

## Administration

Andrea Celico, Ph.D., Superintendent  
Cassandra J. Johnson, Ph.D., Assistant Supt.  
Janet Pavlic, Treasurer/CFO  
Jerry Zgrabik, Business Manager



## Board of Education

Barbara A. Patterson, President  
Robert C. Kennedy, Vice-President  
Phil Stevens  
Joseph V. Mestnik  
Tim Tench

# Job Description

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*Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills*

**Position Title:** Junior Class Advisor

**Location:** High School

**Position Type:** Stipend

**Responsible To:** Building Principal

**Contract Amount:** Category D

### **Purpose:**

In order to provide students an organized opportunity for co-curricular exposure to a shared interest, the advisor will provide oversight to all aspects of the co-curricular group. The advisor will assist to facilitate class activities that will assist in the development of good student leaders. They will facilitate a forum in which students can address school related class issues, while maintaining continuous communication with other students, staff and administrators.

### **Qualifications:**

- Bachelor's degree (B.A.) or equivalent from a four-year college or university
- Teaching Certificate or Licensure
- Such alternative to the above qualifications as Superintendent and/or Board of Education may find appropriate
- Experience with organizing activities and facilitating student groups

### **General Responsibilities:**

- Grade level student leadership
- Plan fundraising events with class student leaders
- Collaborate with senior class advisor to plan senior activities & senior prom
- Collect activity fees and turn in to building treasurer per board policy
- Coordinate leadership activities for class officers
- Order materials/items needed for class events
- Assist senior council in collaborating with student council and student council advisor on Homecoming activities
- Organize community service projects
- Coordinate financial aspects of the club
- Work collaboratively with parent groups and administration

- Organize all working committees and prepare schedule for rehearsals and committee meetings
- Perform other duties as assigned by the Building Principal/Superintendent

**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:**

- Quarterly meeting with entire senior class (approx. 2 hours per quarter)
- Monthly meeting with student and parent leaders/ members (approx. 2 hours per month)
- 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 class events, after school and/or weekends
- Time designated to collect senior class fees - after school hours
- Time designated to complete paperwork - after 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
- Occasional 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 incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent'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 January 6, 2020**