

## GERVAIS SCHOOL DISTRICT # 1 – CLUB & CLASS ADVISOR JOB DESCRIPTION

### QUALIFICATIONS:

- Current assignment at Gervais High School;
- The ability to organize and supervise; and
- Must have experience working with high school students and adults.

### REPORTS TO:

- High School Principal

### JOB GOAL:

- To work with GHS students to ensure that all class/club activities are completed each school year in a timely and thorough manner.

### PERFORMANCE RESPONSIBILITIES (see page 2 – 4 for a more detailed description of the following):

- Communicate with parents via the school newspaper, email or letters sent home.
- Communicate regularly with students about expectations.
- Provide appropriate notice of planned events to the school and district office so that events can be placed on the school & district calendar as well as advertised.
- Assist and coordinate the chaperoning of social events.
- Assist with school-wide assemblies.
- Arrange transportation for trips. (All trips must be pre-approved by the Principal.)
- Review of student art work and posters for appropriate content and spelling.
- Submit announcements to the Activities Director.
- Assist class officers in the organization and completion of class meetings. Meeting minutes should be taken and distributed to the Principal, Assistant Principal and Activities Director.
- Assist class officers in creation of goals and planning of activities.
- Plan at least two fundraising activities for the school year.
- Ensure accurate record keeping for all activities.
- The care of the physical plant, equipment, and supplies during activities.
- Making sure students have made transportation arrangements to get home. No student is to be left without a ride.
- Follow District cash collection procedures after a fundraiser.

I have received a copy of this job description.

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Signature

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Date

## **Detailed Duties of a Class or Club Advisor**

This detailed description is intended to provide some clarity regarding expectations and responsibilities of Class / Club Advisors at Gervais High School. There are few responsibilities as extensive and exhausting as these assignments, but there are also few which are more rewarding.

### Communication Parents:

Whenever possible club and class advisors should avail themselves of the opportunity to communicate with parents via the school newspaper, email, or letters home. Communication does not need to be lengthy; a few lines outlining the class or club's most recent activities and upcoming events are sufficient.

### Communication with Students:

Throughout the year there are dozens of times where students have questions about what is and is not permitted. This is true of individual classes, a yearbook issue, or a particular club activity. In these situations, the Class/Club Advisor should come to the Principal directly with questions rather than sending students. If a meeting with students seems useful, that certainly can take place. Also, keep the Principal informed throughout the year of how activities are going and if any unique or potentially problematic issues arise. Keep in mind the need for appropriate notice and planning so that events which you might want to schedule can be properly placed on the school calendar and will not conflict with other school-wide events.

Advisors will use appropriate methods and professional discretion for communication with students. Texting and emailing students is allowed but staff must follow the district's electronic communication policy. Use of social networking sites for communicating with students is not considered best practice and is strongly discouraged.

### Chaperones for events:

All student social events must have chaperones. The Principal and/or Assistant Principal determine the number of chaperones. Dances, evening events and other such activities need no fewer than three faculty chaperones in addition to the administrator on duty. Also there needs to be at least four parent chaperones as well. It is important that students understand this requirement for sufficient chaperones and that they be involved in soliciting chaperones for each of their events. We need to be sure that chaperones are sufficient in number to safely run our many events. Once again, students should understand that it is their responsibility to procure chaperones for events which they wish to run. Please submit the names of chaperones in writing five days prior to the event. Any event which does not have sufficient chaperones will be cancelled. Any activities which take place off campus and require supervised travel should plan for one chaperone for each fifteen students.

### Dances:

When a class and/or club wishes to have a dance, it is up to that group to secure a sufficient number of chaperones (no fewer than three faculty and four parents, plus the administrator on duty) and it is the responsibility of the advisor to notify the administration of who the chaperones will be and to arrange for police coverage. This must be done five days prior to any dance, and must be submitted in writing to the Principal.

