



ELEMENTARY HONOR SOCIETY ADVISOR

JOB DESCRIPTION

QUALIFICATIONS:

- ◆ Current assignment at Gervais Elementary School;
- ◆ An ability to plan and organize events, when and as applicable; and
- ◆ Must have experience working with elementary school students.

REPORTS TO:

- ◆ Elementary School Principal

JOB GOAL:

- ◆ The club (chapter) advisor is the primary facilitator of all chapter activities and responsibilities.

PERFORMANCE RESPONSIBILITIES:

- ◆ Supervise all functions of the Honor Society chapter on campus, including selection and induction of new members (Appendix A) and the completion of an annual chapter service project (Appendix B);
- ◆ Serve as liaison to the faculty, administration, student body, and community regarding matters related to the Honor Society;
- ◆ Maintain files for chapters, including membership records, chapter history, activities, selection procedures, membership obligation guidelines, chapter bylaws, and financial transactions;
- ◆ Review active chapter members on a regular basis for compliance with Honor Society standards and obligations;
- ◆ Meet with the school administration regularly to inform them about and provide opportunities to evaluate chapter activities;
- ◆ Review all chapter documents to ensure that the policies and procedures of the chapter follow the National Constitution and the *NEHS Handbook* (link in Appendix C);
- ◆ Complete an annual survey reporting on the chapter's activities for the year; and
- ◆ Assist school administration in renewing affiliation with the national office each spring.

I have received a copy of this job description

Signature

Date

Appendix A Membership Criteria

Gervais Elementary School students in 4th or 5th grade who meet the requirements for membership outlined by the school's chapter are eligible to be invited for membership. The qualifications for membership will be based on the four pillars of NEHS:

- **Scholarship:** Per national guidelines, students must have a minimum cumulative GPA of a 3.0 on a 4.0 scale (or equivalent standard of excellence).
- **Responsibility**
- **Service**
- **Leadership**

Initially, students who meet the scholarship requirement will be identified as possible candidates. Then, those students, with assistance from parents/guardians and staff members as necessary, will be offered an opportunity to complete a form detailing other accomplishments and attributes. These forms will be reviewed by the chapter advisor and school administration to determine membership into the chapter.

Appendix B Service Learning

Students engaged in service learning can answer the question, "When are we ever going to use this in the real world?" When they use their skills and knowledge in real-life situations, learning extends beyond the classroom and into the community. Service learning is different than community service in several key ways. Service learning includes student leadership, reflective and academic components, and chances for celebration once the service activity has been successfully completed. Students reflect on community needs, ways to help, and once their service has been completed, they can internalize how their efforts have helped, while learning more about academics such as geography, math, or science.

Examples of service learning projects can be found here: <https://www.nehs.org/student-project-database/>

Appendix C NEHS Handbook

The *NEHS Handbook* can be found here: <https://www.nehs.org/publications/>. See the chapter advisor and/or school principal for access (school user name and password).