



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Advisor to the Freshman Class – High School

PURPOSE: The advisor assists in helping the ninth graders adjust to the high school through counseling, assisting in the organizing of a student government, and planning activities to promote class and school spirit.

ACTIVITIES:

1. Assists with Freshman Class Orientation.
2. Organizes and implements the election of class officers in October and May. Cabinet members are elected at another time.
3. Holds class meetings periodically usually to introduce candidates for offices and to initiate a major fund raising project.
4. Organizes with class officers the fund raising project selected. This includes instructing students on school policy and the handling of money.
5. Oversees the depositing of all monies collected by the class and the record keeping processes.
6. Assists in organizing an appropriate social activity with the class if one is desired, is responsible for adhering to school policy regarding the type of social activity selected, Instructs students on all school policies for any social activity.
7. Meets and confers with the principal regarding the class, its plans, and financial background.
8. Acts as a liaison with the principal and the students when necessary to present the concerns of the administration or the students.
9. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.

FUNDING: By the conclusion of the freshman year, the class should have a balance of \$1000.00 in its treasury.



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DURATION: September - June

The advisor will spend time before, during and after school to meet with students and/or the principal in planning events and explaining policy. The most time consuming activities are the fund raising project and any social affair. As students learn how to organize such activities, more responsibility may be delegated to them.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:

BOE Review Date: