

## **GORHAM SCHOOL DEPARTMENT**

**TITLE:** Schedule B Advisor

**QUALIFICATIONS:**

1. Interest, experience or knowledge of the activity
2. Effective organizational, communication and interpersonal skills
3. Evidence of successful experience and background in working with young people.

**REPORTS TO:** Building Principal

**JOB GOAL:** To introduce students to new activities, increase interest and expand their experiences beyond the classroom.

**RESPONSIBILITIES:**

1. Maintains full responsibility for the overall supervision of the activity.
2. Communicates effectively with students, parents, administrators and other involved parties.
3. Is responsible for all financial aspects that may be associated with the activity, including budget, purchases, fund raising and reporting requirements.

**WORK YEAR:** Teacher contract. Salary and benefits to be established by the School Committee.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the School Committee's policy on evaluation.

**NOTE:** The above job description reflects the general requirements necessary to describe the principle functions or responsibilities of the job identified and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

January 2012