

Cape Girardeau Public School District No. 63
Job Description

Job Duties: Student Council Advisor

Reports To: Principals

Receives Guidance From: Building Staff

Requirements:

- Education Level: Bachelor's degree with teaching certificate
- Experience Desired: Knowledge of student government structure and organization.
- Physical Requirements: Hand-eye, mind-eye coordination, hearing; intermittent speaking, standing, walking and writing. Frequent carrying, keyboarding, and other repetitive motions.

Essential Duties and Responsibilities:

- Attends meetings representing Student Council.
- Acts as student/parent liaison for Student Council activities.
- Organizes election of student body officers.
- Organizes and promotes student/school pride.
- Organizes Student Council meetings with officers and related committees.
- Organizes and creates activities which promote student leadership and a positive school environment.
- Monitors financial records and fund-raising efforts.
- Facilitates communication between the staff, students and parents.
- Organizes community service projects.
- Organizes, promotes and supervises student social activities.
- Assists Student Council sponsor special days.
- Assists in transitioning 6th grade students into the junior high school.
- Provides leadership training for Student Council members.
- Performs other duties as assigned by supervisors.

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.

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