



RAVENNA SCHOOL DISTRICT

Ravenna Board of Education

Job Description

JUNIOR CLASS ADVISOR

High School

TITLE: Junior Class Advisor - High School

PURPOSE: To advise and direct a program of activities designed to meet the interests and needs of the class.

SUPERVISOR: Principal

MINIMUM QUALIFICATIONS:

- A. An Ohio Teaching License/Certificate.
- B. Current employee of the school district. (Preferred)
- C. Must be able to organize student activities and events.
- D. Must be able to relate to and inspire confidence in students.
- E. Must be able to communicate effectively orally and through written correspondence and reports.
- F. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

ESSENTIAL FUNCTIONS & RESPONSIBILITIES:

- A. Supplement pertains to the supervision of functions which extend beyond the normal contractual day.
- B. Supervises all school sponsored class activities throughout the year.
- C. Supervises officers in planning and implementing class meetings and activities according to school guidelines.
- D. Supervises class meetings with class officers, class representatives, or entire class for the purpose of discussing fundraising and/or other activities including Homecoming/Prom/Graduation. Additional activities are encouraged, but optional.
- E. Plans, organizes and supervises all fundraising activities following school procedures.
- F. Assists officers in preparing and managing a budget for supporting program goals in line with the school's internal accounting procedures.
- G. Supervises the preparation of class reports and records.
- H. Responsible for financial matters of the class.
- I. Assists in the distribution of class communications throughout the school and community.
- J. Sophomore Class Advisor is responsible for planning, organizing, and supervising the Homecoming.
- K. Junior Class Advisor is responsible for planning, organizing, and supervising the Prom.
- L. Senior Class Advisor is responsible for planning, organizing, and supervising graduation related activities.
- M. Adheres to school district policies and procedures.

Note: The members of the class will be directly involved in all decisions pertaining to the above activities. However, the class advisor has the final authority for decision making.