File #93

Cleveland Heights-University Heights Board of Education
Supplemental Job Description

Job Title: Spanish Club Advisor	**Building:** Middle School
Immediate Supervisor: Principal	**Duration of position:** School Year
Salary Category: E	**Expected # of participants:** Approx. 20-25
Date of Last Program Review: October 2026	

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 students information who are interested in learning about Spanish cultures
- Share knowledge with other club members about music, foods, lifestyles, etc.
- Weekly meetings
- End of year Dinner
- Cooking demonstrations
- Food tastings
- Clothing, music, tv, foods, etc comparison

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*}

- Basic understanding Spanish cultures and customs

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

- Oversee students who want to become more knowledgeable about Asian cultures

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.*}

- Preparation (Over a school year) would be about 30 hours
- Contact- 25-35 hours

Other Duties and Responsibilities:

- Coordinate financial aspects of the club
- Deposit all play 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.