Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **Elementary Student Body Advisor Job Description**
Department: Assigned School Site
Reports to: School Site Administration

SUMMARY:
Under the direction of the Site Administration, support the school Student Body Association in its activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Organize elections for student body roles and offices within the school Student Body Association
- Facilitate and advise regular Student Body Association meetings
- Support management of Student Body Association budget and ensure best fiscal practices are utilized in all Student Body Association purchases and fundraisers
- Act as liaison between School Administration and Student Body Association and provide School Administration with student thoughts and feedback on school programs, initiatives, and assemblies
- Facilitate student leadership/community service opportunities and projects
- 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.

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.