

Sioux Falls School District 49-5

JOB DESCRIPTION

DEPARTMENT:	CURRICULUM SERVICES
JOB TITLE:	MIDDLE SCHOOL STUDENT COUNCIL ADVISOR
REQUIREMENTS:	
A. Education Level:	Bachelor's degree with teaching certificate
B. Experience Desired:	Knowledge of student government structure and organization.
C. Physical Requirements:	Hand-eye, mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.
REPORTS TO:	Building Principals
RECEIVES GUIDANCE FROM:	Building Staff
DATE:	Revised September 1998

ESSENTIAL FUNCTIONS AND DUTIES:

1. Attends PSTA meetings representing Student Council.
2. Acts as student/parent liaison for Student Council activities.
3. Organizes election of student body officers.
4. Organizes and promotes student/school pride.
5. Organizes Student Council meetings with officers and related committees.
6. Organizes and creates activities which promote student leadership and a positive school environment.
7. Monitors financial records and fund-raising efforts.
8. Facilitates communication between the staff, students and parents.
9. Organizes community service projects.
10. Organizes, promotes and supervises student social activities.
11. Assists Student Council sponsor special days.
12. Assists with talent show.
13. Assists in transitioning 6th grade students into the middle school.
14. Provides leadership training for Student Council members.
15. Coordinates publication of the Buzz Book
16. Performs other duties as assigned by supervisors.

WORKING CONDITIONS:

A. Inside Outside Both

XXX

B. Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

C. Hazards:

For some buildings, stairs, chalkdust and exposure to communicable diseases may be a potential hazard.

D. Work Year:

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

I have read and understand this job description and can fulfill the essential functions as listed.

Signature

Date

Print Name