



Student Government Advisor

Job Description

Reports to: Assistant Principal

Building: Munster High School

Evaluated by: Assistant Principal

Evaluation period: Annual

Qualifications:

- Projects a positive attitude and establishes rapport with students
- Expresses a strong commitment to assuring Munster High School conducts fair and organized student government operations

Purpose of the Position:

To provide students with opportunities to participate in student government.

Responsibilities:

- Coordinates initial call out meeting and election of officers
- Informs members of organization goals
- Oversees collection of Drug Free Pledges and dues
- Appoints committee chairpersons
- Assists club officers as they plan monthly meetings, coordinate club activities, and monitor fund-raising activities.
- Assists in disseminating information to the student body, staff and community on the community service and planned events related to the group's goals.
- Publishes all club announcements
- Consults with the Student Services Assistant Principal regarding club activities
- Oversees the extra-curricular fund for the club
- Supervises all club activities

Qualification Requirements:

Munster High School faculty or staff are preferred.

Length of Addendum Position

The school year

Terms of Employment:

Salary determined by addendum schedule within the teacher Collective Bargaining Agreement.

Addendum salary: \$2,780 per school year.