



Job Description

Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills

Position Title: Enviro Club Advisor

Location: Bedford High School

Position Type: Supplemental

Responsible To: Building Principal

Contract Amount: Category F

Purpose:

The Envirothon is an annual competition with teams competing for recognition and scholarships by demonstrating their knowledge of environmental science and natural resource management. Ohio has five (5) areas for teams to compete and advance to the state tournament. Teams consist of five (5) students. Teams exercise their training and problem solving skills in the Envirothon competition, which focuses on five testing categories: Soil, Aquatics, Forestry, Wildlife and Current Environmental Issues. Envirothon is North America's largest high school environmental education competition, reaching more than 500,000 students from across North America annually. Envirothon succeeds in its mission to develop knowledgeable, skilled, and dedicated citizens who are willing and prepared to work toward achieving a balance between the quality of life and the quality of the environment. The Envirothon program is an effective educational tool, capable of supplementing environmental education both inside and outside the classroom.

Qualifications:

- Bachelor's degree (B.A.) or equivalent from a four-year college or university preferred
- Teaching Certificate or Licensure preferred
- Good moral character
- Works effectively with students
- Knowledgeable on the activity based on professional credentials or work experience.
- Knowledgeable on Board of Education policies and school practices.
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate

General Responsibilities:

- The advisor hosts the teams at practices from autumn until spring.
- Teams work collaboratively to develop their knowledge of ecology and natural resource management and to practice their environmental problem solving skills in preparation for Envirothon competitions.
- Training for the Envirothon begins well in advance of the actual event. Each team arrives at their Area Envirothon event in early spring and the teams rotate from resource station to resource station to be tested in the subject area. The top 4 scoring teams then advance to the State Envirothon to compete for the State title, where the winning team will then compete in a national event.
- Teams are provided study resource materials in all of the five subject areas by the advisor. These resources can be obtained in hard copy, web-based or electronic media from your local Soil and Water Conservation District, but are also organized by the advisor into Google Classroom and other student-friendly formats such as Quizizz or Quizlet for study purposes.
- Team training may include field trips to natural resource sites, museums, or other areas of interest; listening to natural resource professionals; web-based presentations and web searches.
- Students choose their meeting dates and times, decide which topics they will "Master" as part of the team, and also how they will study at each meeting. Students also give feedback on their interest and desires regarding field trips and speakers. The meetings/practices will be held at BHS.
- Goals and Objectives for financial requirements (if applicable) must be completed.
- Supervises the program so that the goals and objectives are observed.
- Understands the purpose of the supplemental activity and works within the stated purpose of the club.
- Utilizes funds while working within the guidelines of the treasurer and the Board of Education.
- Handles all discipline.
- Ensures that students are not left alone after the club is concluded and that they have knowledge of the arrangements that were made between the parents and/or caregivers and the club member (student).
- Communicates in writing and/or by phone any pertinent information that the parent may need or wishes to know relative to the club or activity.
- A complete roster of students in the organization/club.
- Attendance records of organization/club members.
- Parent permission slips (if applicable).
- Student eligibility records.
- A reflection of the overall outcome of your club or organization.
- It is the responsibility of the person holding the supplemental to make arrangements with their evaluator to go over the above information.
- Ensuring student IEP reasonable accommodations are met in alignment to the IEP goals
- Perform other duties as assigned by the Building Principal/Superintendent/designee

Required Knowledge, Skills and Abilities:

- Ability to work effectively with others
- Ability to communicate ideas and directives clearly and effectively both orally and in writing
- Effective, active listening skills
- Organizational and problem-solving skills

Time commitment/responsibilities:

- Weekly/Monthly meeting with student and parent leaders/ members (approx. 4-10 hours per month minimum)
- At a minimum, 1 practice for 4 weeks leading up to the first athletic event to build positive rapport with the Varsity and JV Cheerleading team, to learn cheers and chants, and team bonding.
- Planning time, after school hours, for fundraisers (time varies)
- Fundraisers, after school and/or weekends
- Planning time, after school hours, for class events (time varies)
- Attend planned activities, class events, after school and/or weekends in order to take pictures

475 Northfield Road • Bedford, OH 44146-2201 • Phone: (440) 439-4520 • FAX: (440) 439-4850

-AN EQUAL OPPORTUNITY EMPLOYER-

- Time designated to collect fees – outside of school work hours
- Time designated to complete paperwork – outside of school hours

Equipment Operated:

- Computer/printer
- Telephone
- Copier
- Calculator
- Fax machine

Additional Working Conditions:

- Occasional exposure to blood, bodily fluids, and tissue
- Frequent interaction with unruly students
- Occasional requirement to sit, stand, walk, talk, see, reach, read, hear, stretch with hands and arms, kneel, crouch, stoop, balance, and climb
- Occasionally lift, carry, push, and pull various items up to a maximum of 50 pounds
- Evening/weekend/summer work
- Occasional travel
- Occasional operation of a vehicle in inclement weather conditions, i.e., being prepared to work on all scheduled school days, except calamity days
- Occasional repetitive hand motion, e.g., computer keyboard, writing
- Frequent requirement to read and hear

This job description is subject to change and in no manner states or implies that these are the only duties and responsibilities to be performed by the employee. The employee will be required to follow the instructions and perform the duties required by the employee's supervisor, appointing authority.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Revised date March 2024