

# Student Advisory Council Advisor

TITLE: CEHS Student Advisory Council (Student Government) 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 communications skills who is familiar with and able to effectively instruct approximately 20 elected student representatives so that they develop their leadership and problem solving skills, as applied to various school issues. The advisor is also able to inspire them to work effectively together in a productive, collaborative way so that CEHS's student government has a voice at the table shaping CEHS's culture in a positive way that is perceived by students as providing an important and effective outlet.

REPORTS TO: Building Principal or Assistant Principal

## SUPERVISES:

Group of approximately 20 elected student representatives from grades 9-12 and a smaller core group of elected officers who shape the agenda and direction of the group in a concerted, effective way.

## JOB GOAL:

To provide an effective outlet for CEHS's students to shape their school culture in a positive and constructive way through an effective process that tackles school issues of interest to students and engages students in a consideration of varied points of views held by students, teachers, school staff, and administrators. Participation in student government will help develop students' leadership and communication skills and introduce them to ways that groups work together effectively to identify problems, consider solutions, determine solutions, and communicate to varied audiences with different perspectives and roles within the school. SAC participation will enhance skills that are central to effective leadership and citizenship in a wide variety of contexts outside school.

## PROFESSIONAL RESPONSIBILITIES:

- I. To prepare and oversee the SAC budget.
- II. To coordinate and advise students during regular (usually every other week or monthly) meetings.
- III. To meet on a regular (usually at least every other week) basis with the executive group of officers to plan agendas and meetings.
- IV. To develop and/or follow a process described in a constitution that guides the SAC process; to ensure that the constitution is understood by all SAC members and that there is a process in place to regularly review and consider amendments to the constitution.
- V. To develop student individual communication and leadership skills and group collaboration skills that are essential and effective problem solving.
- VI. To communicate with the Principal concerning matters connected to the SAC.
- VII. To attend regional and statewide student government meetings, as available and appropriate and as funds permit.

- VIII. To oversee and coordinate elections of representatives to the SAC to ensure that the prescribed and fair process is followed, free of flaws that undermine the credibility of the SAC.
- IX. To communicate clearly, as necessary, with parents/guardians and with other members of the staff (custodians, community services, teachers, etc.) concerning issues connected to the team.
- X. 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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