

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Student Government (High School)

QUALIFICATIONS:

1. Possession of Iowa Teaching Certificate
2. Knowledge of Student Government

REPORTS TO: High School Principal/Activities Director

JOB GOAL: Provide guidance in leadership organization skills, assist the Student Government officers and members, act as liaison between the administration and community

PERFORMANCE RESPONSIBILITIES:

1. June/July (15 hrs.) Meet with officers, plan New Teacher Luncheon, committees For Homecoming, Student Hunger Drive, workshops on leadership, group dynamics
2. August (25 hrs.) Meet with officers, follow up with summer plans, host New Teacher luncheon, facilitate pre-school North Scott Student Government (NSSG) meetings. Explains North Scott High School's Activity Handbook, goes over NSSG Guidelines, hands out NSSG member, parent, advisor contract. Organize tours for freshmen orientation. Attend all NSSG meetings
3. September/October (55 hrs. min. each month) Meet regularly with Student Gov. officers, plan Homecoming celebration (parade, windows, auds.) Advisor oversees all aspects of Homecoming Court voting; no senior is involved. Once vote is counted, advisor works with one other faculty member to double check the results. Activities Office is then notified. Attends Hunger Drive luncheon and Kickoff. Helps plan and attends can collections, Powder Puff game and other fundraisers. Works with committee chairs on expectations & deadlines. Post Homecoming evaluation. Attend NSSG meetings.
4. November (30 hrs.) Hunger Drive loading day and follow up activities. Post Hunger Drive evaluation. Reviews concept of group dynamics as applied to Homecoming and Hunger Drive. Facilitates North Scott Food Pantry fundraiser. Begins process for student government exchanges from other schools. Attends all NSSG meetings.
5. December-February (15 hrs/month) Organizes informal dance (usually a charity fundraiser) Continues with North Scott Food Pantry fundraiser, another for charity (usually bowling) and a third for NSSG, usually a matchmaker event around Valentine's Day. In February, facilitates NSSG annual blood drive. Consults with president and president elect on setting goals for the next academic year. Suggests to sophomore officers they set prom date for following year. Conduct exchanges with other student governments. Attend all NSSG meetings.

Page 2 – Student Government (High School)

- 6. March/April (15 hrs/month) Hosts NSSG blood drive, Meet regularly with officers to continue goal setting for following year. Conduct exchanges with other student governments. Prepare for spring NSSG elections. Attend all NSSG meetings.
- 7. May (25 hrs.) Conduct NSSG elections, including the following: publishing qualifications and campaign guidelines, conducting interviews, reading applications essays, organizing the ballot, overseeing seniors conducting the actual elections, tabulating the ballots with the help of one or two other faculty members. Hold NSSG officer elections. After those are held, hold class officer elections. Hold one joint meeting of outgoing and incoming members. Host a “thank you” ice cream sundae party at the end of the year for members. Set calendar for summer meetings.
- 8. Other Duties as Assigned

TERMS OF EMPLOYMENT: All working conditions are contained within the Master Agreement between the Board of Directors and the North Scott Education Association.

EVALUATION: This position will be evaluated using a district-approved evaluation procedure, i.e. teacher, classified, etc.

Approved by: _____ Date _____

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

4/2/03

