

TITLE: Freshman/Sophomore Class Advisor

PURPOSE: Responsible for advising and overseeing the activities of the Freshman/Sophomore Class.

QUALIFICATIONS:

1. Bachelor's Degree with major concentration in the teaching field
2. Illinois State Teaching License
3. Two years successful teaching recommended
4. Building level high school endorsed member
5. Skills, knowledge, and abilities.
 - Ability to exert strong instructional and curricular leadership within the high school department.
 - Thorough knowledge of sound teaching strategies.
 - Thorough knowledge of teaching field
 - Ability to develop and implement plans for the improvement of instruction within department.
 - Ability to function effectively as a member of the middle school administration team
 - Ability to communicate effectively.

REPORTS TO: Building Administration

DUTIES AND RESPONSIBILITIES:

1. Supervise the Freshman/Sophomore Class activities.
2. Determine role of class officers and conduct election of class officers.
3. Establish class goals on class unity, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold class meetings to discuss ideas for the good of the class and to plan future meetings and events.
8. Work with class to develop budget for all activities and events.
9. Help class plan fundraisers, class events, such as dances, and any other extracurricular activities coordinated through building administrator.
10. Coordinate all activities related to the Freshman/Sophomore Class.

TERMS:

Salary to be based upon Schedule B of collective negotiation bargaining.

EVALUATION:

This position is evaluated annually by building administration using the categories listed in the job description.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.)

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to use repetitive hand motions, including prolonged use of a computer terminal. The employee is frequently required to sit, see, talk, and hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 20 pounds.

Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus with or without correction.

Hear in the normal audio range with or without correction.

MENTAL DEMANDS:

While performing the duties of this job, the employee regularly is required to compare, analyze, communicate, coordinate, instruct, synthesize, evaluate, use interpersonal skills, compile, and negotiate. The employee frequently is required to compute. The employee occasionally is required to copy.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The job is performed under minimal temperature variations and a generally hazard free environment.

Decatur Public Schools is an equal employment opportunity employer with an affirmative action plan.