

**Warrenton-Hammond School District
Job Description**

Job Title: Senior Class Advisor – High School
Reports To: Principal

JOB SUMMARY

This position is responsible for providing instruction and academic advisory services to a variety of students (seniors) in a classroom and other settings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Follows and maintains knowledge of all District policy(ies) and procedures.
2. Attends all class, advisory, Homecoming and beginning of the year orientation meetings.
3. Advises senior students in learning and applying school policies and procedures.
4. Insures adherence to proper procedures in collecting and the disbursing of funds.
5. Completes required paperwork in specified time and manner.
6. Attends class fundraising and extra-curricular activities outside of Grad Nigh fundraising and activities.
7. Assists students with managing behaviors.
8. Supervises students in school settings and at special events.
9. Assists administration in implementing policies and rules governing student life and conduct.
10. Outlines Homecoming Week's activities and class competition guidelines.
11. Organizes Homecoming committees.
12. Attends all school day class meetings, and skit practices.
13. Assists with selection of class song and selection and design of class motto.
14. Organizes students for Graduation practices and ceremony.
15. Works with the Student Council Advisor.
16. Facilitates planning, selection and ordering of senior gift.
17. Collects senior pictures for class picture.
18. Facilitates writing of Class Wills and Hall of Fame.
19. Develops and implements fundraising projects if class needs additional funds.
20. Coordinates Josten's, pictures, people and video for events.
21. Assists student graduation speakers with speeches.
22. Informs administration of class activities.
23. 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.
24. Takes all responsible precautions to provide for health and safety of the students and to protect equipment, materials and facilities.
25. Appropriately maintains and secures confidential records and inquiries.
26. Maintains appropriate certifications and training hours as required.
27. Professionally represents the school and the District in interactions with parents, community, staff and students.
28. Complies with applicable District, state, local and federal laws, rules and regulations.
29. Attends work regularly and is punctual.

SUPERVISORY RESPONSIBILITIES

May supervise and direct the work of student aide(s). All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience and/or training or equivalent combination of education and experience.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses 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. Demonstrated ability to successfully work with and teach adolescent students.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.
- **Mathematical Skills:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.
- **Computer Skills:** General knowledge of computer usage and ability to use, e-mail, internet and word processing software, and spreadsheets.
- **Other Skills and Abilities:** Demonstrated knowledge of child growth and development at each level of instruction and of the social, emotional, physical and cognitive development of adolescent students. Possesses knowledge of effective behavior management methods. Ability to meet time lines and exercise good judgment while working in a dynamic environment.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District. Must have a valid teacher's license at the secondary level through the Teachers Standards and Practices Commission (TSPC), CPR/First Aid card and Oregon Driver License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; stand; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is occasionally required to stoop, kneel or crouch. The employee must regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, ability to adjust focus and peripheral vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a standard school setting. The noise level in the work environment is usually low to moderate, but occasionally high depending upon student population and activities. The employee is occasionally exposed to wet or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description.

Signature:

Date:
