# Cape Girardeau Public School District No. 63

# **Job Description**

Job Title: Beta Club Advisor

Report To: Principal or Assistant Principal

Receives Guidance From: Principal, Assistant Principal and Classroom teachers

#### **Requirements:**

• Education Level: Bachelor's degree in teaching certification

• Experience Desired: Previous experience as Beta Club advisor preferred

- Physical Requirements: This position requires constant hand-eye and mind-eye coordination and hearing; intermittent repetitive motions with the wrists, hands and fingers, sitting, walking, and keyboarding. The position requires frequent lifting, bending, stooping and pulling
- Other Requirements: Exhibit strong organizational skills; ability to meet deadlines; and ability to work with staff, students and administration to coordinate work schedules.

### **Essential Duties and Responsibilities:**

- Review honor and merit rolls for eligible students and check if students already in Beta club are maintaining eligibility.
- Collect dues and report new members to National Office.
- Elect officers and install new members.
- Determine and carry out service activities such as:
  - o Select students to help with special students/parents/teacher activities.
  - Sponsor Student of the Month activities.
  - Conduct fundraisers
- Other activities will be planned by the club throughout the year.

### **Working Conditions:**

A. Inside Outside Both

#### **B.** Climatic Environment:

Some District classrooms and work areas are not climate controlled and are subject to extremes of temperature and humidity.

#### C. Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. Chemical hazards from darkroom production.

## D. Work Year:

Extra duty/extra pay positions are for a fiscal year (July 1-June 30). Duties of the position may be performed any time during that time period depending upon the position/season.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _		Date:	
Reviewed by:		Date:	
,	Human Resource Coordinator		

Revised: August 1, 2013