# Cape Elizabeth High School FRESHMAN ADVISOR

QUALIFICATIONS:

I. Hold a valid state of Maine Criminal History Records Check Approval

II. CEHS teacher or staff member strongly preferred

III. An adult with strong organizational and communication skills who has demonstrated ability to work effectively with adolescents

REPORTS TO: Build Principal or Assistant Principal

SUPERVISES: The Freshman Class Advisor supervises the elected freshman class officers to organize fundraising activities and encourage participation in school spirit activities.

JOB GOAL: The goal of the Freshman Class Advisor is to:

I. Support the class officers in organizing and problem solving related to various fundraising events

II. Encourage and provide instruction to the class officers towards the development of their leadership, organizational, and problem solving skills

The advisor also works with the class officers to encourage the spirited involvement of freshmen in school events and activities. The fundraising focus freshman year is critical in positioning the class to be in a good situation heading into junior and senior years with respect to staging costly activities such as the prom and graduation-related events.

PROFESSIONAL RESPONSIBILITIES:

I. To oversee the accurate and timely deposit and expenditure of funds from the Freshman class student activities account.

II. To meet on a regular basis (usually at least every other week) with the class officers to help them organize activities to raise funds for the class.

III. To work with the class officers to encourage their classmates' participation in school activities and events.

IV. To coordinate the calendaring of events with the advisors to the SAC, and the Sophomore, Junior, and Senior classes.

V. To meet occasionally with the entire class to encourage their participation in school activities and events.

VI. To coordinate the logistics (transportation, school facilities use, etc.) of class events with Community Services, custodians, and other district staff members to ensure that events happen smoothly and as designed.

VII. To communicate with the Principal concerning matters connected to the Freshman class.

VIII. Other duties assigned by the Principal.

TERMS OF EMPLOYMENT: Per negotiated Cape Elizabeth Education Association agreement.

EVALUATION: The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully completed and the extent to which yearly job goas are met. The Principal or Assistant Principal will perform the evaluation.

NOTE: The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present, or in the future.

APPROVED: November 9, 2010

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