HEAD CLASS ADVISOR

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