

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: National Honor Society Advisor

QUALIFICATIONS:

- 1. Possession of Iowa Teaching Certificate.
- 2. Excellent communication skills, public relations, and organizational skills.
- 3. Ability to relate positively with staff, parents, students, and community.
- 4. Demonstrated leadership ability and a desire to lead.

REPORTS TO: Building Principal & Activities Director

PERFORMANCE EXPECTATIONS: To lead and organize members of a national organization dedicated to leadership, character, service, and scholarship.

PERFORMANCE RESPONSIBILITIES:

- 1. Organize and plan selection of new members and officers.
- 2. Supervise and help plan events, fundraisers, and volunteer work.
- 3. Help to support events and activities with other school organizations.
- 4. Work with community projects when needed.
- 5. Serve on North Scott Hall Of Excellence committee.
- 6. Other duties as assigned

TERMS OF EMPLOYMENT: Twelve months. Salary established by the Board.

EVALUATION: Performance of this job will be evaluated per contract language.

Approved by: _____ Date: _____

Reviewed and agreed to by _____ Date: _____
(Incumbent)

(This job description contains only measurable performance responsibilities.)

4/1/03