

# **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

MIDDLE SCHOOL

BAND

### Purpose of Activity:

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

### Advisor Responsibilities:

- Instrumental music instruction as per the approved curriculum
- Provide individual and group rehearsals after school as necessary
- Preparation and presentation of seasonal concerts
- Preparation and presentation of instrumental music assemblies
- Development of extra-curricular performance groups, i.e., Jazz Band, Woodwind Ensemble, etc.
- Preparation of commencement "moving-up" presentation
- Other duties related to this activity which may from time to time be required

### Advisor Qualification:

Appropriate certification

### Reports To:

Building Administrator

8/92

Revised: 5/12/09

JD/Major Extra

# **PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

MIDDLE SCHOOL

**BEST BUDS CLUB**

### **Purpose:**

To promote interaction and create friendships between all students within the school; especially the students with disabilities.

### **Responsibilities:**

To facilitate meetings in which the students:

- Exchange contact information among members to encourage outside interactions
- Participate in themed parties with food, popular party songs and group dancing
- Create seasonal and practical crafts, as well as creating decorations for themed parties
- Play organized team sports; weather and gym availability permitted

### **Qualifications:**

Ability to encourage all students to accept and befriend one another

Enthusiasm, kindness, respect and support must be reinforced to all when working with students with disabilities.

### **Reports To:**

Building Administrator

1/09

Revised: 5/12/09

JD/Major Extra

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

MIDDLE SCHOOL

BURSAR

Purpose of Activity:

To maintain appropriate financial records of specified school accounts within the approved procedures of the school district.

Responsibilities:

- Make bank deposits for school accounts
- Complete receipts, vouchers required by the district's financial system
- Reconcile financial statements on a monthly basis
- Maintain records of the various activities' accounts
- Other duties related to this position as may from time to time be required

Qualification:

Basic understanding of school financial management  
Ability to perform basic financial record keeping

Reports To:

Building Administrator

4/91

Revised: 5/12/09

JD/Major Extra

**PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

MIDDLE 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 the approved curriculum
- Presentation of choral assemblies for students
- Preparation and presentation of at least two choral concerts per year
- Appropriate rehearsal time
- Other duties related to this activity which may, from time to time, be required

Qualifications:

Appropriate certification

Reports To:

Building Administrator

4/91

Revised: 5/21/09

JD/Major Extra

# PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

MIDDLE SCHOOL

DRAMA CLUB

### Purpose:

To provide students with the opportunity to participate in a dramatic/or musical production.

### Responsibilities:

- To select a production suitable for the age and talents of the students
- To coordinate all aspects of production including:
  - casting
  - dramatic coaching
  - vocal training
  - set design and construction (in conjunction with stagecraft advisor(s))
  - costume
  - makeup
  - sound and lighting
- To provide supervision of student participation during times of rehearsal and production
- To be responsible for overseeing financial aspects of production including royalties, production costs, ticket sales, etc.
- Other duties related to this activity as may be required

### Qualifications:

General understanding of theatrical productions  
Ability to organize and direct large groups of students

### Reports To:

Building Administrator

4/91

Revised: 5/12/09

JD/Major Extra

# **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

MIDDLE SCHOOL

### **NEWSPAPER ADVISOR**

#### **Purpose of Activity:**

To provide students with an opportunity to publish a school newspaper which focuses on topics of student interest.

#### **Advisor Responsibilities:**

- Provide basic organizational format for student members
- Supervise students in all aspects of newspaper production
- Assist students in the development of production skills including:
  - interviewing
  - writing
  - typing
  - editing
  - proofreading
  - page layout
  - printing
- Provide an atmosphere for student interaction in the creation of the school newspaper
- Assist students in maintaining records of income and expenditure of club funds
- Other activities related to this activity as may be necessary to ensure the attainment of club purpose

#### **Advisor Qualification:**

Desire to work with students in after school activity  
Strong organizational skills  
Knowledge of writing techniques/skills  
General knowledge of technical aspects of production i.e., word processors, computers, printers, etc.

#### **Reports To:**

Building Administrator

4/91

Revised: 5/12/09

# **PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

MIDDLE SCHOOL

### **SKI CLUB**

#### **Purpose of Activity:**

To provide a non-competitive athletic and social activity in the form of supervised skiing for middle school children.

#### **Advisor Responsibilities:**

- Conduct organizational meetings with students
- Make arrangements with ski area(s) for club participation, including lift, lesson and equipment rental
- Arrange transportation
- Collect student fees and disburse in accordance with district procedures
- Accompany students on scheduled ski trips
- Maintain club records as necessary
- Establish and maintain appropriate standards of safe behavior within the context of the activity
- Other activities related to this activity as may be necessary for the operation of the club

#### **Advisor Qualification:**

Interest in outside winter activities  
Basic skiing ability  
Ability to supervise students in unstructured environment

#### **Reports To:**

Building Administrator

2/91

Revised: 5/12/09

# **PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

MIDDLE SCHOOL

STAGECRAFT

### Purpose:

To provide students with the opportunity to design and build scenery for use in the annual musical production.

### Responsibilities:

- To work in conjunction with the drama club advisor to determine set design for the annual musical production
- To provide assistance to students in the design and construction of scenery
- To supervise students in the safe use of tools used in set construction
- To assist in staging of musical production
- To maintain necessary budget for stagecraft material and supplies
- Other duties related to this activity which may from time to time be required

### Qualifications:

Interest in scenery construction

Ability to supervise students in use of tools used in scenery construction

### Reports To:

Building Administrator

4/91

Revised: 5/12/09

JD/Major Extra



PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS

**JOB DESCRIPTION**

MIDDLE SCHOOL

STATE AND REGIONAL INSTRUMENTAL GROUPS AND ACTIVITIES

Purpose of Activity:

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
- Other duties related to this activity as may from time to time be required

Advisor Qualification:

Appropriate certification  
Membership in State/Regional Music Teacher Association

Reports To:

Building Administrator

**PARSIPPANY-TROY HILLS TOWNSHIP SCHOOLS**

**JOB DESCRIPTION**

MIDDLE SCHOOL

**STATE AND REGIONAL VOCAL MUSIC GROUPS AND ACTIVITIES**

**Purpose of Activity:**

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 students to audition for state/regional chorus
- To participate in audition days
- To participate in requisite rehearsals prior to performance in accordance with the requirements of the state/regional chorus
- To assist students in preparation of materials for regional chorus
- Other duties related to this activity as may from time to time be required

**Qualification:**

Appropriate certification  
Membership in State/Regional Music Teacher Association

**Reports To:**

Building Administrator

4/91

Revised: 5/12/09

JD/Major Extra

# PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

MIDDLE SCHOOL

### STUDENT ACTIVITIES COORDINATOR

#### Purpose:

To advise the school student council as it involves: student social life, student participation in school policies, support of school athletic activities, participation in activities for the benefit of the general community.

#### Responsibilities:

- Serve as advisor to student council
- Supervise activities of the student council such as:
  - sale of activity cards
  - dances/socials for all grades
  - fund raising activities
  - community service activities
  - services for the student body
  - other activities which may be adopted by the student council
  - arrange for chaperones for school functions
  - other duties related to this activity which may, from time to time, be required

#### Qualifications:

Demonstrated interest in student social life  
Strong organizational skills  
Ability to develop leadership skills in student leaders  
General knowledge of school government and parliamentary procedure  
A strong desire to expand student involvement in the school community

#### Reports To:

Building Administrator

4/91

Revised: 5/12/09

JD/Major Extra

# **PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS**

## **JOB DESCRIPTION**

MIDDLE SCHOOL

Wellness Room Club

### Purpose:

To supervise students using equipment and participating in cardiovascular enhancement exercises in the Wellness Room.

### Responsibilities:

- To provide supervision and support in the various aspects of the Wellness Room including:
  - Weight lifting techniques
  - Safety practices
  - Cardiovascular exercise
  - Balancing a workout
- Other duties related to this activity which may, at times, be required

### Qualifications:

- A keen interest in health and physical fitness as well as knowledge of healthy and safe exercise practices. Supervising teacher must be CPR certified.

### Reports To:

Building Administrator

Revised: 5/12/09

JD/Major Extra

# PARSIPPANY TROY HILLS TOWNSHIP SCHOOLS

## JOB DESCRIPTION

MIDDLE SCHOOL

### YEARBOOK ADVISOR

#### Purpose:

To provide students with the opportunity to develop a yearbook appropriate to the middle school level and consistent with school tradition.

#### Responsibilities:

- Organize student yearbook staff in a manner that will efficiently distribute production responsibilities
- Supervise students in all aspects of yearbook production
- Assist students in completion of tasks within specified guidelines and time frames
- Make arrangements with photographer for student photographs
- Arrange with production company for layout, printing and delivery
- Work with student photographers in the selection and photographing of events to be included in the yearbook
- Oversee editing and proofreading
- Arrange for sales and distribution in accordance with building procedures
- Other duties related to this activity which may, at times, be required

#### Qualifications:

Familiarity with yearbook production techniques  
High degree of organizational skills  
Sensitivity for student feelings that reflect grade and individuality  
Ability to work under the pressure of deadlines

#### Reports To:

Building Administrator

4/91

Revised: 5/12/09

JD/Major Extra