**Stanwood-Camano School District**

**Human Resources**

**Job Description**

**Title: National Honor Society Advisor**

Classification: Certificated

Reports to: Administration

**Purpose Statement**

National Honor Society recognizes excellent student achievement during a student’s academic career. Colleges and other academic organizations recognize students who are inducted into NHS.

**Essential Functions**

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

* Prepare and complete materials to screen and induct students into the organization each year.
* Ensure the chapter meets the national organization requirements.
* Provide and supervise any in person activities and manage required volunteer opportunities for students.
* Job Presence
* Performs related duties as assigned that are consistent with the intent and scope of the position.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge, and Abilities**

**Experience**

* Any experience as a certificated employee. No minimum required

**Special Requirements**

* Washington State Patrol and FBI Fingerprint Clearance.
* Proof of Immunization (if born 1/1/57 or later)
* I-9 Employment Eligibility in compliance with the Immigration Reform Act.
* Washington State Teaching Certificate preferred.

|  |  |  |
| --- | --- | --- |
| **Continuing Ed./Training**  None | | **Certificates**  Washington State Teaching Certificate |
| **FLSA Status:**  Exempt |  | **Salary Range:** Based on SCEA Collective Bargaining Agreement Activity Schedule |
| **Classification History**  Job Description Developed:  Revised: | | |

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