

Non-Athletic Extracurricular Positions

Branchburg Township School District

Branchburg, New Jersey

All employees holding a non-athletic extracurricular position must hold or be able to obtain a valid CPR/AED Certification as well as complete a basic First Aid training if the stipend involves working with students beyond the school day.

Yearbook- (BCMS, WES) - (No CPR/AED or First Aid required)

- Organize and meet with staff
- Meet with the yearbook company representative to discuss contract, specifications, etc.
- Meet with photographer to arrange pictures of students and clubs
- Schedule clubs and sport pictures
- Students meet to plan, design, and create layout on the computer program
- Advertise, organize, record sale of yearbook
- Upload, manipulate and insert photographs
- Gather, read, retype 8th grade special page information (Best memory, In Ten Years...)
- Attend after school activities to photograph
- Proofread spelling of names and entire book
- Meet with yearbook representative to publish pages
- Coordinate distribution by alphabetizing yearbooks by team

Time Requirement:

- September to June

School Newspaper Advisor (BCMS)

- Meet as group on average 1 time per week
- Choose ideas for articles
- Take pictures
- Type and edit articles
- Design and layout for publication
- Teacher to Finalize layout and get approval from principal
- Distribute.
- Complete at least 3 issues per year

Time Requirement:

- September-June

Student Council Advisor (BCMS)

- Organize elections of 7th graders for officer positions in May.

- Organize elections of 6th, 7th, and 8th graders for homeroom representative positions in September.
- Meet with council members on a weekly basis to plan activities and projects.
- Support a school wide Anti Bullying initiative
- Organize and chaperone 4 dances each year.
- Select and organize fundraising activities.
- Support the PTO fundraisers.
- Coordinate the annual Meghan Rose Bradley fundraiser.
- Police Faculty basketball game.
- NJ Student Council state charity.
- Attend state leadership conferences- October, January, May, July
- 5th grade Orientation Day
- 6th grade open house days
- Back to School night

Time Requirement:

- September – August

Math Counts Advisor (BCMS)

- Register for competition.- February
- Organize and meet weekly with teams before and after school.
- Coordinate all competition needs.

Time Requirement:

- September - February
- Meets 2x per week for 2 hours each meeting

Robotics (BCMS)

- Present Building and programming challenges to the student teams.

Time Requirement:

- October – February

Drama Coach (BCMS)

- Organize a drama club on an annual basis.
- Organize auditions, with required paperwork, and cast the show
- Double cast the show so all who try out have a part with optimum stage time for 50+ students.
- Direct rehearsals and communicate with students, parents, and staff the schedule.
- After school rehearsals daily Dec-March. Two Saturday rehearsals prior to show. Week before show night dress rehearsals
- Coordinate all aspects involved with assistant and scenic director.
- Coordinate lighting, sound, and costumes, both rentals and purchasing.

- Responsible for all monies raised by the show and proper depositing into Drama Club account.
- Coordinate Teen Arts participants.

Time Requirement:

- Approximately 3 months + 2 weeks for Teen Arts in May

Assistant Drama Coach (BCMS)

- Assist director as needed

Time Requirement:

- Approximately 3 months and 2 weeks for Teen Arts in May

Scenic Director (BCMS):

- Meet and coordinate with director
- Design sets and props.
- Purchase and pick-up supplies
- Organize and run a set crew
- Paint and build scenery
- Organize and run a stage crew

Time Requirement: (months)

Boys and Girls Ensemble (BCMS)

- Practice 4 times a week before school.
- Fall concert and Spring concert
- 8th grade graduation -3 hours of preparation and performance (5pm-8pm)
- Teen Arts Festival
- Music in the Parks Festival -7 hours beyond school hours Singing the National Anthem at BCMS evening functions
- 12 hours recording time (two 6-hour sessions out of school) to record online choral practice tracks

Time Requirement:

- September to June (twice a week before school)

Vocal Music Concert Prep (BCMS)

- Rehearse students 1-2 times after school for each concert performance.
- Set up for winter and spring concerts.
- Rehearse 1-2 times after school for Music in the Park competition
- Prep work for Music in the Parks competition
- 8th Grade Graduation rehearsal and performance

Instrumental Music Concert Prep (6th Grade-BCMS)

- Rehearse students 1-2 times after school for winter concert performance.
- Set up for winter and spring concerts.
- Rehearse 2-4 times after school for spring concert performance and Music in the Park competition
- Prep work for Music in the Parks competition: fundraisers, packing of equipment, supply management, online parent meeting prep, bus company negotiations.

Instrumental Music Concert Prep (7th and 8th Grade-BCMS)

- Rehearse students 1-2 times per band after school for winter concert performance.
- Set up for winter and spring concerts.
- Rehearse 2-4 times per band after school for spring concert performance and Music in the Park competition
- Prep work for Music in the Parks competition: fundraisers, packing of equipment, supply management, online parent meeting prep, bus company negotiations.
- 8th Grade Graduation rehearsal and performance

Jazz Band (BCMS)

- Audition students.
- Rehearse students twice a week before school.
- Winter and spring Concert prep and rehearsals, possible festival/competition performance if permitted by schedule/student availability.

Chamber Orchestra (BCMS)

- Audition students.
- Rehearse twice a week before school
- Winter and spring Concert prep and rehearsals
- Festival competition prep and rehearsals

Team Leaders (BCMS) - (No CPR/AED or First Aid required)

- Coordinates all activities of the team.
- Chairs team meetings and sees to it that an agenda is developed and items are covered, the meetings start and conclude on time, and the team report book is completed as a record of team planning and accomplishing team goals.
- Helps team members implement middle school philosophy.
- Facilitates team discussions so all members of the team are involved in the decision-making process.
- Establishes consensus for needed decisions.
- Coordinates involvement of resource personnel – guidance, child study team, curriculum staff, administration, nurse, etc.
- Informs special area teachers of team activities.

- Assumes responsibility for the continual improvement of the quality of instruction of the team.
- Facilitates team planning to coordinate with the instructional program. Looks for “natural” opportunities to integrate skills and knowledge across the curriculum. Facilitates correlation of content as well as skills.
- Assists team with selecting particular skills for emphasis.
- Works with guidance to schedule team conferences with parents.
- Coordinates interdisciplinary units of study with the teaching team.
- Encourages team members in the use of new methods and materials.
- Helps team members see opportunities for flexible scheduling and the need to regroup students.
- Provides assistance for substitute teachers, especially in the case of a long-term substitute.
- Handles and/or delegates the responsibility for the paperwork of the team.
- Facilitates an annual team self-evaluation to continually enhance communication and functioning among the members of the team.
- Participates as a member of the Faculty Advisory Council, I&RS, Pyramid of Intervention, serving as the link between administration and members of the team.
- Monitors the achievement of team goals.
- Serves as adviser and counselor to all student teachers assigned to the team.
- Assists with the master schedule, resource schedule and any individual teacher scheduling problems.

Teen Arts (BCMS)

- Attendance at monthly county meetings
- Coordinate all student and staff participants [typically 100 students + staff/chaperones]
- Coordinate venue/student participation forms, transportation, parent/site chaperones [co-ord. with PTO] etc., demographics list, safety/security lists.
- Distribute forms, participation descriptions, explain rules, and manage all individual and group applications.
- Request payment via Teen Arts Form [submit invoice]
- Complete and return all forms required for participation
- Coordinate and distribute student workshop assignments.
- Coordinate transportation and loading of equipment.
- Package and Transport all student work to festival sites and install.
- Package and Transport all student work to and from special recognition shows [typically two or three shows in June and July] 11. Pick up all work from summer shows

Time Requirements:

- September to September

Odyssey of the Mind (BCMS)

- Advisor Training Day- October
- Team Competition: Saturday, March - Club season ends with day long (14 hr), Saturday competition unless the team wins and they go on to state or world final competitions, which is additional practice days and day long Saturday competition in April or 5 day competition in May.
- OM is an international educational program that provides creative problem solving opportunities for students. Team members apply their ingenuity and creativity to design solutions to problems that range from building mechanical devices to presenting their own interpretation of literary classics which they perform with a team-authored script, props and costumes at regional competition. Regional competition also involves spontaneous problem solving by the team.

Time Requirements:

- September – April
- Meets two times per week for 2 hours each meeting

Peer Leaders:

- Select students who will serve as peer leaders.
- Provide training sessions for peer leaders.
- Work with administration to find ways for Peer Leaders to support school and younger students.
- Work with administration to find opportunities for Peer Leaders to take a leadership role in school.
- Monitor Peer Leaders work with younger students and in leadership roles.

Time Requirements:

- September-June

Science Club- BCMS)

- Plan activities and experiments for club meetings
- Order/purchase science supplies for experiments
- Help students develop skills in STEM

Time Requirements:

- September – June

Talent Show Coordinator- (Stony Brook and BCMS)

- Preparation of parent communication, set guidelines, letters and organization of Talent Show
- Event.
- Collect and organize student responses according to grade and act.
- Set timelines and deadlines for preparation of acts.
- Meet with students to monitor progress and adhere to guidelines.
- Supervise acts for grade level and school appropriateness.

- Schedule and hold rehearsals for individuals and groups.
- Coordinate physical layout and prepare stage for Talent Show Presentation.
- Coordinate finale act that showcases all performers.
- Supervise performances.

Time Requirement:

- April through June

Science Competition (BCMS)

- To encourage and support students who wish to extend their classroom learning experience by participating in some sort of science competition. To help students select a science idea, research and plan their project(s), collect and analyze data, write a lab report and submit their project(s). To coach them how to research, construct and present/submit their project(s) for competition.

Time Requirements:

- September-June when the selected competition is running.

Art Shows (WES,SB,BCMS) - (No CPR/AED or First Aid required)

- Select, mat, prepare, and transport student artwork for Branchburg, AND OR out of district art shows from September to March. shows such as, (but not limited to), YAM exhibit at the Center for Contemporary Arts, State Teen Arts, and the Somerset County Environmental Center.
- Cover display panels with paper.
- Install student artwork on display panels.
- Art Shows: Somerset County Environmental Center: Preparation Time begins in December, the show and reception is held in January. Youth Art Month Show art the Center for Contemporary Arts, Bedminster NJ: Preparation Time begins in January ,& February. The show and reception is held in March. State Teen Arts is held in June and involves preparing and delivering artwork and creating travel plans [buses, lists, forms, pick-up. The artwork is mostly ready from the County Teen Arts Festival but will need to be safely boxed. The art work is delivered in May/June. Branchburg Township School District Youth Art Month Show: :Preparation Time begins in January and February. The show at the Branchburg Township Municipal Building is held in March and April.

Time Requirements:

- September to June

Art Club Advisor (BCMS,SB)

- Plan, write/design lessons for art club activities.
- Order/purchase supplies for art activities.
- Enrichment opportunities for students
- Teach and facilitate lesson with students

Time Requirements:

- September to June 10
- Before/ after school meetings per session

Drama Coach (SB)

- Organize a drama club on an annual basis.
- Direct after school rehearsals.
- Coordinate all aspects of the production.

Time Requirements: Months

Assistant Drama Coach (SBS)

- Assist director as needed

Time Requirements: Months

Instrumental Music Concert Prep (SBS)

- Rehearse students 2-3 times after school for each concert performance.
- Set up for winter and spring concerts.

Strings Concert Prep (SBS, BCMS)

- Rehearse students 2-3 times after school for each concert performance.
- Prepare communication to the community and the program for winter and spring concerts.
- Set up for winter and spring concerts.
- Direct and supervise winter and spring concerts.

Vocal Concert Prep (SBS, BCMS)

- Rehearse students 2-3 times after school for each concert performance.
- Set up for winter and spring concerts.
- Direct and supervise winter and spring concerts
- Prepare communication to the community and the program for the winter and spring concert..

Team Leaders (SBS, WES) - (No CPR/AED or First Aid required)

- The educators who serve in this very important role are expected to coordinate and *lead* the work of their team.
- They will work closely with and *report directly to the building principal*.
- Team leaders serve as contributing members of the principal's leadership team.
- Participates as a member of the Faculty Advisory Council, I&RS, Pyramid of Intervention (Rti), serving as the link between administration and members of the team.
- Team leaders are expected to articulate and communicate to the administration faculty questions, needs, and concerns, while at the same time communicating and explaining the rationale and specifics of the administration's plans and initiatives to the faculty. In short, the team leader serves as the *key communication link* between the administration and the faculty.

- Team leaders are expected to enhance the capacity of their team to work *interdependently* to achieve *common* goals for which team members hold themselves *mutually accountable*.
- In fulfilling the role of leading their team, team leaders are responsible for such functions as:
 - leading the team in preparing and utilizing team norms,
 - planning agendas for PLC teams, chairing grade-level meetings,
 - serving as a direct communications link between the administration and the faculty,
 - attending before and/or after-school meetings.
 - guiding the work of PLC teams in analyzing and improving student learning data, f. seeking out and experimenting with best practices,
 - leading the collaborative development and attainment of learning improvement goals, and
 - identifying and communicating professional development needs.
- Team leaders must work continually to enhance the effectiveness of their team by ensuring that the team focuses on the development of 21st century skills instruction, authentic and embedded assessment, and differentiated instruction.
- Provides assistance for substitute teachers, especially in the case of a long-term substitute.
- Coordinates involvement of resource personnel- guidance, child study team, curriculum staff, administration, nurse, etc. -to support the needs of the whole child.
- Assist in the implementation of the district's instructional programs by executing well designed lessons based on student learning data and being willing to model effective teaching strategies within the classroom (classroom as a lab site).
- Assume a leadership role in technology usage as applied to curriculum and assessment.
- Assists in the coordination and management of technology resources at the school site
- Assist teachers in the classrooms as necessary with troubleshooting assignments/projects that involve technology
- Communicates with technology team for procedures and technology needs
- Complete work orders as assigned through the technology work order system
- Replace/Distribute toner to staff after toner replacement has been approved (assigned ticket) by technology

TERMS OF EMPLOYMENT: Appointment annually by recommendation of principal.

Science Fair (WES, SB) - (No CPR/AED or First Aid required)

- Plan and supervise the science fair.

Time Requirement:

- March

Talent Show Coordinator- (SBS and BCMS)

- Preparation of parent communication, set guidelines, letters and organization of Talent Show.

- Collect and organize student responses according to grade and act.
- Set timelines and deadlines for preparation of acts.
- Meet with students to monitor progress and adhere to guidelines.
- Supervise acts for grade level and school appropriateness.
- Schedule and hold rehearsals for individuals and groups.
- Coordinate physical layout and prepare stage for Talent Show Presentation.
- Coordinate finale act that showcases all performers.
- Supervise performances.

Time Requirement:

- April through June

Extracurricular stipends are paid for work outside of regular school hours. The above stipends represent maximum payment for all regularly scheduled programs/activities including post-season tournaments. Time logs must be submitted before stipend is paid. Daily attendance sheets must be submitted per district policy.

Board of Education Approved: June 14, 2012

Board of Education Approved Revision: September 7, 2017

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