

TITLE: Honor Society Advisor, High 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 role of the advisor is to be a consultant, supervisor, and sounding board for planning. The advisor plans all monthly meetings during the year and creates an agenda for each one. They also are in charge of heading the quarterly fundraisers, as listed below, while helping students best plan and organize all events. The advisor is solely responsible for new member decisions after the first semester grades have been released, and the invitation of students afterwards. In the Spring, the society and advisor work together to plan a formal induction ceremony for new members.

TIME FRAME: While the majority of the advisor's hours are during normal school hours, approximately 15 hours will be out of normal contract hours.

Activity:	Hours:
September Meeting Planning/Execution	1
Officer Voting/Decisions	1
October Meeting Planning/Execution	1
Anti-Bullying Week Activities	5
November Meeting Planning/Execution	1
December Meeting Planning/Execution	1
Giving Tree	15
January Meeting Planning/Execution	1
Winter Food Drive	5
New Member Process	10
February Meeting Planning/Execution	1
Valentines Fundraiser	5
March Meeting Planning/Execution	1
New Member Induction Ceremony	10
April Meeting Planning/Execution	1

May Meeting Planning/Execution	1
June Meeting Planning/Execution	1
End of Year Car Wash Fundraiser	5
Total Hours	~65

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: The Monroe High School Chapter of National Honor Society is a service organization of which only the most dedicated and hard-working students are able to take part. Students who are members of this organization embody qualities of Scholarship, Leadership, Service, and Character and use those qualities to work together to make their school and community a better place. The National Honor Society is run by elected officers consisting of a president, vice president, secretary, and treasurer. The organization is in charge of running service related fundraisers, events and programs throughout the year to help the community. The society is asked to attend monthly meetings, various events throughout the school year, and volunteer in the community outside of school hours.

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: _____