

## North Monterey County Unified School District

### DRAFT POSITION DESCRIPTION

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Position Title:	Extra-Curricular Activities Advisor (such as - Junior Achievement/National Honor Society)
Department:	N/A
Reports To:	Principal

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#### **SUMMARY:**

Under the direction of the Principal, this position has the responsibility to provide students with an opportunity to explore their interests and talents through extracurricular activities designed to promote self-confidence and leadership skills and to provide a variety of worthwhile learning experiences which enhance and enrich the regular school program. The Extra-Curricular Activities Advisor will be evaluated annually by the administrator on his or her performance of duties.

*The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.*

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

1. Support the Board of Education and administration's philosophy, goals, and objectives for the district, its schools, and its departments.
2. Organize and supervise a series of regularly-scheduled activities for students during and/or after school hours.
3. Actively promote the program and seek student participation.
4. Attend all activity meetings and in-school events and supervise students on any related field trips and other out-of-school functions.
5. Ensure the safety of the students and maintain responsibility for the security of equipment and facilities.
6. Prepare the activity budget, order necessary supplies and equipment, and maintain appropriate records related to activity expenses and revenues.
7. Assume responsibility for the collection and deposit of funds, payment of bills, and financial reporting in accordance with statute, administrative code, and Board policies and regulations.
8. Oversee the development, production, sales/distribution and advertising of any product produced by the students (i.e., newspaper, yearbook, literary magazine, etc.).
9. Arrange for any necessary transportation or scheduling of chaperones, competition officials, etc., related to the activity.
10. Maintains records of eligibility as required by the associated program.
11. Maintains, and shares, lists of eligible participants, award winners and any special recognition.
12. Evaluate the program annually and make recommendations for improvements as necessary.
13. Attend coordination meetings for all extra-curricular advisors with building administrators and participate in club fairs and recruitment/advertisement sessions for students and parents.
14. Perform other duties assigned by the Principal or designee, or required by law, code, regulation, and/or Board policy.

#### **QUALIFICATIONS/TRAINING/EXPERIENCE**

1. Possession of a valid CA teaching credential.
2. Demonstrated knowledge of the particular activity and related experience as determined by the board.

3. Ability to foster and sustain students' interest in the activity and promote skill development.
4. Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
5. Documentation of a clear criminal record.
6. Complies with drug-free workplace rules and board policies.
7. Successful completion of all pre-requisite training for advisors by the North Monterey County Unified School District.
8. Positive leadership ability.
9. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
10. Oral and written skills.
11. Interpersonal skills using tact, patience and courtesy.
12. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
13. Must possess effective leadership techniques and skills.
14. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
15. Valid California Driver's License and a signed pull notice authorization prior to driving a district vehicle.

#### **DESIRABLE QUALIFICATIONS**

1. Successful (recent) experience in the program in which applying (within last five (5) years).
2. Demonstrate experience working with students in a positive environment.
3. Maintains appropriate certifications and training hours as required.
4. Demonstrates professionalism and contributes to a positive work environment.
5. Organizes tasks and manages time effectively.
6. Skillfully manages individual, group, and organizational interactions.
7. Effectively uses verbal, nonverbal, writing, and listening skills.
8. Averts problem situations and intervenes to resolve conflicts.
9. Exhibits consistency, resourcefulness, and resilience.
10. Exercises self-control and perseverance when dealing with students.
11. Maintains an acceptable attendance record and is punctual.
12. Ability to manage equipment/materials.
13. Ability to implement policy and regulations.
14. Collaborative and problem solving orientation.

#### **WORKING CONDITIONS**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; run; jump; stretch; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 25 pounds and occasionally up to 50 pounds. The employee may occasionally climb stairs, or ladders. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

**The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.**

Board Approved: