



JOB DESCRIPTION

SCHOOL DISTRICT U-46
HUMAN RESOURCES

<u>Position / Title:</u> National Honors 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> 09/5/2023	<u>Supervises:</u> N/A

Function / Position Summary

To build and maintain a high-quality student leadership program, focusing on high levels of scholarship and service and providing honor opportunities for students.

Job Duties / Responsibilities

- Communicate effectively with parents, students, administrators, teacher colleagues, and community leaders.
- Maintain equipment associated with the activity.
- 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.
- Create/complete annual nomination/selection/induction of new members.
- Coordinate/participate in 5 service opportunities or related events.
- Coordination of a school event.
- 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.
- 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.



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- 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.
- Public contact requiring appropriate business-like apparel.

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:** _____