

TITLE: STUDENT COUNCIL ADVISOR-HIGH SCHOOL

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of Schools and Principal.

TERMS: School Year (10 Months).

RESPONSIBILITIES INCLUDE:

1. Instill in students a sense of pride and accomplishments of their participation in student council.
2. Actively seek students to participate in organization.
3. Supervise and instruct students as to the proper parliamentary procedures when participating in monthly student council meetings.
4. Organize and sponsor student exchange program.
5. Supervise the governing of the student body.
6. Listen and deal with student problems and relate problems & possible solutions to the administration.
7. Supervise the operation of the school store.
8. Supervise the operation of the school sign.
9. Supervise students as they aid parents during “Back to School Night”.
10. Supervise the operation of refreshment stand at football games.
11. Sponsor and supervise school dances, spirit days, alumni dinner, student-faculty basketball game, etc.
12. Organize and supervise school dances, spirit days, alumni dinner, student-faculty basketball game, etc.
13. Regulate proper dress and maintain; student dress code.
14. Nominate class leaders who attend leadership training conference.
15. Supervise the nomination of student council scholarship award.
16. Inform community of school functions and student achievements. (i.e. press releases, school sign, etc.).
17. Organize a school recycling program.
18. Work with community organizations regarding awards and recognition of students, when necessary.
19. Oversee and organize appropriate fund raising activities.
20. Carryout any other as deemed necessary by the Superintendent and Principal as related to the above.