

**BEAVERCREEK CITY SCHOOL DISTRICT**  
**JOB DESCRIPTION**

<b>Title:</b>	<b>STUDENT ACTIVITY (OR CLUB) ADVISOR</b>	<b>File 406</b>
<b>Reports to:</b>	Principal	
<b>Job Objectives:</b>	Organizes, implements, and evaluates the assigned student activity. Promotes academic enrichment as a vital aspect of the district's educational mission. Keeps the principal informed about current activities and emerging issues.	
<b>Minimum Qualifications:</b>	<ul style="list-style-type: none"><li>· Valid Ohio teacher's license or certificate appropriate for the assignment.</li><li>· Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).</li><li>· Documented evidence of a clear criminal record.</li></ul>	
<b>Responsibilities and Essential Functions:</b>	<p>The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none"><li>· Develops a budget and an outline of activities for the principal's approval.</li><li>· Upholds board policies and follows administrative procedures.</li><li>· Promotes a favorable image of the school district.</li><li>· Coordinates activities with the school calendar. Requisitions essential supplies and equipment. Promotes the proper use of school property.</li><li>· Communicates program objectives to encourage student involvement. Informs participants about personal responsibilities.</li><li>· Provides guidance to help students develop and promote program ideas. Ensures that students maintain democratic practices. Encourages self-reliance and cooperative group participation.</li><li>· Promotes an interest in the cultural and historical aspects of the activity.</li><li>· Encourages participation in competitions related to the program activity.</li><li>· Encourages and facilitates student involvement in public service activities.</li><li>· Communicates high expectations and shows an active interest in student progress.</li><li>· Maintains high standards for student conduct. Upholds the student conduct code.</li><li>· Strives to develop rapport with others. Respects personal privacy. Maintains the confidentiality of privileged information.</li><li>· Maintains accurate records and submits reports on time.</li><li>· Promotes a favorable image and recognition of program participants.</li><li>· Checks to ensure that students have paid authorized fees. Supervises approved fund raising projects. Ensures that all financial activities are processed through the proper student activity account.</li><li>· Arranges student transportation for sanctioned activities.</li><li>· Obtains permission to be away when duties conflict with classroom duties.</li><li>· Takes precautions to ensure student safety. Does not leave students unsupervised.</li><li>· Reports evidence of suspected child abuse as required by law.</li><li>· Evaluates and recommends changes to enhance future programs.</li><li>· Maintains visibility and participates in school and community activities.</li><li>· Supports parent organizations and supports student activities as time permits.</li><li>· Builds community partnerships that enhance district programs and services.</li><li>· Participates in staff meetings and professional growth activities as directed.</li><li>· Accepts responsibility for personal decisions and conduct. Serves as a positive role model for others.</li><li>· Performs other specific job-related duties as directed.</li></ul>	

**Abilities Required:** The following aptitudes and physical skills are essential for the successful performance of assigned duties.

- Demonstrates professionalism and maintains a positive work attitude.
- Delivers a positive learning environment and engenders student enthusiasm.
- Skillfully manages individual, group, and organizational interactions.
- Communicates effectively using verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Averts problem situations and intervenes to resolve conflicts.
- Lifts, carries, and/or moves program supplies and equipment.
- Maintains an acceptable attendance record and is punctual.
- Travels to meetings and work assignments.

**Supervisory Responsibility:** Under the direction of the principal: schedules meaningful work assignments, provides instructions, and communicates expectations to assigned staff.

**Working Conditions:** Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Potential for exposure to blood borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.
- Exposure to adverse weather conditions and seasonal temperature extremes.
- Duties may require operating and/or riding in a vehicle.
- Duties may require detailed paperwork.
- Duties may require working under time constraints to meet deadlines.
- Duties may require working during the evening and/or weekend.

**Performance Evaluation:** Job performance is evaluated according to the policy provisions adopted by the Beaver Creek City School District Board of Education.

The Beaver Creek City School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, sex, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.