Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Academic Decathlon Advisor**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, the Academic Decathlon Advisor will oversee the activities and competitions of the Academic Decathlon (Ac. Dec.) program at the school.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Ensure school Ac. Dec. program is properly registered with state and national Ac. Dec. entities
- Be familiar with all Ac. Dec. curricular requirements and research all curricular changes each year
- Order any required Ac. Dec. materials, including electronic materials, to properly prepare students for competition
- Ensure that the Ac. Dec. program meets all state/national program requirements, and that students are eligible to compete at the appropriate Ac. Dec. level
- Register for local and state competitions as appropriate, and organize travel to such competitions and supervise students during such competitions
- Work with School Counselor and School Administration to promote student enrollment and involvement in Ac. Dec. program.
- Promote Ac. Dec activities through multiple venues, including newsletters, email, social media, and on-campus advertisements
- Attend Ac. Dec. advisor training/professional development as appropriate
- Organizes practices for Ac. Dec. team members to prepare for competition
- Organizes appropriate speakers/presenters for Ac. Dec. presentations and preparation
- Oversees Ac. Dec. budget and student body account and ensures fiscal responsibility of all purchases
- Other appropriate duties as determined with School Administration

QUALIFICATION REQUIREMENTS:
Must be able to perform each essential duty listed above in a positive and professional manner.

EDUCATION AND/OR EXPERIENCE:
College degree and valid California Teaching Credential required. High School experience with Academic Decathlon strongly preferred.

LANGUAGE SKILLS:
Ability to read and comprehend instructions, short correspondence, and memos. Ability to write simple correspondence in Standard English. Ability to listen well. Ability to effectively present information in Standard English. Ability to communicate with parents, students, and site staff.

MATHEMATICAL SKILLS:
Basic arithmetic skills in connection with keeping a balanced budget and processing invoices, orders, etc. Ability to apply concepts of basic algebra and geometry. Ability to do accounting in line with guidance from student body accounting procedures and best practices.