

**TITLE:** 8<sup>th</sup> Grade Advisor, Middle School

**REPORTS TO:** Building Principal

**FAIR LABOR STANDARDS ACT (FLSA):** Exempt. This position requires an extra-duty contract.

**QUALIFICATIONS:**

1. Submit to a criminal history check as required by the school district.
2. Be at least 21 years of age at the time of initial employment.
3. High School Diploma.
4. Knowledge of computers required.
5. Able to meet Monroe District Standards of Competent Performance.
6. Must be proficient in English both oral and written.
7. Such alternatives to the above qualifications as the Board find appropriate and acceptable.

**JOB GOAL:** The 8<sup>th</sup> grade advisor works with students and parents to plan the activities associated with the end of 8<sup>th</sup> grade year: the formal dance, the end-of-year field trips, and the promotion ceremony in June. The 8<sup>th</sup> grade advisor works with students and parents to plan and implement fundraising opportunities to pay for the aforementioned activities. The 8<sup>th</sup> grade advisor is responsible for the record keeping and supervision of all activities.

**TIME FRAME:** 87+/- hours:

**ESSENTIAL JOB FUNCTIONS:**

**I. Personal Qualities:**

1. Presents a positive attitude by appearance, personal neatness, personal habits and punctuality.
2. Communicates and works cooperatively with other members of the staff and public.
3. Is neat in appearance and dresses appropriately for the position.
4. Maintains confidentiality and honesty in performing assigned tasks.
5. Functions in a positive attitude where there is pressure, frequent interruptions, and in an atmosphere which may be stressful.

**II. General Duties:**

<u>Activity/Event:</u>	<u>Hours:</u>
September class officer nominations & elections	2
Monthly Parent Meetings (October-June)	10
8 <sup>th</sup> Grade Meetings (September-June)	5
Supervision of Middle School Concessions (September-March)	25
Monthly Communication/Correspondence with Parents (letters & emails)	5
Supervision of Additional Fundraising Events	15+
Planning and Supervision of Formal Dance	5
Maintain Binder of all meeting notes and paperwork	2
Coordinate all paperwork associated with fundraising, field trips, facility use requests, and purchase orders)	5
Collect photos for slideshow presentation	2
Receive award recipient names and have the plaques and trophies engraved each year. Submit an invoice and pick up for graduation.	2
Order display boards and help students to make a photo board for graduation.	2

Help students to write goals and aspirations to read at the ceremony. 2  
Ceremony practice and host ceremony night. 5

**III. Timeliness**

1. Returns requests for information by the date and time specified.
2. Attends all meetings as required; attends in a prompt manner and remains throughout the meeting.
3. Arrives on time and works scheduled hours.
4. Notifies the Superintendent and building principal in the event of illness.
5. Promptly informs the Superintendent of problems that need attention.

**IV. Student Discipline/Activity Management**

1. Enforces all rules of Monroe School District.
2. Maintains control of students.
3. Supervises the playing area or dressing rooms until all participants have left the area.
4. Is responsible for the personal and professional appearance of each student involved in the particular event during practice and event days.
5. Works cooperatively with other staff in scheduling practice times and events.

**Physical Qualifications:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. If this position is shared between campuses, driving may be necessary. Employee may use hands for repetitive single grasping, pushing/pulling, and fine manipulation.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is occasionally required to stand, walk, stoop, kneel, crouch, bend, twist, or climb. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

The employee must frequently lift, carry, and/or move up to 25 pounds, and occasionally lift, carry, and/or move up to 50 pounds.

**Terms of Employment:** Wage and benefits are as outlined and agreed to with the Monroe School District #1J Board of Directors.

**Mandatory Child Abuse Reporting:** As mandatory reporters (ORS 419b.010) all employees are required to immediately report to Law Enforcement and/or Department of Human Services any instance of suspected child abuse.

**Evaluation:** Performance of this position will be evaluated annually.

Reviewed by: \_\_\_\_\_

Date: \_\_\_\_\_