



**File #85**

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

<b>Job Title:</b> Class Advisor-Grade 12	<b>Building:</b> CHHS
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School Year
<b>Salary Category:</b> E	<b>Expected # of participants:</b> <b>Approx. 350-400</b> (entire senior class)
<b>Date of Last Program Review:</b> January 2016	

**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.**
- **The senior class council is the HEART of student involvement and assists in the development of good leaders. It provides a forum in which students can address school related senior class issues, while maintaining 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}*

- Grade level student leadership
- Plan senior fundraising events with senior council

- Collaborate with senior council to plan senior picnic & senior prom
- Collect senior fees and turn in to building treasurer
- Coordinate leadership activities for senior class officers
- Order materials/items needed for senior events
- Assist senior council in collaborating with student council and student council advisor on Homecoming activities
- Assist senior council in collaborating with student council on Fashion/Talent Show
- Organize community service projects with senior council &/or student council
- Complete paperwork as needed

**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. }*

- Quarterly meeting with entire senior class (approx. 2 hours per quarter)
- Monthly meeting with senior council members (approx. 2 hours per month)
- Planning time, after school hours, for fundraisers (time varies)
- Fundraisers, after school and/or weekends
- Planning time, after school hours, for senior class events (time varies)
- Senior class events, after school and/or weekends
- Time designated to collect senior class fees - after school hours
- Time designated to complete paperwork - after school 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.*