

**Balsz School District**  
**4825 E Roosevelt St.**  
**Phoenix AZ 85002**  
**602-629-6400**



**TITLE:** Student Council (stipend job description)

**EMPLOYMENT:** School year **SALARY:** Extra Duty Salary Schedule **FLSA STATUS:** Exempt

**QUALIFICATIONS:**

- Possesses appropriate Arizona Teacher Certificate.
- Possesses special area endorsements as required by state and/or federal regulations or District policy and procedures.

**ESSENTIAL FUNCTIONS:**

**STUDENT COUNCIL:**

- Hold bi-weekly meetings.
- Maintain agenda for/of meetings.
- Maintain minutes of those meetings.
- Hold spirit assemblies at least 1 per quarter.
- Manage all facets of student activities.
- Attend trainings as required

**STUDENT ACTIVITIES FUNDRAISING:**

- Co-ordinate and organize fundraisers for school.
- Maintain the schedule dates for the fundraisers.
- Maintain the recordkeeping of all funds/items collected & disbursed (i.e., collected, spent, inventory, etc.)
- Abide by all Student Council guidelines
- Distribute fund raising items to families.
- After the fundraisers providing continuing customer service for items not received or damaged.
- Perform other duties as assigned.

**REPORTS TO:** Principal and or Assistant Principal/TOA

**SUPERVISES:** No supervisory responsibilities.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is continuously required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally lift/or move up to 35 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception and the ability to adjust focus.

**HOW TO APPLY:** District employees interested in applying for this position, submit a PAR with any backup documentation indicating your qualifications for consideration.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and isn't an exhaustive list of duties performed for this position. Balsz is an Equal Opportunity Employer.

Governing Board Approved 10/16/2007

Created 10/2007