



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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POSITION: Advisor to the Senior Class

SCHOOL: High School

PURPOSE: The advisor prepares and counsels the class as it culminates its academic and social experiences. Activities should be planned to accommodate the maximum number of students.

ACTIVITIES:

1. Organizes and meets with the class officers and assists in planning their activities for the year. These include a Senior Class Trip, Senior Luncheon, Senior Prom, and Graduation Party.
2. Holds class meetings usually for the selection of a class trip, for counseling prior to the trip and prom, and prior to graduation.
3. Meets and confers with the principal periodically in order to discuss the class' plans and the culmination of the year.
4. Sponsors a fund raising activity usually the selling of concessions at the football games.
5. Plans, supervises the production of, and attends the Senior Prom. Numerous duties are involved in this activity.
6. Organizes, plans, and participates in the Senior Trip.
7. Orders senior graduation announcements with name cards.
8. Supervises the selection of a cite and the program for the Senior Class Luncheon.
9. Organizes, plans the production of, attends and counsels the class on procedures for the Senior Prom.
10. Assists the Administration with Commencement and Baccalaureate services.
11. Oversees the record keeping of all expenses and disbursements for the class treasury. Credit for class participation in the various fund raising activities through the four years is given to students who helped.



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12. Arranges to withdraw the remaining class funds within twelve months of graduation. The money should be placed in a savings account for the class reunion in five years.
13. Oversees the financial responsibilities of the class for the AFS student. (Consult the AFS Foreign sponsor)
14. Counsels the class and officers at all times regarding their responsibilities and decorum in the various projects during the year including the last week of school.
15. 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:

The money that has been accumulating in the class treasury is used to offset the numerous functions of the senior year. The balance in the treasury dictates the amount to be spent on these functions. Several meetings and a budget should be arranged with the class officers on this matter. The principal should be made aware of the financial status of the class.

DURATION:

September - June

The advisor to the Senior Class spends a great deal of time during this year in planning and arranging for the numerous activities of the class. In addition to attending all of the functions of the class, numerous meetings and conferences are held to make all plans run as smoothly as possible. Good, reliable officers help to make the burden lighter.

STIPEND:

Based on Schedule B of the Working Agreement.

BOE Approved Date:

BOE Review Date: