

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

Serving Bedford, Bedford Heights, Oakwood Village, Walton Hills

Position Title: Student Senate Advisor

Location: High School

Position Type: Stipend

Responsible To: Building Principal

Contract Amount: Category E

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. Student senate is the center of student involvement and development of good leaders. It provides a forum in which students can address school related issues and maintain continuous communication with other students, staff and administrators. The goal is organization to offer yearlong programs of social functions and community service projects for students as well as provide support to other organizations and clubs throughout the school building and district, as needed.

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:

- To provide Leadership training to student council members
- To plan and provide functions for Bedford High School consistent with the educational and extra-curricular goals of the school
- Coordinate financial aspects of the club
- Deposit all play proceeds with school treasurer/authorize payment of production bills through district fiscal policies and regulations
- Coordinate fund raising aspects for the club
- To advise and/or assist the Administration in the formulation of an support of school policy
- Perform other duties as assigned by the Building Principal/Superintendent

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

-AN EQUAL OPPORTUNITY EMPLOYER-

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:

- Student contact time varies from a minimum of 4 hours a month to an unknown amount. During certain events it can be much more, including Saturdays. Preparation time also varies depending on group activities, speakers, or social function

Equipment Operated:

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

Additional Working Conditions:

- 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