National Honor Society Advisor

TITLE: National Honor Society Advisor

QUALIFICATIONS:

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

II. CEHS staff teacher or equivalent professional.

REPORTS TO: Building Principal

SUPERVISES:

JOB GOAL:

To coordinate and organize an active, high quality NHS organization in conformity with the goals and mission of the National NHS organization.

PROFESSIONAL RESPONSIBILITIES:

I. Meet with National Honor Society members on a regular basis to coordinate activities, including fundraising, charitable, and tutoring.

II. Be responsible for and oversee the member selection process in conformity with the national and local organization rules.

III. Handle all questions and communications related to the selection process.

IV. Organize and coordinate the annual induction ceremony.

V. Other duties 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 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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