

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **LINK CREW ADVISOR** **File 431**

Reports to: Principal

Job Objectives: The Link Crew advisors will develop activities and a schedule for the new student orientation which includes freshmen students and students new to the district. The activities will include, but are not limited to, games and info sessions centered around acclimating new students to the high school building and procedures high school students need to be aware of. The Link Crew advisors will also work with a group of students who already attend Marion L. Steele High School to assist with the freshmen orientation day activities. The Link Crew advisors will meet with these students for training prior to the day of freshman orientation. These students then become group leaders for the activities that are involved at Freshman orientation.

Minimum Qualifications:

- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.

Responsibilities and Essential Functions: 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.

- Maintains a positive, safe and pleasant environment.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Maintains high standards and upholds the student conduct code.
- Promotes the proper use and care of school property. Reports student discipline problems, vandalism, and other related concerns.
- Accepts personal responsibility for decisions and conduct.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.
- Keeps the principal informed about emerging issues.
- Performs other specific job-related duties as directed.

Abilities Required: The following characteristics and physical skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Organizes tasks and manages time effectively.
- Skillfully manages individual, group, and organizational interactions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Averts problem situations and intervenes to resolve conflicts.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Completes paperwork accurately. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

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

- Duties may require bending, crouching, kneeling, reaching, and standing.

- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, 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.

No portion of this job description shall supersede the Master Agreement between the Amherst Teachers Association and the Amherst Exempted Village School District Board of Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.