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.