

EXAMPLE OF DUTIES

TITLE: HIGH SCHOOL SENIOR CLASS ADVISOR (Co-Curricular) GENERAL DESCRIPTION:

The High School Senior Class Advisor is responsible for advising and overseeing the activities of the Senior Class. The major event is the end of year activities including Senior Week and Graduation. Throughout the school year the Senior Class contributes to school-wide activities such as spirit week and dances. The Senior Class also raises funds for class graduation activities. All activities are paid for through fundraising and by class participants.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Senior Class activities.
2. Determine role of class officers and conduct election of class officers.
3. Establish class goals on class unity, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold class meetings at least twice monthly to discuss ideas for the good of the class and to plan future meetings and events.
8. Work with class to develop budget for all activities and events.
9. Help class plan fundraisers, class events such as dances, luau, and any other extracurricular activities.
10. Mediate project graduation committee meetings, view locations and facilities, coordinate dates with school administration, preview entertainment groups, and work with class and committee for a successful graduation.