



File #95

***Cleveland Heights-University Heights Board of Education
Supplemental Job Description***

Job Title: National Honors Society	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School Year
Salary Category: E	Expected # of participants: Approx. 50-80
Date of Last Program Review: October 2014	

Statement of purpose:

- **In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.**

Group goals: *{Refers to the general goals for the students participating in this co-curricular group}.*

- The National Honor Society is a service organization that recognizes high scholastic achievement, leadership, service, and outstanding character. Candidates may be selected during sophomore, junior, or senior year. These students must possess a 3.50 high school average. Those possessing a 3.50 average are notified by the faculty Adviser that they may submit necessary affidavits regarding their high school career, emphasizing particularly leadership and service activities inside and outside of school. A Faculty Council considers this information, and selections are made by the Faculty Council. Membership requirements are in keeping with National Honor Society guidelines and these will be spelled out to all new members. The NHS participates in different fundraisers to raise money for the annual induction ceremony. Members operate the high school tutoring program. NHS members are continually asked to contribute their time to the many different events happening at CHHS; examples are community tours and new student orientation. Members may also find volunteer service hours on their own such as helping out a neighbor or volunteer church work.

Minimum knowledge, skills, certifications, physical requirements: *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Abide by the State laws and District policies.
- Microsoft Suite knowledge, email, laptop, projector
- Promotes the district’s mission, philosophy, and vision. Builds internal/external partnerships that support district goals and enhance student learning.
- Maintains open/effective communications. Uses problem-solving techniques to tactfully

- address questions/concerns. Serves as an information resource.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Respects personal privacy. Maintains the confidentiality of privileged information.

Detailed essential function(s) - specific to position: {Refers to the duties and responsibilities of the person in charge of this co-curricular group.

- Maintain regular communication with Principals.
- Maintain student attendance record.
- Attend Student Activity Fair.
- Prepare and provide a calendar of meeting dates to be included in the school activity calendar.
- Advisor is required prepare their budgets in order to receive their supplemental pay, if applicable.
- Coordinate with student members the technical aspects of their obligations, i.e., budgets, constitutions, financial procedures; Planning their activities.
- Communicate all fund raising and activities to school community.
- Meet with and research for appropriate vendors and salesmen for club supplies.
- Respond to all parent concerns and calls. Respond to all staff concerns.

Time Commitment Expected: {Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately. }

- The general membership meets 1-2 times per month.
- The NHS officers meet every 7-10 days.
- Email communication between the advisor and members occurs every other day.
- Spring Induction Ceremony: from preparation to execution takes approximately 30 hours.

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing

- Effective, active listening skills
- Organizational and problem solving skills

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.