



## Activities Advisor for Students

Reports To: Building Principal

### **SUMMARY**

Develop and manage a student activities program designed to promote student growth and development, and to successfully retain students. Plan, organize, coordinate and supervise various educational, recreational, social and cultural student events.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Be an adult leader and supervisor for those student organizations that have been approved by the Board of Trustees for Laramie County School District #2.
- Hold organizational meetings on a regular basis.
- Assist in organizational fund-raising activities and make such fund-raising requests to the Principal and to the Business Manager.
- Adhere to district policies regarding budget and accounting procedures for student activities.
- Ensure that the organization's adopted policies and bylaws are followed and are in accordance with school district policies and guidelines.
- Allow students to act in leadership positions and assume responsibility for carrying out organization activities.
- Be present, or designate a substitute, in a supervisory capacity at all organization activities.
- Work in a spirit of cooperation with other student organizations and advisors.
- Determine that organization standards for membership and eligibility are followed.
- Report and coordinate organization activities with the building Principal.
- Follow established procedures for scheduling school buildings and times for student activities.
- This job description may be applicable to the following student organizations: Student Council, 7-12 Classes, FFA, FCCLA, FBLA, Honor Society, Academic Decathlon, Future Problem Solvers, Knowledge Bowl, Newspaper, Yearbook, Drama, Music and any other organization as so directed through the building Principal and approved by the Board of Trustees.

### **QUALIFICATIONS**

- **Education:** High School diploma or GED required with PTSB certification preferred.
- **Language Skills:** Ability to respond to common inquiries from vendors, financial institutions, patrons or staff. Ability to prepare clear, concise, grammatically correct letters, memos and other written documents. Ability to communicate effectively both verbally and in writing.
- **Mathematical Skills:** Applicable to the nature of the activity.

- **Computer Skills:** Applicable to the nature of the activity.
- **Other Skills and Abilities:** Ability to follow and successfully complete both written and oral directions. Ability to be precise in given tasks, organized and detail oriented. Ability to read and understand policies. Ability to maintain confidentiality of privileged and sensitive information. Ability to exercise good judgment and independent thinking.
- **Certificates, Licenses, Registrations:** PTSB Certification preferred. Must have a valid Driver's License and a clear driving record. Must agree to and clear a background check.

**WORK ENVIRONMENT/PHYSICAL DEMANDS:**

Work is generally performed in an in an indoor environment with a moderate noise level. This position may require some travel around the District.

Performing the job duties of this position require the following physical demands: some lifting, carrying, bending, stooping, kneeling, and sitting.

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. The District may add to, modify or delete any aspect of this job at any time as it deems advisable.