

POSITION TITLE: Student Government Advisor, Middle 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, Middle School annually with respect to the performance of specific job responsibilities.

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

1. Conduct the election of student government officers and representatives and see that the results of those elections are made known to the school administration and school community.
2. Schedule meetings and secure the use of school facilities for meetings and other student government activities.
3. Attend all the student government meetings and functions.
4. Represent the administration and the school district to the student government.
5. Act as a communication link between the student government meetings and functions.

PERFORMANCE  
RESPONSIBILITIES:

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

6. Place student government related events on the school calendar in compliance with established school procedures.
7. Promote and teach the basics of good leadership
8. Help provide opportunities for members to be ambassadors for their schools (field trips, workshops, conferences, etc.)
9. Help the officers develop a coherent year-long program of events.
10. Facilitate the development of the characteristics of citizenship, school spirit, service, and leadership
11. Complete reports as required by the principal and/or school district.
12. Help arrange for the necessary chaperonage for student government officers.
13. Assist with the articulation process with feeder schools.
14. Oversee and assume the responsibility for student government finances.
15. Help students resolve problems and disagreements to insure the effective functioning of student government.
16. Serve as a positive role model.
17. Perform and promote all activities in compliance with equal employment and nondiscrimination policies of The School Board of Broward County.
18. Participate, successfully, in the training programs offered to increase the individual's skill and proficiency related to the assignment.

PERFORMANCE  
REPONSIBILITIES:

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

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