



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

<u>Position / Title:</u> Honorary Society	
<u>Bargaining Unit:</u> NAC	<u>Department/Location:</u> HS Activities
<u>Calendar Days:</u> N/A	<u>Reports To:</u> Building Athletics/Activities Director
<u>JD Revision Date:</u> 09/25/2023	<u>Supervises:</u> N/A

Function / Position Summary

To build and maintain a high-quality honor society, focusing on providing honor, service, and leadership opportunities for students and promoting excellence in the curricular discipline.

Job Duties / Responsibilities

- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain high expectations for student achievement and behavior and motivate students to work to their highest potential.
- Maintain equipment associated with the activity.
- Demonstrate prompt and regular attendance.
- Create an environment appropriate for the physical, social, and emotional development of students.
- Cultivate a positive, harassment free culture which motivates students through the use of effective communication and constructive feedback.
- Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
- Apply and enforce student discipline in accordance with the Student Code of Conduct and appropriate student handbook.
- Twice monthly meetings
- Complete annual charter renewal for national program.
- Create/complete annual nomination/selection/induction of new members.
- Coordinate community service and fundraiser opportunities.
- Coordinate 4 school events/outings.
- Attendance at Freshman Orientation and incoming 8th Grade Night, as applicable.
- Manage finances and administrative paperwork for the organization.

Education

- Bachelor's Degree in Education preferred
- Appropriate Professional Educator's License (PEL) preferred
- OR-
- High School Diploma required
- Related coursework and/or previous related experience required

Experience / Knowledge

- Ability to communicate clearly and concisely both in oral and written form using a variety of communication techniques and tools to ensure the appropriate flow of information, collaborative efforts, and feedback, and to conduct conferences as needed with parents, students, administrators, or other teachers.



JOB DESCRIPTION
SCHOOL DISTRICT U-46
HUMAN RESOURCES

- Strong communication, public relations, and interpersonal skills.
- Ability to effectively present information and respond to questions, inquiries, and/or complaints.
- Display courtesy, tact, and respect when dealing with others.
- Maintain appropriate confidentiality.
- Establish and maintain effective working relationships; demonstrate a commitment to teamwork.
- Ability and willingness to learn and refresh job skills through professional development in order to meet the changing needs of this position.
- Ability to react well under pressure, handle and balance multiple demands at one time, work with frequent unscheduled interruptions, and perform duties and tasks at expected levels of professionalism.
- Spanish language skills preferred.

Physical Demands

- Occasionally requires physical exertion to manually move, lift, or carry heavy materials or equipment.
- Must work in noisy and crowded environments.

Terms of Employment

- This is an Appendix F stipend position in accordance to the school year calendar.
- For Non-ETA Coaches: this position is for this year only.
- Terms of employment will be determined in collaboration with the athletic/activity director.

Employee Signature: _____ **Date:** _____