

JOB DESCRIPTION

DEPARTMENT: EDUCATION SERVICES

JOB TITLE: STUDENT COUNCIL ADVISOR

REQUIREMENTS:

A. Education Level: Bachelor's degree in education

B. Experience Required:

C. Physical Requirements: This position requires constant hand-eye and mind-eye coordination, hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping, pulling, speaking, turning, grasping and carrying.

D. Other Requirements: Enjoy working outside of curriculum with members of the student body.

REPORTS TO: Building Administrators

RECEIVES GUIDANCE FROM: Building Administrators

DATE: Revised August 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Supervises and conducts election of members from student body.
2. Monitors monthly meetings held during the school day and weekly meetings held outside the school day.
3. Determines and monitors eligibility scholastically and socially of all members.
4. Monitors, organizes and carries through all aspects of community service projects held quarterly.
5. Coordinates social activities. This includes:
 - a. securing chaperones.
 - b. securing music.
 - c. organizing and completing all decorations..
6. Sponsors, organizes and carries out student and teacher recognition activities. This could include:
 - a. Cards to students and staff
 - b. Staff luncheon

