

North Monterey County Unified School District

DRAFT POSITION DESCRIPTION

Position Title:	Co-Curricular Activity Advisor (Such as: Drama-Dance-Forensics-FBLA-Academic Decathlon)
Department:	N/A
Reports To:	Principal and/or Designee

SUMMARY:

The Co-Curricular Activity Advisor has the ability, desire, and knowledge to be totally conscious of the sensitive nature of adolescent development. It is expected that this role will empower the advisor with the ability to provide the student with an atmosphere in which each person is treated with respect and dignity, that opportunity is available to improve skill development, and there is a climate conducive to accumulation of knowledge through a cooperative learning experience. Through his/her conduct, the advisor will provide the expression of professional attributes and will serve as a positive role model for our students. The Co-Curricular Activity Advisor will be evaluated annually by the administrator on his or her performance of duties.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Supervise the related student activities.
2. Establish goals and plan for related interests and activities.
3. Encourage students to appreciate and value their classmates, school, and community.
4. Encourage activities in support of school and community such as productions and/or competitions.
5. Promote and monitor these goals to keep the students on task.
6. Hold regular meetings with students to discuss interests and based upon planned activities.
7. Encourage students to improve upon character development and public presentation skills.
8. Work with club/group to develop budget for all activities and events.
9. Help club plan fundraisers, club events, competitions, demonstrations and/or production activities.
10. Establishes and maintains standards of pupil behavior and provides proper supervision of students at all times.
11. Follows established procedures in the event of an injury.
12. Conferences with parents/guardians, as necessary, regarding the performance of their student.
13. Follows state, regional, and district regulations governing the program.
14. Participates in special activities to include parent's night, banquets, award nights, and pep assemblies.
15. Maintains eligibility forms, emergency data cards, insurance records, equipment inventory, and other related records.

16. Models nondiscriminatory practices in all activities.
17. Other duties as assigned.

QUALIFICATIONS/TRAINING/EXPERIENCE

1. Possession of a valid CA teaching credential or equivalent.
2. Successful completion of all pre-requisite training for advisors by the North Monterey County Unified School District.
3. Understanding of the principles of student growth, development, and learning, and of how to promote a positive co-curricular program.
4. Positive leadership ability.
5. Determination to develop the best possible educational and co-curricular programs for all students; embracing diversity.
6. Oral and written skills.
7. Interpersonal skills using tact, patience and courtesy.
8. Has the ability to organize, direct, and supervise a total co-curricular program.
9. Has substantial knowledge of the technical aspects of the related activity and is willing to examine new theories and procedures important to the field.
10. Must possess effective leadership techniques and skills.
11. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
12. Possess a valid CA driver's license and a signed DMV pull notice prior to driving a district vehicle.

DESIRABLE QUALIFICATIONS

1. Sensitivity to characteristics and needs of all children.
2. Ability to manage budget and equipment/materials.
3. Ability to implement policy and regulations.
4. Analyze situations accurately and adopt an effective course of action.
5. Meets schedules and time lines.
6. Communicate effectively with diverse constituencies
7. Maintain consistent, punctual, and regular attendance.
8. Advise and instruct students.
9. Collaborative and problem solving orientation.
10. Strategic and analytical thinking skills and the ability to apply deductive reasoning and draw conclusions in order to solve problems and facilitate the decision-making processes.

WORKING CONDITIONS

Mental Demands: problem solving, flexibility, evaluating, organizing, consulting, planning, coordinating, implementing, and presenting

Physical Demands: sitting, standing, walking, writing, talking, and demonstrating, ability to carry up to 50 pounds on an intermittent basis

Environmental Conditions: inside, outside, working with students

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of duties performed. Individuals holding this position may perform additional duties and additional duties may be assigned.

Board Approved: