



File #91

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

Job Title: Student Council Advisor	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School Year
Salary Category: E	Expected # of participants: Approx. 60
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.**
- **Student council is the HEART of student involvement and development of good leaders. It provides a forum in which students can address school related issues and maintain continuous communication with other students, staff and administrators.**

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

- To offer yearlong programs of social functions and community service projects for students.
- To provide support to other organizations and clubs throughout the school building and district, as needed.

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}*

- Hold a professional license
- Basic computer skills
- Experience with facilitating groups

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

- To provide Leadership training to student council members
- To plan and provide functions for Cleveland Heights High School consistent with the educational and extra-curricular goals of the school
- To advise and/or assist the Administrative Principal in the formulation of an support of school policy

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. }

- Student contact time varies from a minimum of 4 hours a month to an unknown amount. During certain events it can be much more, including Saturdays.
- Preparation time also varies depending on group activities, speakers, or social function.

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.