

Student Council Advisor (Secondary Students)

Position Overview

The Student Council Advisor for secondary students is responsible for guiding and supporting the student council in its operations, leadership development, and event planning. This position requires significant involvement outside regular school hours, including attendance at events and meetings.

Key Responsibilities

- Leadership and Mentorship
 - Provide guidance to student council officers (e.g., president, vice president, secretary, treasurer) on their roles and responsibilities.
 - Mentor students in leadership skills, decision-making, and conflict resolution while fostering autonomy.
- Event Planning and Supervision
 - Assist in brainstorming, organizing, and executing student council events such as dances, assemblies, fundraisers, spirit weeks, food drives, and community service projects.
 - Ensure all activities comply with school policies and guidelines.
 - Supervise logistics for events, including set-up, clean-up, and administrative coordination.
- Public Relations
 - Promote student council activities to students, staff, and the broader school community through announcements, posters, and social media.
 - Act as a liaison between the student council and school administration to ensure effective communication.
- Financial Oversight
 - Monitor the student council's budget and expenditures; assist with fundraising efforts.
- Teaching and Development
 - Identify teachable moments during activities to encourage students' personal growth.
 - Provide constructive feedback after events to help students improve their planning and execution skills.
- After-School Commitment
 - Attend after-school meetings and events regularly.
 - Be available for evening or weekend activities as required.

Qualifications

- Strong organizational and communication skills.
- Experience in mentoring or coaching students.
- Ability to manage schedules outside regular school hours.
- Familiarity with school policies regarding student activities.
- Must be able to pass a Motor Vehicle Record check for insurance purposes.
- Must pass a background check.

Working Conditions

- This role involves significant time commitments beyond the regular workday. The advisor must be flexible to attend evening or weekend events while maintaining a supportive presence for student leaders.

Desired Attributes

- Passion for student leadership and career development
- Commitment to diversity, equity, and inclusion
- Creative problem-solving abilities
- Team player with a collaborative spirit

This position will require travel to regional and state events with students.