



**File #150**

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

<b>Job Title:</b> National Junior Honors Society	<b>Building:</b> Middle Schools
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School Year
<b>Salary Category:</b> G	<b>Expected # of participants:</b> Approx. 20-60
<b>Date of Last Program Review:</b> December 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 Junior Honor Society is a service organization that recognizes middle school scholastic achievement, leadership, service, and outstanding character. To supervise and coordinate the activities of the National Junior Honor Society while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciate for the value of school and community service, and an increased level of self-esteem.

**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.}*

**Performance Duties:**

- Instructional Leadership
- Oversees the selection of eligible candidates for the honor society in accordance with established criteria and in cooperation with guidance personnel, faculty, and the building principal.

- Organizes and conducts the formal induction ceremony for new members of the honor society including, but not limited to its staging, program, speeches, musical entertainment, invitations, and refreshments.
- Attends and oversees meetings of the entire honor society membership on at least a quarterly or as needed basis and meetings of the officers on an as needed basis.
- Advises officers and members on the conduct of all activities and fundraisers, and oversees these activities and fundraisers including, but not limited to the signing of activity request forms to signify approval, checking all arrangements for building use, chaperones, etc.
- Serves as intermediary between the honor society's members and principal in seeking advice, gaining permissions and keeping the line of communication open.
- Submits budget needs annually to the principal and orders necessary materials for the honor society in accordance with established timelines and guidelines.
- Oversees and accounts for any financial dealings of the society members including the intake of money from fundraisers, deposits into the Student Activities Fund, check requests, and any contracted services.

### **Student Management:**

- Supervises all students participating in the honor society at all authorized activities and oversees penalties for violation of such standards as stipulated in the National Junior Honor Society rules, board policy, and school procedures.
- Maintains necessary honor society roster, attendance and similar paperwork, and provides information to the principal as requested.

### **School and Community Relations:**

- Cooperates and shares professionally with other members of the staff.
- Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- Promotes awareness about the honor society through communications with the principal and other relevant audiences.

### **Professional Development:**

- Participates in continuous study and research and/or attends relevant conferences and/or workshops to maintain and/or enhance professional competence in accordance with district guidelines and budget allocations.

**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. }

- Application Process
- Monthly meetings with members
- Monthly meetings with officers
- Organizing Fundraisers
- Organizing and Planning Induction Ceremony
- Organizing Community Service Opportunities
- Participation in Professional Development (under the guidelines of NJHS Charter)

- 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.*