

Mesa Union School District

Class Title: Student Leadership/ASB Advisor (4-5)

Annual Stipend: \$1,000.00

Basic Function:

Under the general supervision of the site administrator, the Student Leadership/ASB Advisor is responsible for providing activity/club programs that instill cooperation, leadership, and direction to all interested students. The advisor develops the annual club calendar, plans for the supervision of class/club activities, and performs other duties directly related to this position description.

Major Duties and Responsibilities:

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Develop a philosophy for student conduct while participating in class/club program(s).
2. Establish dates, times, and places of events for administration approval and placement on the school calendar.
3. Arrange necessary transportation and supervision for occasional off-campus activities.
4. Offer leadership and direction to class/club officers and work with Student Leadership and ASB to coordinate class/club activities.
5. Coordinate all class/club fundraising events and maintain fundraising calendar.
6. Provide leadership and in-service for all class/club officers regarding fundraising, banking, and club operating procedures.
7. Prepare and conduct school-site student/leadership programs.
8. Responsible for maintaining a working budget and direct bookkeeping and banking procedures.
9. Supervise directly all student elections.
10. Supervise all ASB cabinet meeting and advise their proceedings.
11. Supervise the maintenance of all student government records and documents.
12. Assist class council advisors in the proper operation of class council government.
13. Work directly with the site administration.
14. Coordinate the planning and supervise all ASB-related school activities, to include dances, pep rallies, spirit days, assemblies, and/or fundraising activities.
15. Oversee all ASB financial activity accounts with the assistance of the site administration/Business Services Authority.
16. Coordinate all ASB activities.
17. Directly responsible to the site administration for the school activities program.
18. Supervise preparation of student communications.
19. Approve the display or posting of all signs and posters.
20. Serve as a liaison between the Student Council and site administration.
21. Arrange and maintain school activities calendar and aligns it with the site master calendar.
22. Create, design, and update ASB webpage.
23. Knowledge of FCMAT ASB Accounting Manual, Fraud Prevention Guide and Desk Reference.

Qualifications:

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Demonstrate leadership, organizational skills, and the ability to motivate people.
- Exhibit professional demeanor.

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- Display enthusiasm and effective interpersonal skills to interact effectively with students, staff, administration, parents, and the community.
- Demonstrate the ability to communicate effectively in English, both orally and in writing, using proper grammar and vocabulary.
- Demonstrate the ability to use technology devices for word processing, data management, and telecommunications.
- Effectively utilize organizational and problem-solving skills.
- Exercise appropriate discretion concerning students, staff, and confidential information.

Physical Requirements:

Ability to hear and speak to exchange information orally and in writing; see to read a variety of material; walk across campus to conduct school business; sit, reach, stoop and bend as needed to perform clerical and administrative duties; and stand for extended periods of time when assisting with student supervision.

Education and Credential Requirements:

Must possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and hold an appropriate California Teaching Credential issued by the California Commission on Teacher Credentialing.