



File

***Cleveland Heights-University Heights Board of Education  
Supplemental Job Description***

<b>Job Title:</b> National Technical Honor Society	<b>Building:</b> CHHS
<b>Immediate Supervisor:</b> Principal	<b>Duration of position:</b> School Year
<b>Salary Category:</b> E	<b>Expected # of participants:</b> Approx. 25-50
<b>Date of Last Program Review:</b> September 2016	

**Statement of purpose:**

- In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group.

**Group goals:** *{Refers to the general goals for the students participating in this co-curricular group}.*

- Provide dance performances as entertainment for winter sports teams to increase school spirit and unity
- Provide an artistic outlet for students to perform and create dance through collaboration
- Promote school spirit

**Minimum knowledge, skills, certifications, physical requirements:** *{Refers to the minimal skills the person in charge of this co-curricular group must possess, including: equipment operation}*

- Organizing practices and coordinating musical and dance performances.
- Choosing dance pieces for the team perform to increase student interaction and school spirit.

**Detailed essential function(s) - specific to position:** *{Refers to the duties and responsibilities of the person in charge of this co-curricular group}*

- Maintain regular communication with Principals.
- Maintain student attendance record.
- Attend Student Activity Fair.
- Prepare and provide a calendar of meeting dates to be included in the school activity calendar.
- Advisor is required to prepare their budgets in order to receive their supplemental pay, if applicable.
- Coordinate with student members the technical aspects of their obligations, i.e., budgets, constitutions, financial procedures; planning their activities.
- Communicate all fund raising and activities to the school community.
- Meet with and research for appropriate vendors and salesmen for club supplies.
- Respond to all parent concerns and calls. Respond to staff concerns.

**Time Commitment Expected:** *{Refers to the total amount of time you commit as the person in charge of this co-curricular group for the duration of this activity. Please list student contact time and preparation time separately.}*

- The general membership meets bi-monthly.

- The NTHS officers meet monthly, or more frequently, as needed.
- Spring Induction Ceremony: from preparation to execution takes approximately 30 hours.

#### **Other Duties and Responsibilities:**

- Coordinate financial aspects of the club
- Deposit all proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

#### **Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

#### **Required Knowledge, Skills and Abilities:**

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem solving skills

#### **Equipment Operated:**

- Computer/printer
- Telephone
- Copier
- Motor vehicle
- Calculator
- Fax machine

#### **Additional Working Conditions:**

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Occasional evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

*The job functions listed above are intended to outline the essential functions typically performed by individuals who are in this job title. This description is not intended to be all-inclusive nor to prevent supervisors from assigning other tasks of a similar nature or level of responsibility.*

