

NORTH SCOTT COMMUNITY SCHOOL DISTRICT

TITLE: Student Government (Elementary-Jr. High)

QUALIFICATIONS:

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

REPORTS TO: Building Principal

JOB GOAL: To provide guidance in developing leadership and organizational skills in student government.

PERFORMANCE RESPONSIBILITIES:

- 1. Makes all arrangements for all student council activities (dances, leadership conference, student council exchange, etc.)
- 2. Conduct annual election for student government members, officers and class officers.
- 3. Arrange for meeting times for the student council.
- 4. Work with students to understand the basic rules of public and government meetings.
- 5. Make necessary arrangements for all resources needed to efficiently accomplish this goal.
- 6. Completing school district forms for transportation, field trip permission slips for students and communicating these details to the principal.
- 7. Supervise students at all times.
- 8. Supervision starts when the first student arrives and ends when the last student is Picked up.
- 9. Works with principal on yearly goals and activities.
- 10. Other duties as assigned.

TERMS OF EMPLOYMENT: Ten months.

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 measurable performance responsibilities)