GERVAIS SCHOOL DISTRICT # 1

MR. and MISS GERVAIS PAGEANT ADVISOR JOB DESCRIPTION

QUALIFICATIONS:

- Current assignment at Gervais High School (Preferred);
- 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 pageant activities are completed each school year in a timely and thorough manner.

PERFORMANCE RESPONSIBILITIES (see page 2 – 3 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 Pageant Coordinators in the organization and completion of pageant meetings.
- Assist Pageant Coordinators and contestants in creation of goals and planning of activities.
- 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.

_____ _____

Signature Date

Detailed Duties of the Mr. and Miss Gervais Pageant Advisor

This detailed description is intended to provide some clarity regarding expectations and responsibilities of the Pageant Advisor at Gervais High School. There are few responsibilities as extensive and exhausting as this assignment, but there are also few which are more rewarding.

Communication Parents:
Whenever possible the advisor should use 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 most recent activities and upcoming events are sufficient.

Communication with Students:
Throughout the year there are times where students have questions about what is and is not permitted. In these situations, the Advisor should come to the Principal directly. 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. Pageant practices, evening events and other such activities need a chaperone. It is important that students understand this requirement. We need to safely run our many events. Any activities which take place off campus and require supervised travel should plan for one chaperone for each fifteen students.

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.

Posters, Signs and Bulletin Board Displays:
All posters, signs and bulletin board displays are to be checked by the Advisor and/or Activities Director for correct spelling and appropriate slogans and/or pictures. When in doubt as to what is appropriate, have it checked by the Activities Director. 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 or Activities Director.

Timeline for Pageant Activities:

The Pageant Advisor must make sure that all timelines are met.

October - November:

- Set dates for rehearsals and the Pageant, if not done the previous spring.
- Select Pageant Coordinators (usually from the Junior Class, although not necessarily). Check grades, credits and attendance of possible candidates.
- Discuss pageant activities and rehearsal schedules with the selected student coordinators.

November – December

- Select pageant contestants in conjunction with the staff and high school principal.

January – February – March

- Advise and chaperone all pageant practices and performance(s).

April – May

- Follow-up on expenses and distribution of donations.
- Select dates for next year's pageant