



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Advisor to the Junior Class

SCHOOL: High School

PURPOSE: The advisor continues to guide and oversee the projects undertaken by the class in their Junior year particularly the magazine drive in the fall and the Junior Prom in the spring.

ACTIVITIES:

1. Organizes and meets with the class officers in September to go over their duties, school policies, and plans for the year.
2. Holds class meetings usually to launch the magazine fund raising drive, to counsel: on Junior Prom decorum, and to hold election of officers in May.
3. Meets with and confers regularly with the principal about plans for the Junior Class particularly the Prom and Magazine Drive.
4. Organizes and supervises the magazine drive in the fall. This includes setting up committees, overseeing the collecting, counting, depositing, and recording of money, and tallying of orders for subscriptions.
5. Makes announcements to the class regarding the purchase of a class ring.
6. Organizes and supervises another fund raising project usually the selling of concessions for the basketball games.
7. Plans, supervise, and oversee the Junior Prom. Much of this work may be delegated to committees organized by the officers. The advisor must see that school policies are adhered to in the planning and production of the Junior Prom.
8. Arranges for the Senior Prom and Senior Class Luncheon location prior to the end of the class' Junior year.
9. Acts as a liaison for the class or the administration to discuss plans and problems should they arise.
10. Oversees all recording keeping by the treasurer and makes certain that all outstanding bills are paid.



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11. Is responsible for turning in all financial information on a timely basis and must “close” the club’s books prior to the end of the school year in order to receive final stipend payment.

FUNDING:

By the conclusion of the Junior year, the class should have a balance of approximately \$7000.00 in its treasury. Most of this money has been fund raised and will be used during the Senior year to pay for the Senior Luncheon, Graduation Party, part of the Class trip and numerous other expenses.

DURATION:

September - June

The advisor may be called upon at any time to carry out duties regarding the activities of the Junior Class. Numerous fund raising projects require the advisor to be in school in the evening. Planning for and organizing the Junior Prom necessitates many organizational meetings and correspondence by the advisor with community businesses. The magazine drive is a well planned activity that realizes financial benefits in a short time. The abilities of the officers and their cooperation dictate how much time the advisor must dedicate to the activity.

STIPEND:

Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: