

TITLE: National Junior Honor Society Advisor

QUALIFICATIONS:

1. Florida teaching certificate.
2. Current employee of the school district.
3. Must be able to organize student activities and events.
4. Must be able to relate to and inspire confidence in students.
5. Must be able to communicate effectively orally and through written correspondence and reports.
6. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Principal/Director or designee

JOB GOAL: Establish and maintain a successful National Junior Honor Society for the following purposes:

1. Create enthusiasm for scholarship.
2. Stimulate desire to render service to others.
3. Promote leadership throughout the school and community.
4. Develop character in the students of the school.

ESSENTIAL FUNCTIONS:

1. Supervises functions which extend beyond the normal contractual day.
2. Supervises the equitable selection of the membership and election of officers by following school and association requirements.
3. Supervises officers in planning and implementing all meetings and activities according to school guidelines and association requirements.
4. Supervises the development of a program of work.
5. Supervises all meetings and activities.
6. Assists in planning and organizing fundraising activities following school procedures.
7. Supervises all fundraising activities.
8. Responsible for all financial aspects of the organization.
9. Supervises and maintains the constitution and bylaws of the NJHS.
10. Coordinates all NJHS meetings and their proceedings by using Robert's Rules of Order, Newly Revised.
11. Assists in distributing NJHS communications throughout the school and Community.
12. Helps arrange for chaperones, security, custodial help and assistance at all appropriate activities.
13. Responsible for the direct, day-to-day supervision of the chapter and serve as a liaison between faculty, administration, students and the community.
14. Helps chapter officers understand and carry out their duties. This includes general supervision of the affairs of the chapter, make recommendations to the

chapter, and ensuring that the chapter activities and procedures follow school policy and regulations.

OTHER RESPONSIBILITIES:

1. Performs related work as required. (NOTE: The Omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to that position.)
2. Adheres to school district policies and procedures

TERMS OF EMPLOYMENT:

Dates for work year based on the District's school calendar. Work year will be 196 days and a supplement to be determined by Schedule B of the Teacher/District Contract.

ASSESSMENT:

The principal/director or designee will assess the effectiveness of the advisor annually with respect to the performance of essential functions.

Adopted: 05-30-2002