

## JOB DESCRIPTION

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**TITLE:** Student Council Advisor

**REPORTS TO:** Building Principal/Assistant Principal

**SUMMARY:** Meet with, oversee, guide and direct student council officers and student government related activities, promoting school spirit and providing activities for all students.

**ESSENTIAL FUNCTIONS:**

1. Provide leadership training in student government and service activities and meet sixty (60) minutes per month. Help the officers and/or representatives to maintain and improve the general functioning of the group. Prepare agendas for each student council meeting
2. Provide guidance and evaluation to student organizations planning school service and staff service activities. Remind students to be thorough and accurate in fulfilling their responsibilities.
3. Establish and facilitate the election of student council officers
4. Coordinate, supervise and attend social activities related to student council
5. Facilitate fund-raising activities as necessary. Organize, collect and count money and complete paperwork
6. Coordinate community service projects upon request (canned food drive, Tri-City Safety Drive, bloodmobile, clothing drive and levy literature drop, etc.)
7. Cooperate with other club advisors in planning activities
8. Process or work with students involved in all financial matters related to student government (deposits, purchase orders, etc.)
9. Work with school faculty and people in the community to coordinate extracurricular activities. Communicate activities of the group to staff, student body and community
10. Promote good public relations by personal appearance, attitude and conversation. Serve as a role model for students

11. Be responsible for all events sponsored by Student Council/Service Group
12. Be responsible for seeing that the Student Council/Service Group works within the framework of the school
13. Ensure safety of students
14. Coordinate adult help at all of the above functions
15. Perform other related duties as determined by the building principal/assistant principal

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Maintain respect at all times for confidential information.
2. Make contact with the public with tact and diplomacy. Interact in a positive manner with staff, students, and parents. Respond to routine questions and requests in a timely, appropriate manner
3. Maintain the adherence of the Student Council Constitution
4. Expose students to a variety of leadership opportunities
5. Fulfill checklist or evaluation of number of activities/job responsibilities completed
6. Strongly promote activities of the OASC (Ohio Association of Student Councils) and require council to prepare for and attend the spring convention to learn and develop leadership skills
7. Establish a Student Council Historian's Book each year to document activities and to enter in the OASC (Ohio Association of Student Councils) spring convention for the Honor Council Book

**QUALIFICATIONS:**

1. Must meet all qualifications of a certificated/licensed teacher

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Ability to work effectively with others
2. Ability to communicate ideas and directives clearly and effectively both orally and in writing

3. Effective, active listening skills
4. Organizational and problem solving skills
5. Basic first aid
6. Computer skills
7. Personal and professional communication skills
8. Money counting skills
9. Test/Ballot Scan machine

**EQUIPMENT OPERATED:**

1. Standard office machines

**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 position. **Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

1. While performing the duties of this position, the employee is frequently required to stand, talk, hear, walk and sit and occasionally climb, balance, stoop, kneel and crouch. Occasional exposure to working near moving mechanical parts, exposure to working in high places, exposure to outdoor weather conditions, exposure to loud noises (music at dances), interaction with unruly children, requirement to travel, exposure to blood, bodily fluids and/or tissue and repetitive hand motion.
2. While performing the duties of this position, the employee may occasionally pull, push, carry or lift up to 30 lbs.
3. The employee is responsible for the safety or well-being of other people.
4. Specific vision abilities required by this position include color vision and close vision, such as the ability to frequently read handwritten or typed material and the ability to adjust focus.
5. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.
6. Move from building to building and be able to carry materials.
7. Use of personal vehicle is required in order to perform the minimum service.

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority.

\_\_\_\_\_  
Superintendent or designee

\_\_\_\_\_  
Date

My signature below signifies that I have reviewed the contents of my job description and that I am aware of the requirements of my position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position and additional duties may be assigned.*

Human Resources

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Adoption date: June, 2007