

POSITION DESCRIPTION

TITLE: HEAD ADVISOR

TYPE: Extra-Duty
Exempt or Non-Exempt

REPORTS TO: Principal or Designated School Administrator

POSITION SUMMARY:

The primary purpose of this position is to oversee and coordinate the activities of a specified co-curricular or extra-curricular school group or club, including the duties of any assistant advisors or volunteers.

MINIMUM QUALIFICATIONS:

1. Minimum age 18 years.
2. Background and Criminal History Clearance.
3. Demonstrates high level of communication skills and meets District standards for oral and written language proficiency in English and Spanish or Russian, as applicable.
4. Skill in leadership and facilitation, including problem solving and conflict resolution.
5. Excellent organizational skills for effectively managing multiple tasks.
6. Ability to understand and follow oral and written instructions.
7. Knowledge related to activities of specific group or club.
8. Such alternatives to the above qualifications as the Board or administration may deem appropriate and acceptable.

ESSENTIAL FUNCTIONS:

1. Communicates effectively in English in both oral and written form.
2. Communicates effectively in Spanish or Russian (if assigned) in both oral and written form.
3. Schedules, coordinates, and supervises all group or club activities.
4. Approves all group or club activities and fundraisers in conjunction with building administrator or building guidelines.
5. Promotes group or club functions and purpose to student body.
6. Oversees any financial matters of the group or club, including monitoring receipt and deposit of funds and arrangements for expenditures.
7. Communicates group or club information and schedules to parents/guardians.
8. Maintains records and provides reports as requested.
9. Establishes and maintains appropriate standards of student behavior and maintains order in a consistent and fair manner.
10. Notifies and involves parents/guardians regarding a student's behavior in accordance with school and District requirements.
11. Follows all safety rules and takes all reasonable precautions to provide a safe and secure learning environment for all assigned students.
12. Demonstrates support for District Core Values, District Mission, District Strategic Plan, and Schoolwide Improvement Plan.
13. Establishes and maintains a positive and respectful learning environment and working relationship with students, staff, administration, parents/guardians, and community members.

14. Assists parents and community members as needed.
15. Demonstrates an awareness of and sensitivity to multicultural and multilingual values and environments.
16. Complies with professional development activities as required by the District.
17. Actively seeks out and participates in professional development activities designed to improve professional competence.
18. Participates in various meetings for the purpose of receiving information or sharing information and expertise with students, colleagues, and parents/guardians.
19. Holds expectations for high performance of self and students.
20. Assesses results of performance for improvement on a regular basis.
21. Demonstrates computer literacy and operates software programs as related to job responsibilities.
22. Maintains accurate, complete, and confidential records as required by law and District policy and regulations.
23. Maintains the integrity of confidential information relating to a student, family, colleague, or district patron, and uses or relays academic, social, or personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.
24. Follows all laws, District policies, rules, regulations, memos, announcements, and reasonable requests by proper authority.
25. Adheres to the same ethical standards as outlined in Teacher Standards and Practices Commission (TSPC) Standards for Competent and Ethical Educators.
26. Maintains regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

OTHER REQUIREMENTS:

1. The employee is expected to be dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.
2. This position is performed primarily indoors in school buildings and offices, although some outdoor work or supervision may be required.
3. In cases in which the employee is required to travel between sites, the employee is responsible for his/her own travel and will be reimbursed for approved mileage.
4. Possible exposure to bodily fluids due to student or employee illness or injury.
5. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
6. Occasionally performs other duties as required by supervisor.

TERMS OF EMPLOYMENT:

As outlined in Extra Duty Contract.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date