

Student Activities Advisor

Definition

The Student Activities Advisor is responsible for administration, supervision and evaluation of selected student activities programs in the 9-12 schools of the District and assisting the principal and staff in achieving the necessary climate for effective instructional experiences that will enable students to make optimum progress toward the attainment of District goals.

Essential Duties and Responsibilities

- Teach the student leadership class;
- Initiates, implements, supervises, and evaluates the operation of the student government, and ensures that it conforms to all state laws and District policies regarding its operation, financial procedures, and maintenance of records and documents;
- Assist students in planning and presenting rally programs and selecting assemblies;
- Organize and coordinate the club program to ensure that all clubs and organizations abide by the state laws and District policies regarding hazing, membership policies, financial procedures, and constitutions;
- Plan and administer all financial and crowd control arrangements for athletic events;
- Plans and administers a program of student social functions, including the following duties: maintains the school's master calendar, arranges for the technical details, such as police, chaperones, supervisors, and custodial help, and offers assistance in procuring a band, refreshments, and decorations, acts as the administrative representative concerning public relations, supervises and controls the use of guest cards and supervises sale of ASB cards and yearbooks;
- Initiate, implement, and coordinate the judging for selection of auxiliary units such as pep units, drill teams, etc., by competitive screening;
- Supervise and administer the establishment and implementation of eligibility standards for all co-curricular programs, including student body offices, class offices, and pep units;
- Prepare CIF sports eligibility lists for principal approval;
- Organize, coordinate, and supervise the baccalaureate and commencement programs;
- Supervises, in cooperation with the Dean, student conduct on campus and at school functions;
- Assist in leading and creating a positive school culture for students;
- Supervise student store including the selection and evaluation of student store clerk;
- Assist the supervisor in carrying out other duties and responsibilities as directed;
- Adhere to the policies of the Board of Education, the laws and regulations of the California Administrative and Education Codes, and other applicable laws and regulations;

- Participate cooperatively with the evaluator to implement the procedures by which he/she will be evaluated in conformance with the District's uniform guidelines for certificated personnel evaluation and assessment;
- Supervise, coordinate, and in-service staff and students on proper handling and disbursement procedures for ASB funds;
- Approve all cash disbursement requests for expenditures from ASB funds;
- Other related duties as assigned.

#### Required Qualifications

- Three to five years of successful teaching experience in education;
- Possession and maintenance of a valid California teaching credential.

#### Preferred Qualifications

- A Master's degree in Education;
- Experience working with secondary students in out-of-class activities, either as a club sponsor, coach, or in similar work.

#### Knowledge of

- Teaching techniques and methods;
- Community relations methods;
- Adolescents and their unique behavior problems;
- Student government and leadership development.

#### Ability to

- Communicate well, both orally and in writing;
- Assist in the planning, organizing, and administration of a comprehensive and effective student activities program;
- Establish and maintain cooperative and effective working relationships;
- Relate well to the staff and students, and assist in establishing and maintaining a high level of faculty and student body effectiveness.

This position will be paid on the appropriate step of the Certificated Management salary schedule **(203 days 11 months - \$9,552.34 - \$10,460.68)**