

POSITION TITLE: Student Government Advisor, High School

CONTRACT YEAR: Ten Months

PAY GRADE: Teachers' Supplementary Pay Schedule

QUALIFICATIONS: Education-Valid Florida Teaching Certificate in academic or vocational subject.

DIRECT ACCOUNTABILITY: School Principal and /or designee

SUPERVISION: None

GOALS: To identify creative and resourceful methods for ensuring a positive student government experience for officers, members, and the entire school community. To develop a student government program that emphasizes citizenship, service, pride and leadership.

ACCOUNTABILITY PROCEDURES: The principal or designee will assess the effectiveness of the Student Government Advisor, High School annually with respect to the performance of specific job responsibilities.

PERFORMANCE RESPONSIBILITIES: The Student Government Advisor, High School shall:

1. Conduct the election of student government and class officers.
2. Be responsible for the day-to-day supervising of the student government.
3. Schedule student government meetings and secure the use of school facilities for meetings and events.
4. Attend all student government meetings and events.
5. Advise the student government with regard to all aspects of that organization's program.

PERFORMANCE  
RESPONSIBILITIES:

The Student Government Advisor, High School shall:  
(cont)

6. Provide communication link for the administration to the student government, and for the student government to the faculty, administration, and community.
7. Be responsible for training student government officers and members in the basic leadership techniques of goal setting, communications, meeting skills, planning, evaluation and group dynamics.
8. Complete all forms required by the principal or the school district and attend meetings of student government advisors as called for by the school district.
9. Assume responsibility for the student government budget and financial reports.
10. Help obtain necessary chaperones for all student government events.
11. Serve as the advisor to all student government and sub groups.
12. Assist the officers and members in their knowledge of participation in their county, state, regional, and national leadership development opportunities and conferences.
13. Assist with the articulation process with feeder schools.
14. Work with the school administration placing student government events on the school calendar.
15. Help student government officers and members plan a yearlong program that reflects the school philosophy and mission as well as meeting the needs of the students.
16. Serve as a positive role model.

PERFORMANCE  
REPONSIBILITIES:

The Student Government Advisor, High School shall:  
(cont.)

17. Perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County, Florida.
18. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.
19. Review current developments, literature, and technical sources of information related to the job responsibility.
20. Ensure adherence to good safety procedures.
21. Perform other duties as delegated by the principal or the designee.
22. Follow federal and state laws, as well as School Board policies.

Board Approved: 8/7/90  
Adopted: 9/4/90