Liberty Union High School District Human Resources

EXTRA-DUTY PAY JOB DESCRIPTION

JOB TITLE: ADVISOR OF COMMUNITY SERVICE ORGANIZATION CLUB

GENERAL DESCRIPTION:

As part of the student activities program, the advisor of a community-service (linked directly to a recognized community service club such as Rotary, Soroptimist, etc.) club will supervise the club and ensure that it is run according to school/district rules, the parent organization's guidelines and that its existence makes a positive contribution to the school's climate.

SPECIFIC DUTIES:

- > Convene and attend regular meetings of the club, not less than quarterly in frequency.
- > Ensure that the club has taken the necessary steps to become recognized by the elected Associated Student Body (ASB) leadership group as a legitimate student organization.
- > Oversee the drafting of a club constitution and the election of student officers to preside over the club's meetings and activities.
- > Monitor any fund-raising activities to ensure their prior approval and oversee the handling of any money received to ensure good accounting and security practices.
- > Ensure that the club and its officers follow the applicable district and school rules.
- > Schedule at least one evening or lunchtime activity of some type that celebrates the traditions, activities or events connected with the community service organization the club promotes.
- > Liaison with the Director of Student Activities to coordinate the club's activities with the those taking place under the aegis of other student clubs (e.g. calendaring club events with ASB).
- > Ensure that student club members attend at least one regular meeting of the parent organization.
- > Approve proposed club activities, including monitoring the planning for refreshments, ticket sales, cash box, outside performers, chaperones, and setup/cleanup, as desired, for any event.
- > Maintain a file or binder of all club correspondence and activities that can be passed on should the role of advisor pass to a different staff member.

OUALIFICATIONS:

COMPENSATION:

- > Certificated staff member at the school involved is preferred. Classified staff member at the school involved may serve, if no certificated employee is interested or available.
- > Knowledge of the school's Club/Class Advisors and Officers handbook
- > Ability to empower students to run their club, with the advisor's helpful oversight
- > Personal membership or experience with the community service organization to which the student club is linked is highly desirable but not a requirement for service

IMMEDIATE CUREDVICOD.	Dim. 4 6. A - 42-242
<u>IMMEDIATE SUPERVISOR</u> :	Director of Activities

<u>AFTER-HOURS COMMITMENT:</u> After-hours time required will be minimal, most student clubs meet during lunch period unless they choose to meet

after school. Possibly 3-5 hours if an evening club-

sponsored event (optional) is planned.

Stipend identified in the LEA Contract