Association)

Purpose:

To educate students in the field of industrial arts; to engage them in activities and projects to develop their skills.

Responsibilities:

- Organizing problem solving projects and activities involving engineering and architecture.
- Entering students in state TSA competition.
- Facilitation of CO2 car creation and racing project.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.

Qualifications:

- Knowledge of engineering and architecture.
- Ability to work with appropriate equipment and technology.
- Ability to supervise and organize students working independently and cooperatively.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal, Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Varsity Club

Purpose:

To promote sports and the school athletic program, offer inter-mural activities and recognize student athletes. This club will also encourage the student athlete to assume the role of a leader and community member.

Responsibilities:

- Serve as advisors to student members of this activity.
- Assist students with planning and organizing events.
- Supervise students at events, meetings, trips and fundraisers.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which, from time to time, may be required.

Qualifications:

- Experience and expertise with school athletics.
- Interest in creating and guiding leaders through athletics.
- Willing to create opportunities for non-athletes to participate in competitive sports through inter-mural activities.
- Good organizational skills.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Year Book

Purpose:

To assist students in the production of a photojournalistic record of the school year.

Responsibilities:

- Organizing student staff.
- Arranging with publishing company for layout, design, printing, photography.
- Meeting regularly with staff to establish theme, write copy, design special features, take photographs.
- Supervise students in preparation of layout, cropping of photographs, development of appropriate captions, titles, headings, etc.
- Arrange for typing, proofreading, editing.
- Oversee business aspects of publication, i.e., placing of advertisements, parent honors, "buddy pages," yearbook promotion, etc.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time to time, be required.

Qualifications:

- Ability to organize students and maintain focus on tasks at hand.
- Sensitivity for student opinion.
- Ability to assist students in decisions concerning journalistic and aesthetic presentations of the publication.
- Ability to deal with the pressure of deadlines.
- Literary, artistic, and photographic interests.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer Epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility

PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

JOB DESCRIPTION

High School

Yearbook Business

Purpose:

To raise funds to subsidize yearly costs for production and sale of high school yearbook.

Responsibilities:

- Collection of yearbook orders; forwarding to yearbook company (Jostens).
- Overseeing online orders of yearbooks.
- Advertising of yearbook information through mailings, in school and on school website.
- Organization of periodic mailings to parents regarding due dates for orders, ads, parent pages, etc.
- Contacting local businesses to solicit ads.
- Determining final number of yearbooks to be sold based on previous records (with Asst. Principal/Principal).
- Determining final yearbook price (with Asst. Principal/Principal).
- Serving as liaison to yearbook company for all financial matters.
- Distribution of yearbooks upon delivery.
- Sale of extra/run-off yearbooks; return of unsold yearbooks.
- Supervise students with management of club rosters, reports and records. Make sure that a final roster and monthly reports are submitted to the Assistant Principal of Student Activities.
- Distribute and explain Co-Curricular Contracts. Collect signed contracts and submit to the Assistant Principal of Student Activities.
- Other duties related to this activity which may, from time-to-time, be required.

Qualifications:

- Bookkeeping skills, basic accounting.
- Record keeping (current and previous years' sales).
- Organization and planning of mailings, advertisements, postings.
- Ability to deal with the pressure of deadlines.
- Ability to work with yearbook creative team.
- Trained and certified pursuant to NJSA 18A:40-12.6 as a delegate to administer epinephrine via a pre-filled auto-injector mechanism.

Reports To:

Assistant Principal/Principal

Approved: 4/91

Revised: 5/12/09

JD/ Major-Extra Responsibility