



File #131

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

Job Title: Hall of Fame	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School year
Salary Category: G	Expected # of participants:
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}.*

- Students who are already active in a student club or organization are invited to be an Image Maker. The Image Makers select a group of Heights High Alumni for Induction to the Hall of Fame. In the spring they nominate/select the Alumni to be inducted. The Image Makers write an introductory speech/bio of each Alumni after the interview them. The Image Makers present the speech at the Hall of Fame Induction Ceremony in May. The day after the ceremony the Image Makers host a breakfast and provide personal tours of the high school to the newly inducted Hall of Fame Alumni. The Image Makers are members of other clubs/organizations at CHHS. Through the Image Makers group their main focus is the CHHS Alumni Hall of Fame Induction in May. The Image Makers, and advisor, meet weekly from January-May. Email communication between the advisor and members occurs daily during the meeting months. Communication between the Image Makers advisor and the Alumni Hall of Fame Advisor occurs weekly beginning in December in preparation for the upcoming spring activities.

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 weekly January through May
- Email communication between the advisor and members occurs as needed.
- Hall of Fame Alumni Induction event: from preparation to execution takes approximately 35 hours.
- Communication between the Image Makers advisor and the Alumni Hall of Fame Advisor occurs weekly beginning in December in preparation for the upcoming spring activities

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.