

STANWOOD-CAMANO SCHOOL DISTRICT
HUMAN RESOURCES
JOB DESCRIPTION

TITLE: Class Advisor

Classification: Certificated

Reports to: Administration

PURPOSE STATEMENT

Ability to work with class officers on a regular basis to plan events and support other ASB activities. Willingness to attend some evening events related to ASB projects and class sponsored events. Willingness to work with other class advisors and ASB team to plan and support school wide projects. Understanding of ASB law and laws relating to fundraisers helpful.

ESSENTIAL FUNCTIONS

This list of essential job functions is not exhaustive and may be supplemented as necessary. Depending upon individual assignment, the employee may perform all or a combination of several of the following duties:

- Supervise students during meetings.
- Plan and implement activities to support students in the club and their peers.
- Plan and implement strategies to educate staff and classmates regarding ASB topics.
- Job Presence
- Performs related duties as assigned that are consistent with the intent and scope of the position.

Experience

- Any experience as a certificated employee. No minimum required

Special Requirements

- Washington State Patrol and FBI Fingerprint Clearance.
- Proof of Immunization (if born 1/1/57 or later)
- I-9 Employment Eligibility in compliance with the Immigration Reform Act.
- Washington State Teaching Certificate preferred.

Continuing Ed./Training

None

FLSA Status:

Exempt

Classification History

Job Description Developed: 4.22.25

Revised:

Certificates

Washington State Teaching Certificate

Salary Range: Based on SCEA Collective Bargaining Agreement Activity Schedule