

TITLE: Student Council 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: To establish and maintain a successful student council.

ESSENTIAL FUNCTIONS:

1. Supervises the equitable selection of the membership and election of officers by following school and association requirements.
2. Supervises officers in planning and implementing all meetings and activities according to school guidelines and association requirements.
3. Supervises in the develop of a program of work which includes activities in the following categories: community service, citizenship development, environmental concerns, faculty-staff relations, fundraising, health and safety, membership motivation, school service, and school spirit.
4. Supervises all council meetings and activities.
5. Assists in planning and organizing fundraising activities following school procedures.
6. Supervises all fundraising activities.
7. Assists officers in preparing and managing a budget for supporting program goals in line with the schools' internal accounting procedures.
8. Responsible for all financial aspects of the organization.
9. Supervises the preparation of council reports and records.
10. Supervises and maintains the constitution and bylaws of the council.
11. Responsible for arranging for transportation and gaining permission for members to participate in in-county and out-of-county activities.
12. Supervises students at district rallies. (Optional: Supervise students at state, regional and national association rallies, workshops, and conventions.
13. Assists members in preparing for association competitive events.
14. Provides leadership training opportunities for all members.
15. Coordinates all student council meetings and their proceedings by using Robert's Rules of Order, Newly Revised.
16. Assists in distributing student council communications throughout the school and community.
17. Works cooperatively with other sponsors, organizations, parents, and community groups.

18. Helps arrange for chaperones, security, custodial help and assistance at all appropriate activities.

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.

PHYSICAL REQUIREMENT:

This position requires exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

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