

Laramie County School District #2
2011

Title: Activities Advisor – Student

Qualifications:

1. Preferably certificated employee.
2. Enthusiasm and some knowledge of the specific activity or organization purposes.

Terms of Employment:

1. Designated by notice of assignment
2. Extra Duty Salary Schedule

Reports to: Building Principal or the Athletic Director when so directed

Essential Functions:

1. Adult leader and supervisor for those student organizations that have been approved by the Board of Trustees for Laramie County School District #2.
2. Hold organizational meetings on a regular basis.
3. Assist in organizational fund raising activities and makes such fund raising requests to the principal and to the Director of Business Operations.
4. Adhere to district policies regarding budget and accounting procedures for student activities.
5. Ensure that the organization's adopted policies and bylaws are followed and are in accordance with school district policies and guidelines.
6. Allow students to act in leadership positions and assume responsibility for carrying out organization activities.
7. Be present or designate a substitute in a supervisory capacity at all organization activities.
8. Work in a spirit of cooperation with other student organizations and advisors.
9. Determine that organization standards for membership and eligibility are followed.
10. Reports and coordinates organization activities with the building Principal.
11. Follow established procedures for scheduling school buildings and times for student activities.

This job description may be applicable to the following student organizations: Student Council, 7-12 Classes, FFA, FCCLA, FBLA, Honor Society, Academic Decathlon, Future Problem Solvers, Knowledge Bowl, Newspaper, Yearbook, Drama, Music and any other organization as so directed through the building principal and approved by the Board of Trustees.