

## PERSONNEL

### **STUDENT COUNCIL ADVISOR - Elementary Certificated Salary Schedule - Stipend**

#### **DEFINITION**

Under direction of the school site Principal, the Student Council Advisor is the Principal's day-to-day designee for student body activities and fundraisers. The Student Council Advisor will be responsible for providing overall guidance and assistance to the Student Council in the production and promotion of student body activities and fundraisers.

#### **EXAMPLES OF DUTIES**

1. Facilitates election process for Student Council officers
2. Works directly with students on a regular, consistent basis on, and for, student council activities
3. Assists Student Council with approval for activities, fundraisers, and expenses
4. Assists Student Council with the decision making process
5. Assists with the maintenance of records
6. Assists Student Council with making appropriate expenditures
7. Assists Student Council with the student body budget
8. Facilitates Student Council meetings and ensures meetings are documented
9. Ensures adequate financial and legal internal controls are in place
10. Ensures all laws, policies, and procedures are followed
11. Supervises Student Council on Student Council related field trips and/or conferences
12. Consults with, and keeps Principal informed

#### **DESIRABLE QUALIFICATIONS**

##### **Knowledge of:**

1. The purpose of student government and its connection to the democratic process
2. FCMAT ASB Accounting Manual, Fraud Prevention Guide and Desk Reference
3. Correct English usage, spelling, grammar, and punctuation
4. Knowledge of the general needs and behavior of children
5. A desire and ability to work with children
6. Knowledge of the techniques and methods of youth supervision
7. Willingness and ability to be flexible

##### **Experience:**

Work experience involving contact with children in an educational setting.

##### **Education:**

Valid California Teaching Credential

##### **Ability to:**

1. Engage and inspire students
2. Promote responsibility in students
3. Interpret and apply school district policies, laws, rules, and regulations.

## PERSONNEL

4. Take responsibility and use good judgment in recognizing scope of authority
5. Deal effectively with a wide variety of personalities and situations requiring tact, judgment, and poise
6. Establish and maintain effective and cooperative relationships with those contacted in the course of work

Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

- |               |                 |                  |                 |
|---------------|-----------------|------------------|-----------------|
| 1. Seldom     | = Less than 25% | 3. Often         | = 51% - 75%     |
| 2. Occasional | = 25% - 50%     | 4. Very Frequent | = 76% and above |

- 2 a. Ability to sit for extended periods of time
- 2 b. Ability to sit for extended periods of time and ascend and descend steps
- 4 c. Ability to see for the purpose of reading laws and codes, rules, policies, and other printed matter and observing students
- 4 d. Ability to hear and understand speech at normal levels
- 4 e. Ability to communicate so others will be able to clearly understand a normal conversation
- 2 f. Ability to bend and twist, kneel, and stoop
- 1 g. Ability to lift 50 lbs.
- 1 h. Ability to carry 50 lbs.
- 2 i. Ability to reach in all directions

Adopted: March 10, 2020