



Haddonfield Board of Education

1 Lincoln Avenue
Haddonfield, New Jersey 08033

Job Description

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ACTIVITY: **Advisor to the Student Council**

SCHOOL: Middle School

PURPOSE: The Advisor sponsors this student government and acts as a liaison with the student body and the administration.

ACTIVITIES:

1. Oversees the election of all officers and representatives and then advises them of their duties, authority, and school policy regarding the Student Council.
2. Guides and supervises all social and fund raising activities and is present at all functions.
3. Attends all meetings of Student Council and any committee thereof.
4. Counsels officers or individual students with concerns, and instructs them about the proper channels to air these concerns.
5. When controversial issues come up, advise the administration of them, and strive to find the avenue to discuss these issues with the students or council.
6. Judiciously selects the projects which the community organizations request the Council to sponsor.
7. Oversees the collecting, depositing, and disbursing of all money raised.
8. Strives to promote school spirit and encourage school service through the sponsorship of various activities and assemblies with these goals.
9. 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: SELF-SUPPORTING -- The operating expenses of the Council ranges from \$1,700-\$1,800 annually. The money is used to underwrite assemblies and purchase items for the school. Various charities also receive some of Council's funds.



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DURATION: September - June

The advisor must be available before, during, and after school to counsel students involved with Council and its activities. Numerous organizational tasks require the advisor's time. Student Council meetings are held once a week during the school day, but committees or special groups may meet after school. Fund raising and social activities normally occur after school and in the evening.

STIPEND: Based on Schedule B of the Working Agreement.

BOE Approved Date:
BOE Review Date: