

**TITLE: MATH TEAM ADVISOR**

**QUALIFICATIONS: New Jersey Teaching Certificate**

**REPORTS TO: Superintendent of Schools and Principal.**

**TERMS: School Year (10 Months).**

**RESPONSIBILITIES INCLUDE:**

1. Instill in students a sense of pride and accomplishment for their participation on the math team.
2. Actively seek students to participate on the math team.
3. Administer math contests to students, as necessary.
4. Grade, process and mail results to appropriate league.
5. Review contest questions with students, while providing instruction to those who so desire.
6. File appropriate forms for all challenge questions.
7. Select highest ranking students and prepare awards to be presented during the "Awards Night Assembly".
8. Carryout any other duties as deemed necessary by Superintendent and Principal as related to the above.