

Farmersville Unified School District

JOB TITLE: ASB (ASSOCIATED STUDENT BODY) ADVISOR (JR. HIGH AND SENIOR HIGH SCHOOL)

JOB DESCRIPTION

AUTHORITY

Under the direction of the Principal or designee, coordinate the co-curricular program of the school so that students may be provided with a variety of programs, activities and events from which to choose for personal recreation, enrichment and valuable information. The Associated Student Body Activities Director shall be the first point of contact for all matters pertaining to Associated Student Body matters.

DUTIES AND RESPONSIBILITIES (dependent upon site, some duties may not pertain)

- Teach the Leadership Class.
- Direct responsibility for ASB Budget, bookkeeping procedures and protocol.
- Approves all student body fundraisers.
- Approves all posters and media to be distributed on campus.
- Oversee all student activities and events.
- Develop yearly activity calendar and communicate with stakeholders.
- Coordinate and lead all pep rallies and assemblies.
- Oversee Class Competitions.
- Attend CADA, CASBO, Central Valley Conference functions.
- Coordinate student body elections.
- Create and oversee Class advisors system.
- Train advisors on financial procedures.
- Oversee site marquee displays and ASB communication.
- Oversee ASB meeting.
- Coordinate, with Principal or designee, the Staff Recognitions program.
- Meet regularly with Administrative staff to coordinate and articulate ASB events.
- Coordinate and direct student leadership camp.
- Acts as liaison to junior high during pre-registration events.
- Supervise and be responsible for activities such as, but not limited to: Homecoming, Back to School Night and Open House, Dances, Red Ribbon Week.
- Other duties as assigned

EXPERIENCE, EDUCATION, KNOWLEDGE AND ABILITIES

- Creating & managing a yearly activity calendar.
- Interpersonal skills.
- Effective communication skills.
- Organizational skills.

LICENSES, WORKING CONDITIONS, AND OTHER REQUIREMENTS

- Must hold a current California Teaching Credential.
- Must hold a valid California Drivers license.
- Be able to work after regular school hours including evenings and weekends.
- Be able to work in multiple facilities and a wide variety of environments.
- Maintain a log of hours devoted to the duties of the position.

SALARY

- As per FTA/CTA Contract.

SUPERVISOR

- Assistant Principal in charge of ASB is the immediate supervisor. School Site Principal is the ultimate supervisor.

WORK YEAR

- The work year will be concurrent with the school calendar.

BOARD APPROVED: May 22, 2007