Cape Elizabeth High School SENIOR CLASS 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: Building Principal or Assistant Principal

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

JOB GOAL:

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

II. Encourage and provide instruction to the class officer 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 seniors in school events and activities. For the past several years, the senior class has organized the usually annual Homecoming or Spirit Week activities. Fundraising in the senior year, in combination with funds raised in the previous two years, should put the senior class in a good position to help the senior-year end-of-year and graduation related events.

PROFESSIONAL RESPONSIBILITIES:

I. To oversee the accurate and timely deposit and expenditures of funds from the Senior 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 work with class officers to organize Homecoming and Spirit Week activities, meeting more frequently as necessary to accomplish that task and to coordinate this project with other class advisors and student leaders.

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

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

VII. 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.

VIII. To communicate with the Principal concerning matters connected to the Senior Class.

IX. Other duties as assigned by the Principal.

TERMS OF EMPLOYMENT:

Twelve months per year with compensation in accordance with the fee structure of the 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 handled and the extent to which yearly action plans and job goals are met. The building 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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