

GERVAIS SCHOOL DISTRICT #1

HIGH SCHOOL STUDENT ACTIVITY/LEADERSHIP ADVISOR

MINIMUM QUALIFICATION:

- ▶ Valid Oregon teaching certificate;
- ▶ Must hold a valid First Aid card as requested by Principal;
- ▶ Must have experience working with middle or high school age children; and
- ▶ The ability to organize and supervise.

REPORTS TO:

- ▶ Principal

JOB GOAL:

- ▶ To provide support to the elected student officers & serves as leadership team motivator, mentor & manager.

PERFORMANCE RESPONSIBILITIES:

1. STUDENT BODY ACTIVITY COORDINATION & DELIVERY OF SERVICES

To provide leadership advisorship & supervision of events:

- a. GHS Dances
- b. GHS Assemblies
- c. GHS Student Body Special Events: Homecoming/ Spirit Week Activities/ Pageants/ Food Drives/ Formal Dances/Special Event & Student Council Elections - Inductions
- d. Promote/ Support to Other School Wide Calendar Events
- e. Provide Public Relations/ Hospitality Services at GHS (PA announcements/PR posters / Advertises & Host events)
- f. Monitor Student Council Account & Expenditures Monthly
- g. Coordinates school fundraising activities

2. STUDENT BODY LEADERSHIP TEAM ORGANIZATION

- a. Coordinate GHS Yearly MASTER CALENDAR with Principal
- b. Deliver Student Body Events
- c. Provide Direction to officers team in Event Planning
- d. Complete district forms
- e. 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.

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
- d. To provide officers with:
- e. Leadership Experience & Training Opportunities

TERMS OF EMPLOYMENT:

- Extra-duty contract for the time specified for the sport.
- Contract for the following school year will be issued based on the needs of the District during the subsequent school year.

EVALUATION:

- Evaluation will be completed at the conclusion of the season by the Athletic Director according to district policy.

I have received a copy of this job description.

Signature

Date