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# ST. JOSEPH

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SCHOOL DISTRICT

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**Position Title:** Assistant DECA Advisor

**Qualifications:**

**Required:** Bachelor's Degree in Job-Related Area

**Preferred:** Missouri State Teacher Certification

**FLSA:** Exempt

**Salary Schedule:** Extra-Duty

**Direct Report:** DECA Advisor and High School Activities Director

**Terms of Employment:** As per Extra-Duty Assignment Letter

**Purpose:** The DECA Assistant Advisor position is performed for the purpose of assisting the DECA Advisor in maximizing the educational and occupational opportunities for high school students enrolled in Marketing and Distributive Education; preparing students to compete at DECA competitions with curriculum standards in marketing, business management and administration, finance and hospitality and tourism; and ensuring students are academically prepared, community oriented, professionally responsible and experienced leaders.

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**Essential Job Functions:**

- Attends work in a regular, reliable and punctual manner.
- Attends DECA competitions during regular season, district, state and national events for the purpose of coaching and supporting the students.
- Attends a variety of supporting activities for the purpose of providing information regarding the program and/or recognizing participants accomplishments.
- Helps supervise a core group of students who meet regularly for the purpose of planning ideas and projects for the upcoming year.
- Participates in meetings, workshops and seminars as assigned for the purpose of gathering information required to perform functions.
- Prepares students to compete in DECA competitions for the purpose of ensuring the students are knowledgeable in the areas of marketing, business management and administration, finance, and hospitality and tourism.
- Supervises students at all sponsored related events for the purpose of ensuring proper student behavior in accordance with Board policies.
- Supports students in any project, outing or club activity for the purpose of ensuring students have everything they need for the club to function at its full potential.
- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

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**Employee Behavior and Conduct:**

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.