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## HEAD CLASS ADVISOR

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**Job Description**

The head class Advisor serves as the coordinator and supervisor for all organized activities of the assigned grade level.

**Qualifications**

1. Member of the high school staff
2. Demonstrated ability to organize and direct large and small group activities in accordance with district and school policies and procedures

**Typical Duties**

1. Initiate meetings with Activities Director at least once a month
2. Meet with class officers a minimum of once a month
3. Assist class officers in the development and monitoring of a class budget
4. Advise officers on all class financial decisions
5. Advise all class events, which include, but are not limited to, fundraisers and
  - a. Freshmen: Homecoming Dance, decoration day, skit and float
  - b. Sophomore: Winter Formal, homecoming decoration day, skit and float
  - c. Junior: Prom, homecoming decoration day, skit and float
  - d. Senior: Class T-shirts, motto, song, Grad night, graduation, homecoming decoration day, skit, float and Senior trip.
6. Maintain accurate and complete records (i.e., copies of minutes, purchase orders, receipts and other appropriate paperwork)

**Immediate supervisor:**

**Assignment:** School Year

**Salary:** Stipend schedule