



CLUB & CLASS ADVISOR JOB DESCRIPTION

QUALIFICATIONS:

- Current assignment at Gervais High School;
- An ability to plan and organize events; and
- Must have experience working with high school students and adults.

REPORTS TO:

- High School Principal

JOB GOAL:

- To work with GHS students to ensure that all class/club activities are completed each school year in a timely and thorough manner.

PERFORMANCE RESPONSIBILITIES (see page 2-4 for a more detailed description of the following):

- Communicate regularly with students and parents about class and club activities.
- Provide appropriate notice of planned events to the school and district office so that events can be placed on the school & district calendar as well as advertised.
- Assist and coordinate the chaperoning of social events.
- Arrange transportation for trips. (All trips must be pre-approved by the Principal.)
- Assist class officers in the organization and completion of class meetings. Meeting minutes should be taken and made available to school administrators if requested.
- Assist class officers in creation of goals and planning of activities.
- Plan fundraising activities as needed.
- Ensure accurate record keeping for all activities.
- Take care of the physical plant, equipment, and supplies during activities.
- Making sure students have made transportation arrangements to get home. No student is to be left without a ride.
- Follow District cash collection procedures during and after a fundraiser.

I have received a copy of this job description

Signature

Date

Detailed Duties of a Class or Club Advisor

This detailed description is intended to provide some clarity regarding expectations and responsibilities of Class / Club Advisors at Gervais High School.

Communication with Parents:

Whenever possible club and class advisors should avail themselves of the opportunity to communicate with parents via the school newspaper, email, or letters home. Communication does not need to be lengthy; a few lines outlining the class or club's most recent activities and upcoming events are sufficient.

Communication with Students:

Throughout the year there are dozens of times where students have questions about what is and is not permitted. This is true of individual classes, a yearbook issue, or a particular club activity. In these situations, the Class/Club Advisor should come to the Principal directly with questions rather than sending students. If a meeting with students seems useful, that certainly can take place. Also, keep the Principal informed throughout the year of how activities are going and if any unique or potentially problematic issues arise. Keep in mind the need for appropriate notice and planning so that events which you might want to schedule can be properly placed on the school calendar and will not conflict with other school-wide events.

Advisors will use appropriate methods and professional discretion for communication with students. Texting and emailing students is allowed but staff must follow the district's electronic communication policy. Use of social networking sites for communicating with students is not considered best practice and is strongly discouraged.

Chaperones for events:

All student social events must have chaperones. The Principal and/or Assistant Principal determine the number of chaperones. It is important that students understand the requirement for sufficient chaperones and that they be involved in seeking chaperones for each of their events. We need to be sure that chaperones are sufficient in number to safely run our many events. Once again, students should understand that it is their responsibility to procure chaperones for events which they wish to run. Please submit the names of chaperones in writing five days prior to the event. Any event which does not have sufficient chaperones will be cancelled. Any activities which take place off campus and require supervised travel should plan for one chaperone for each fifteen students.

Dances:

When a class and/or club wishes to have a dance, it is up to that group to secure the requested number of chaperones and it is the responsibility of the advisor to notify the administration of who the chaperones will be and to arrange for police coverage. This must be done five days prior to any dance, and must be submitted in writing to the Principal.

Trips:

All school sponsored trips must be cleared through the Office of the Principal. All students must have a signed parent/guardian permission slip. All information regarding the trip must be submitted at least two weeks in advance. All transportation is to be arranged by the Advisor. The Advisor is responsible for completing all requisite paperwork and making certain that the funds needed are available through the club/class account.

Posters, Signs and Bulletin Board Displays:

All posters, signs and bulletin board displays are to be checked by the Class / Club Advisor for correct spelling and appropriate slogans and/or pictures. The Advisor must initial each display in the lower right-hand corner. This applies to all fliers as well. When in doubt as to what is appropriate, have it checked by an administrator. All signs, posters and display boards not initialed will be removed and brought to the attention of the particular Advisor. All signs are to be removed when the activity is over.

Announcements:

Morning announcements should be submitted to the Activities Director 24 hours in advance. All announcements must be signed by the Advisor.

Additional Ideas for Freshmen, Sophomore and Junior Class Advisors:

- Weekly executive meetings with class officers.
- Plan activities and coordinate them with the Activities Director.
- Plan at least two fundraisers per school year.

Additional Responsibilities for all Class and Club Advisors:

- Help class officers in the organization and completion of class meetings.
- Make sure minutes of the meetings are taken.
- Assist class officers and the class / club to plan goals and activities for the school year.
- Help class officers communicate to other grade levels and the school their planned yearly goals and activities.
- Fundraisers
 - Complete and submit the fundraiser form.
 - Maintain communication with students during the fundraiser.
 - Oversee the collection of funds.
 - Ensure that the funds are deposited into the proper account.
- Assist in chaperoning school dances and other activities.
- Assist class in the participation of school wide activities such as homecoming, winter spirit week, etc.
- Help classes in the participation of various class competitions.
- Ensure for accurate record keeping of all class / club activities.

Senior Class Advisor:

JOB GOAL:

- To work with Gervais High School seniors and the Senior Parent group to prepare for, plan, and implement activities which lead to an engaging senior year, a successful graduation and an entertaining, safe and drug/alcohol free graduation party.

PERFORMANCE RESPONSIBILITIES:

- Work with Senior Class officers in the spring of the junior year to create a list of possible activities for summer and senior year, along with an estimated budget corresponding to those activities
- Work with senior class officers to plan class meetings. Attend class meetings.
- Ensure that Senior class events are scheduled and announced through school and district procedures
- Ensure accurate record keeping and money handling for all activities/meetings
- Attend/Oversee/Chaperone senior class fundraising activities and events (or ensure that proper chaperoning is in place)
- Oversee planning and implementation of the Senior Class Trip (location, fundraising, transportation, chaperones, food, activities, attendance)
- Handle all money collected by students and, working with the class treasurer, properly implement all GSD money- handling procedures
- Act as the liaison between the school and Senior Parents
 - Attend Senior Parent group meetings;
 - Communicate/Coordinate all graduation planning between Senior Parents and school officials
 - Help coordinate Senior Parent fundraisers with school officials
- Work with the school counselor in communicating graduation expectations to parents and students
- Work with the counselor and Senior class to select a graduation speaker, order graduation announcements, caps and gowns and select a class gift (if any)
- Work with the counselor, office staff and school administrators to inform senior students regarding all due dates, events and activities
- Communicate with parents, as needed

EVALUATION:

- Performance of this job will be evaluated in accordance with State law, Board policy, and district evaluation procedures.
- Evaluation shall be based on, but not limited to, advisor performance related to this job description.

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Signature

Date