



**File #153**

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

<b>Job Title:</b> Student Council Elementary	<b>Building:</b> Elementary School
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School year
<b>Salary Category:</b> G	<b>Expected # of participants:</b> Approx. 20-30
<b>Date of Last Program Review:</b> October 2014	

**Statement of purpose:**

- In order to provide students an organized opportunity for co-curricular exposure to a shared interest, in this case engaging in a structured partnership with teachers, parents and administrators in organizing activities which benefit the school and the community at large, the advisor will provide oversight to all aspects of the co-curricular group.

**Group goals:**

- Student council members will engage in collaborative decision-making and provide productive leadership for several specific events for the school community, demonstrating that they can manage and bring such projects to a successful conclusion.
- Student council members will attend and actively participate in scheduled meetings, plan spirit days, organize service projects, and work to enhance the learning and societal community.
- Student council members will have an opportunity to practice and refine the sort of communication, planning, and organizational skills which are essential for 21<sup>st</sup> century success.

**Minimum knowledge, skills, certifications, physical requirements**

- Teacher or staff member with time available before or after school and at lunch when students may be available to meet and plan, and willing to stay after school or come in the evening or on the weekends when events are scheduled.
- Teacher or staff member must be able to schedule and facilitate meetings, and organize children as well as their ideas.
- Teacher or staff member must have access to a computer, printer, copier, camera, telephone, and writing supplies.
- Lifting and delivery of collected items may be necessary with some projects.

**Detailed essential function(s) - specific to position:**

- Create an election or nomination process and criteria to recruit motivated, capable, and reliable students.

- Communicate with teachers/staff/parents the expectations for student council members.
- Recognize students in ways which foster retention of student council members and which generates future interest among younger students.
- Plan and facilitate timely and productive meetings led primarily by students.
- Help secure necessary resources to enable student council members to conduct their planned activities.
- Attend and help advertise student council activities and functions.
- Encourage service projects which allow for contributions and participation of students from the broader school community, and spirit days which enhance the climate of the school community.

**Time Commitment Expected:**

- 4 hours per month for meetings and event planning
- Additional time attending events and delivering collected items varies from 2 to 5 hours per events.
- Amounts to at least 45 hours per year.

**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.*