

ALPINE COUNTY UNIFIED SCHOOL DISTRICT  
**STUDENT COUNCIL ADVISOR**  
*Temporary, part time through end of school year*

**REPORTS TO:** Principal/Director of Student Services

**SUPERVISES:** No supervisory responsibilities

**DEFINITION:**

Under the direction of the Principal/Director of Student Services, responsible for developing and supporting all Student Council and non-sport events.

**QUALIFICATIONS:**

Required:

1. High school diploma or equivalent
2. General knowledge of computer usage and ability to use email, internet, word processing software, and spreadsheets
3. At least one year related experience and/or training or equivalent combination of education and experience
4. Possesses knowledge of effective behavior management methods
5. Works well with others from diverse backgrounds

**KNOWLEDGE AND ABILITY:**

1. Ability to focus on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit
2. Ability to meet timelines and exercise good judgment while working in a dynamic environment
3. Ability to successfully work with and teach students
4. Ability to read and interpret documents such as safety rules, maintenance instructions, and procedure manuals
5. Ability to write routine reports and correspondence
6. Ability to speak effectively before groups of students, parents, or employees of the organization
7. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions
8. Ability to deal with problems involving a few concrete variables in standardized situations
9. Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students
10. Ability to communicate fluently verbally and in writing and possess strong basic math skills including addition; subtraction; multiplication; division in all units of measure; common fractions; decimals; compute rate, ration, and percent; and draw and interpret bar graphs

### **ESSENTIAL DUTIES/TASKS:**

1. Follows and maintains knowledge of all District policy(ies) and procedures
2. Ensures adherence to proper procedures in collecting and the disbursing of funds
3. Completes required paperwork in specified time and manner
4. Attends class fundraising and extra-curricular activities
5. Supervises students in school settings and at special events and assist in maintaining a safe environment
6. Assists administration in implementing policies and rules governing student life and conduct
7. Informs administration of class and student activities
8. Works to establish and maintain open lines of communication with students and their parents concerning the academic and behavioral progress of their students through conferences, written messages, telephone calls, and/or email as it relates to student council
9. Promptly reports any serious accident or illness affecting students in the teacher's charge or any incident which might affect the school, teachers, or students therein
10. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials, and facilities
11. Professionally represents the school and the District in interactions with parents, community, staff, and students
12. Complies with applicable District, state, local, and federal laws, rules, and regulations
13. Attends work regularly and is punctual
14. Organizes and attends all student council events
15. Sponsors and advises student council and attends all meetings
16. Helps plan and carry out all assemblies
17. Assist in student council elections
18. Plans, coordinates, and participates in multiple monthly student council lunch meetings
19. Plans, coordinates, and participates in monthly school dance
20. Plans, coordinates, and participates in student council fundraisers
21. Plans, coordinates, and participates in two (2) spirit weeks
22. Other duties as assigned

### **ESSENTIAL FUNCTIONS:**

*(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)*

#### **PHYSICAL**

- Standing/Walking: Frequently; throughout work shift while performing duties
- Sitting: Occasionally; while performing classroom duties
- Lift/Carry: Frequently, 1-25 pounds; classroom instructional materials, books, binders, paperwork. For heavier lifting, assistance is available
- Bending/Twisting: Occasionally; at knees/waist/neck while throughout day
- Push/Pull: Occasionally, exerting a force of 5-20 pounds; while moving supplies
- Climbing/Balancing: Rarely; may use step stool

- Kneeling/Crouching/Crawling: Occasionally; may be required while assisting student in physical activities or may occur while restraining student's disruptive behavior
- Hands/Arms: Constant use of both in reaching/handling/grasping/fingering/gripping while performing a variety of physical and administrative duties. Overhead reaching is required.
- Sight/Hearing/Speech: Constantly; to provide instructional assistance to student Assignment may require hand/eye coordination, depth perception and peripheral vision depending on assignment

#### MENTAL

- Must possess necessary communication skills, written and oral to complete assignments
- Must be able to read, write speak English. Possess interpersonal skills to work well with various types of students
- Must be able to work independently with assigned student and exercise creative problem solving ability
- Must be able to provide supervisory skills to provide guidance and appropriate behavioral corrections to assigned students