### Trips:

All school sponsored trips must be cleared through the Office of the Principal. All students must have a signed parent/guardian permission slip. All information regarding the trip must be submitted at least two weeks in advance. All transportation is to be arranged by the Advisor. The Advisor is responsible for completing all requisite paperwork and making certain that the funds needed are available through the club/class account.

### Posters, Signs and Bulletin Board Displays:

All posters, signs and bulletin board displays are to be checked by the Class / Club Advisor for correct spelling and appropriate slogans and/or pictures. The Advisor must initial each display in the lower right-hand corner. This applies to all fliers as well. When in doubt as to what is appropriate, have it checked by the Activities Director. All signs, posters and display boards not initialed will be removed and brought to the attention of the particular Advisor. All signs are to be removed when the activity is over.

### Announcements:

Morning announcements need to be submitted to the Activities Director by 1:00 p.m. of the previous day. All announcements must be signed by the Advisor.

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### Additional Ideas for Freshmen, Sophomore and Junior Class Advisors:

- Weekly executive meetings with class officers.
- Plan activities and coordinate them with the Activities Director.
- Plan at least two fundraisers per school year.

### Additional Responsibilities for all Class and Club Advisors:

- Help class officers in the organization and completion of class meetings.
- Make sure minutes of the meetings are taken and distribute them to the Principal, Assistant Principal and Activity Director.
- Assist class officers and the class / club to plan goals and activities for the school year.
- Help class officers to communicate to other grade levels and the school their planned yearly goals and activities.
- Fundraisers
  - Complete and submit the fundraiser form.
  - Maintain communication with students during the fundraiser.
  - Oversee the collection of funds.
  - Ensure that the funds are deposited into the proper account.
- Assist in chaperoning school dances and other activities.
- Assist class in the participation of school wide activities such as homecoming, winter spirit week, etc.
- Help classes in the participation of various class competitions.
- Ensure for accurate record keeping of all class / club activities.

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### **Senior Class Advisor:**

- Determine how much money is needed for the Senior Trip.
- Graduation related activities (September – June)
- Work with Office Manager to ensure proper names to put on the diplomas, place order for diplomas and proof the diplomas.
- Work with administration to organize the Senior Trip.
- Work with administrator to plan and schedule the graduation rehearsal.
- Work with senior class to help them select the class speaker.
- Work with Jostens to order student caps and gowns.

### **Timeline for Senior Class Activities:**

The Senior Class Advisor must make sure that all timelines are met. The Senior Class Advisor should work with the counselor when appropriate.

#### November:

- Complete graduation requirements assessment (grades, credits and attendance) and develop plan with senior students to ensure completion of deficiencies.
- Adjust senior student schedules for second semester according to the plans developed.
- Assist senior students in scheduling SATs if they plan to go to college.
- Discuss graduation protocols with senior class. Students need to be thinking about who their walking partners are going to be and who they would like to ask to be their graduation speaker.

#### January:

- All senior college applications need to be done and in.
- The senior trip needs to be planned by the end of the first semester.
- All senior student college visitations need to be scheduled.
- All senior students should receive a bill of their outstanding GHS fees.
- Advisor should discuss with students the importance of doing well in the second semester.
- Advisor must send out letter to parents about their student's graduation status.
- Advisor should start planning the senior awards.
- Students speaking at graduation should turn in their speech first draft for review.
- Graduation speaker should be finalized.
- Seniors finalize who their walking partner will be.
- Complete order for sweatshirts.
- College bound seniors need to have their letters of recommendation.
- All senior grades, attendance, credits, SAT scores must be reviewed and updated.

#### April:

- All seniors need to turn in their names for the diploma.
- Delivery date for Cap and Gown set.
- Valedictorian and Salutatorian speeches turned into Principal for review.
- Determine who will read names at graduation.
- All senior grades, attendance, credits, SAT scores must be reviewed and updated.

#### May:

- Outside credits due.
- Senior awards finalized.
- Student outstanding fees must be paid before they receive their diplomas.
- All subject matter samples for graduation are due.