



File #24

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

Job Title: Project Build Advisor	Building: CHHS
Immediate Supervisor: Principal	Duration of position: School Year
Salary Category: B	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.**
- The purpose of Project Build is to find and support projects to improve and build our community. Initially we will partner with Habitat for Humanity and similar organizations to build and/or rehab houses that are both energy efficient and affordable for families in need. In this way, we can give back to the community and better our world. Project Build will continue to seek opportunities to work and form partnerships with organizations that support our mission.

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

- Project Build will strive to provide opportunities for students to serve as active members in the community, and to educate the student body of Cleveland Heights High School and the community about the importance and need for projects that support and build better lives for people in our community and world

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}*

- Communication skills to seek and develop partnerships and build date

- Ability to do physical construction related work in a variety of weather conditions
- General understanding of building
- Organization and planning skills to set agenda, build dates, coordinate transportation
- Relationship skills to connect with students and community members

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

- The Project Build Advisor will attend CORE Leadership and general membership meetings. Provide guidance and advice to CORE Leadership Team in decision making and organization. Provided assist to student leaders in accessing school and community resources. Oversea and facilitate with the leadership transition process.
- Provide student leaderships with advice and guidance
- Anticipate and trouble shoot legal and transportation issues
- Recruit teachers for build days
- Maintain public image
- Insure people are doing their jobs
- Organize fun days and team building experiences

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.}

- Minimum of one general membership meeting monthly
- Minimum of 2 meetings per month with core leadership
- Oversee two weekend builds per month
- Various fun days to get students together when we do not have a build day
- Connecting organizations for build dates and developing new opportunities

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

Comments: Project Build is in its 3 year at Heights and during the first two years we had over 150 volunteers on a variety of projects in the Cleveland area. We have partnerships with Habitat of Greater Cleveland Land, Coventry Peace Park, Height Home Resource Center, Community Green House Partners and small Heights neighborhood organizations.

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.