

TITLE: CLASS ADVISORS-HIGH SCHOOL

QUALIFICATIONS: New Jersey Teaching Certificate.

REPORTS TO: Superintendent of School and Principal

TERMS: School Year (10 Months)

RESPONSIBILITIES INCLUDE:

- 1 Instill in students a sense of pride and accomplishment for their participation in activity.**
- 2. Actively seek students to participate in activity.**
- 3. Supervise all grade level fund raising activities.**
- 4. Supervise and organize all grade level class meetings.**
- 5. Confer with Principal on all budgetary matters.**
- 6. Supervise the election of all grade level class officers.**
- 7. Supervise the collection of all class and Project Graduation dues.**
- 8. Organize and supervise the senior class prom (twelfth grade advisors).**
- 9. Organize, plan and supervise all grade level activities.**
- 10. Follows the established system for awarding credit to students who participate in activities.**
- 11. Keep parents informed about class activities using the district website and parent portal.**
- 12. Be responsible for deposits, withdrawals, submitting banking slips to the BOE, and other money management details.**
- 13. Submit all requests for approval of dates to the activities coordinator.**
- 14. Attend Parent Organization and Project Graduation Parent nightly meetings.**
- 15. Carryout any other duties as deemed necessary by the Superintendent and Principal as related to the above.**