

Thompson Falls School District Position Description Position

TITLE: National Honor Society Advisor

REPORTS TO: High School Principal

GENERAL RESPONSIBILITIES: To supervise and coordinate the activities of the National Honor Society while providing support to each participating student in achieving a higher level of personal skill, an enhanced appreciation for the value of school and community service, and an increased level of self-esteem. This position reports to and is evaluated by the Principal.

ESSENTIAL TASKS: (These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- **Instructional Leadership**

- Oversees the selection of eligible candidates for the honor society in accordance with established criteria and in cooperation with a faculty committee, and the building principal.
- Organizes and conducts the formal induction ceremony for new members of the honor society including, but not limited to its staging, program, speeches, musical entertainment, invitations, and refreshments.
- Attends and oversees meetings of the entire honor society membership on a monthly basis and meetings of the officers on an as needed basis.
- Advises members on the conduct of all activities and fundraisers, and oversees these activities and fundraisers including, but not limited to the signing of activity request forms to signify approval, checking all arrangements for building use, chaperones, etc.
- Serves as intermediary between the members and principal in seeking advice, gaining permissions and keeping the lines of communication open.
- Submits budget needs annually to the principal and orders necessary materials for the honor society in accordance with established timelines and guidelines.
- Oversees and accounts for any financial dealings of the society members including the intake of money from fundraisers, deposits into the Student Activities Account, check requests, and any contracted services.

- **Student Management**

- Supervises all students participating in the honor society at all authorized activities and oversees penalties for violation of such standards as stipulated in the National Honor Society rules, Board policy and school procedures.
- Maintains necessary honor society roster, attendance forms, eligibility records and similar paperwork and provides information to the principal as requested.

- **School and Community Relations**

- Cooperates and shares professionally with other members of the staff.
- Strives to establish cooperative relations and makes a reasonable effort to communicate with parents and community residents as appropriate.
- Promotes awareness about the honor society through communications with the principal and other relevant audiences.