

Cape Girardeau Public School District No. 63

Job Description

Job Title: FBLA Advisor

Report To: Principal

Receives Guidance From: Principal

Requirements:

- Education Level: Bachelor's degree
- Experience Desired: Previous experience as FBLA 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 and photography sessions.

Essential Duties and Responsibilities:

- Student preparation for FBLA district and state competitions.
- Participating in one community event.
- Hosting one social event for chapter.
- Organizing monthly chapter meetings which include agendas and secretary/treasurer's reports.
- Meeting with committees of local chapter.
- Attending the district planning meeting.
- Hosting a year-end banquet to honor outstanding members.

Working Conditions:

A. Inside Outside Both
XXX

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