

Gervais School District #1

GHS Student Activity/Leadership Advisor Job Description

Under the direction of the school principal the Student Council Advisor provides support to the elected officers & serves as leadership team motivator, mentor & manager.

1. STUDENT BODY ACTIVITY COORDINATION & DELIVERY OF SERVICES

To provide leadership advisorship & supervision of events:

- a. Coordinate staff and administrative supervision of GHS Dances
- b. GHS Assemblies include planning agendas, set-up and clean-up
- c. GHS Student Body Special Events: Homecoming/ Spirit Week Activities/ ~~Pageants~~/ Food Drives/ Formal Dances/Special Event & Student Council Elections – Inductions
- d. Supervise and approve all club, class and special event activities
- e. Promote/ Support to Other School Wide Calendar Events
- f. Provide Public Relations/ Hospitality Services at GHS (PA announcements/PR posters / Advertises & Host events)
- g. Monitor Student Council Account & Expenditures Monthly
- h. Coordinates school fundraising activities
- i. Develop and initiate programs under which students and faculty can communicate with one another
- j. Provide leadership in recognizing outstanding student achievement; i.e. student of the month, honor roll, citizenship, attendance and improvement in the classroom
- k. Assign and supervise all custodial and security at school activities that are not sport related

2. STUDENT BODY LEADERSHIP TEAM ORGANIZATION

- a. Work with class advisors and athletic director to set programs and class activities
- b. Coordinate and control all student body fundraising activities with the cooperation of the principal
- c. Coordinate GHS Yearly MASTER CALENDAR with Principal including facilitation of communication with District Office
- d. Deliver Student Body Events
- e. Provide Direction to officers team in Event Planning
- f. Complete district forms
- g. Leadership Class members support Student Council in their Yearly Program of Work Plans & Class Officers/Organizational Officers Communicate Calendar Events to their classes and/or members
- h. Assist principal in developing job descriptions for class advisors and club advisors

3. STUDENT COUNCIL MEETINGS

- a. Manage scheduling of Executive Council Meetings & Student Council Monthly Meetings attended by:
Executive Council Meetings (student council officers) Student Council Monthly Meeting (Student Council Officers/ Class Presidents/ Organization Presidents)
- b. Mentor team in preparing meeting agendas & minutes
- c. Motivate Class & Organization Presidents participation in Student Government

4. STUDENT COUNCIL TRAINING

To provide officers with the GHS Constitution & their roles:

- a. Gervais High School Constitution
- b. Student Council Duties
- c. Student Council Officer Responsibilities

To provide officers with:

- d. Leadership Experience & Training Opportunities

I have received a copy of this job description:

Teacher Signature

Date