

# Farmersville Unified School District

## JOB TITLE: CLASS ADVISOR (JR. HIGH AND SENIOR HIGH SCHOOL)

### JOB DESCRIPTION

#### AUTHORITY

Under the supervision of the principal or designee, the advisor shall supervise and advise the officers and students in the designated grade level in the conduct and other requirements of class activities.

#### KNOWLEDGE AND ABILITIES

The Class Advisor has the overall responsibility to oversee class responsibilities that pertain to each grade level. The Class Advisor should be willing to start with a freshman class and advise them for the four years of school. The Class Advisor shall maintain an appropriate relationship with the parents, community, and fundraising organizations.

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

- Ensure that the class and club bylaws are governing board approved.
- Ensure that meetings are conducted per the club bylaws.
- Ensure that the classes, and class activities, are conducted in a timely manner to meet expected responsibilities.
- Ensure that minutes of class meetings are maintained by class secretary.
- Ensure that financial records pertinent to the class are maintained by the class treasurer and school accountant.
- Ensure that the class meets all ASB requirements.
- Meet annually, at a minimum, with the Principal or designee to review the club's activities, history of meetings and finances.
- Responsibility to initiate and oversee fundraising that meets district/state guidelines. Also, class shirts/sweatshirts if desired.
- Responsibility to oversee class homecoming float – possible booth (trailer, generator, materials, drivers, etc)
- Responsibility to oversee scheduled class rallies per ASB

#### EXPERIENCE, EDUCATION, KNOWLEDGE AND ABILITIES

- No specific requirements.

#### LICENSES, WORKING CONDITIONS, AND OTHER REQUIREMENTS

- Be able to work outside school hours as required.
- Be reviewed and evaluated for performance of the duties and responsibilities annually by the principal or designee.
- Maintain a log of hours devoted to the duties of the position.

#### SALARY

- As per FTA/CTA Contract. (usually more for junior class advisor)

#### SUPERVISOR

- Principal or designee.

#### WORK YEAR

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

BOARD APPROVED: May 22, 2007