

CJSF ADVISER
Certificated Salary Schedule - Stipend

DEFINITION

Under direction of the school site Principal, the California Junior Scholarship Federation (CJSF) Adviser is responsible for providing overall guidance and assistance to the CJSF chapter officers, committees, and membership for the purpose of fostering high standards of scholarship, service, and citizenship, and to promote appropriate activities.

EXAMPLES OF DUTIES

1. Publicizes the requirements for membership and the method of application
2. Facilitates the election process for CJSF chapter officers
3. Checks CJSF applications and determines eligibility for membership
4. Keeps accurate records and a permanent file of chapter members
5. Determines Honor Membership and provides for corresponding awards
6. Designates and verifies Honor Awards on students' cumulative records
7. Assists in planning and evaluating activities
8. Assists committees and officers with obtaining outside resources e.g. speakers, films, programs, etc.
9. Supervises chapter activities and ensures Chapter Standing Rules are observed; ensures all financial obligations of the chapter are met
10. Opens avenues of service to students
11. Recognizes scholarship and awards students through awards, assemblies, and school and community press
12. Submits Huhn Memorial Award candidates for the regional conference
13. Attends the annual Advisers' Meeting and the regional conference
14. Ensures that all paperwork and records of the chapter are secure and accessible to the principal and/or to a succeeding adviser
15. Exercises care that the chapter upholds the ideals for which CJSF stands
16. Communicates with Principal, teachers, school clubs and organizations regarding events and calendar schedule

DESIREABLE QUALIFICATION:

Ability to:

1. Engage and inspire students
2. Recognize, encourage, and stimulate creativity and excellence
3. Promote responsibility in students
4. Interpret and apply school district policies, laws, rules, and regulations.
5. Take responsibility and use good judgment in recognizing scope of authority
6. Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise
7. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Experience:

Work experience involving contact with children in an educational setting.

Education:

Valid California Teaching Credential

PERSONNEL

Incorporated within one or more of the following previously mentioned essential functions of this job description are the following essential requirements:

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| 1. Seldom | = Less than 25 percent | 3. Often | = 51-75 percent |
| 2. Occasional | = 25-50 percent | 4. Very Frequent | = 76 percent and above |
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| <u>2</u> | a. Ability to sit for extended periods of time. |
| <u>2</u> | b. Ability to stand for extended periods of time and ascend and descend steps. |
| <u>4</u> | c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students. |
| <u>4</u> | d. Ability to hear and understand speech at normal levels. |
| <u>4</u> | e. Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>1</u> | f. Ability to bend and twist, kneel and stoop. |
| <u>1</u> | g. Ability to lift 50 lbs. |
| <u>1</u> | h. Ability to carry 50 lbs. |
| <u>1</u> | i. Ability to reach all directions. |