

OFFICIAL POSTING

CATSKILL CENTRAL SCHOOL DISTRICT

This official posting of openings is in conformance with all New York State Laws, Local Laws and Labor Regulations.

ANNOUNCING the FOLLOWING VACANCIES 2011-2012

Extra-Curricular Activity Advisors

Terms of Employment: Positions are for activities for the Middle School student population during the 2011-2012 school year. Stipends are pursuant to relevant collective bargaining agreement or Board authorization.

Qualifications:

1. Demonstrated knowledge of the particular activity and related experience as determined by the Board of Education
2. Ability to foster and sustain students' interest in the activity and promote skill development
3. Strong interpersonal and communication skills
4. Required fingerprinting and criminal background check in accordance with NYSED regulations

Reports to: Middle School Principal

Goals: To provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program.

Performance responsibilities:

1. Organizes and supervises a series of regularly scheduled extracurricular activities, at least monthly, for students after school hours. Includes the development of agendas and/or minutes or regular reports of meetings and activities.
2. Actively promotes the program and seeks student participation.
3. Attends all activity meetings and in-school events and supervises students on related field trips and other out-of-school functions.
4. Ensures the safety of the students and maintains responsibility for the security of equipment and facilities.
5. If applicable, prepares the activity budget, orders necessary supplies and equipment, maintains appropriate records related to activity expenses and revenues, and works with the Extra-classroom Activities Account Treasurer. Must be familiar with and adheres to Student Activities Fund Management Policy 5252.
6. If applicable, in collaboration with the Extra-classroom Activities Account Treasurer ensures the collection and depositing of funds, payment of bills and financial reporting according to Board policies and regulations.
7. Oversees the development, production, sales/distribution and advertising of any product produced by the students (e.g. Newspaper, yearbook)
8. Arranges for any necessary transportation or scheduling of competition officials related to the activity.
9. Evaluates the program annually and makes recommendations for improvements as necessary.
10. Performs other duties related to the student activity as assigned.

Evaluation: Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of extracurricular staff.

All positions are contingent upon sufficient student participation at all times.

MS	Audio/Visual Advisor	\$1,681
MS	Drama Club *	\$1,681
MS	Greater Sense of Place	\$913
MS	Junior Honor Society	\$1,051
MS	Library Club *	\$1,261
MS	Odyssey of the Mind *	\$1,261
MS	Photography Club *	\$2,102
MS	Stage Crew *	\$841
MS	Student Council	\$1,891
MS	Yearbook	\$1,471

Note: Please be advised it is anticipated that positions denoted with an asterisk (*) will not be funded in the budget for the 2011-2012 fiscal year. In the event that this position is not budgeted for, then it will not be filled in the ensuing school year.

Deadline: Tuesday May 31, 2011

To Apply: Please submit letter of interest to -
Marielena Davis, Middle School Principal
345 West Main Street
Catskill, NY 12414

The Catskill Central School District is an equal opportunity employer and offers employment and educational opportunities without to race, color, national origin, creed, religion, marital status, sex, age disability, sexual orientation or genetic information.

Posted May 1, 2011