



Licking Valley Local School District
1379 Licking Valley Road NE
Newark, OH 43055

Job Posting: 2026-2027 School Year
Position: Supplemental – High School National Honor Society Advisor
Reports to: Building Principal
Primary Contact: Whitney Malone
Email: malonew@lvschools.us
Starting Date: August 2026
Application Deadline: Until Filled

Licking Valley High School is looking to add new members to our high-performing team. We seek individuals to teach in the following supplemental advisor:

High School National Honor Society Advisor

LVHS is a special place, and we seek to live our district's vision:

Every adult helping every child to learn and grow every day.

Job Duties:

- Supervise all functions of the Honor Society chapter on campus, including selection and induction of new members, completion of an annual chapter service project, and discipline/dismissal procedures.
- Serve as liaisons to the faculty, administration, student body, and community regarding matters related to the Honor Society.
- Maintain files for chapters, including membership records, chapter history, activities, selection procedures, membership obligation guidelines, chapter bylaws, and financial transactions.
- Review active chapter members on a regular basis for compliance with Honor Society standards and obligations.
- Work with chapter officers to assist them in their duties.
- Serve as a facilitator in a nonvoting capacity for all meetings of the faculty council.
- Meet with the school administration regularly to inform them about and provide opportunities to evaluate chapter activities.

- Review all chapter documents to ensure that the policies and procedures of the chapter are in compliance with the National Constitution and the NHS Handbook.
- Complete an annual survey reporting on the chapter's activities for the year to the national office.
- Assist principals in renewing affiliation with the national office each spring.

Job Qualifications/Requirements:

- The successful applicant should have experience advising high school age students.
- Is willing to make a positive contribution to achieving the district's vision
- Demonstrates flexibility and a willingness to accept new challenges
- Works cooperatively and collaboratively as a member of a high-performing team
- Models professional behavior, skills, ability and attitude

This supplemental position is effective for the 2026-2027 school year. Interested candidates should email a letter of interest to Whitney Malone by April 16th, 2026.