

**Position:** Student Council

**Level:** Middle

**Type:** District/Program Necessity

**Minimum Requirements:**

- TSPC Licensure

**Required Knowledge, Skills & Abilities:**

- District, state, national and league guidelines
- Understanding child growth and development
- Effectively communicating with both students and adults
- Providing training and coaching to improve individual and team performance
- Managing and directing adult volunteers
- Providing leadership and vision for the program
- Training in equity based and/or culturally responsive practices

**Responsibilities:**

- Working closely with school administration and school site teams to enhance and improve the school culture
- Collaborating with administration and stakeholders to ensure that all activities and practices are vetted using the NCSD equity lens
- Planning and implementing Assurance Day for 6th grade students
- Planning for weekly time spent with students
- Providing supervision at all events & meetings
- Ongoing and updated communication with students, parents and families
- Implementing changes from district or league with students, other coaches, school administration
- Scheduling events & reserving facilities
- Handing out, collecting and monitoring paperwork
- Conducting an equitable application process, providing access and opportunity for all students
- Maintaining an updated inventory of equipment
- Developing a budget
- Recruitment of program participants
- Distributing and posting schedules
- Establishing and announcing criteria for awards/recognition
- Volunteer coordination and support for student events

**Equipment & Facilities:**

- Work with school administration and custodial staff for reserving spaces, helping with setup and takedown of events

**Total number of events:**

- 2 days in August for Assurance Day activities
- 2-3 hours on average per month (afternoon or evening with students)
- 2 to 3 all school assemblies and/or events