

Liberty Union High School District
Human Resources

EXTRA-DUTY PAY JOB DESCRIPTION

JOB TITLE: **ADVISOR OF CULTURAL-ORIENTED CLUB**

GENERAL DESCRIPTION:

As part of the student activities program, the advisor of a cultural-oriented (dedicated to the study and celebration of an ethnic culture other than mainstream USA) club will take supervisory responsibilities for the club and ensure that it is run according to school & district rules and that its existence makes a positive contribution to the school's climate.

SPECIFIC DUTIES:

- > Convene and attend regular meetings of the club, not less than quarterly in frequency.
- > Ensure that the club has taken the necessary steps to become recognized by the elected Associated Student Body (ASB) leadership group as a legitimate student organization.
- > Oversee the drafting of a club constitution and the election of student officers to preside over the club's meetings and activities.
- > Monitor any fund-raising activities to ensure their prior approval and oversee the handling of any money received to ensure good accounting and security practices.
- > Ensure that the club and its officers follow the applicable district and school rules.
- > Schedule at least one evening or lunchtime activity of some type that celebrates the traditions of the culture the club has been organized to promote.
- > Liaison with the Director of Student Activities to coordinate the club's activities with the those taking place under the aegis of other student clubs (e.g. calendaring club events with ASB).
- > Involve the club under the broader diversity appreciation umbrella of Power of Unity.
- > Give final stamp of approval on proposed club activities, including monitoring the planning for refreshments, ticket sales, cash box, outside performers/speakers, advertising, chaperones, and setup/cleanup, as desired, for any event.
- > Maintain a file or binder of all club correspondence and activities that can be passed on should the identity of the advisor change.

QUALIFICATIONS:

- > Certificated staff member at the school involved is preferred. Classified staff member at the school involved, if no certificated employee is interested, may serve
- > Knowledge of the school's Club/Class Advisors and Officers handbook
- > Ability to empower students to run their club, with the advisor's helpful oversight
- > Personal background or experience with the culture celebrated by the club is desirable but not a requirement for service

COMPENSATION: Stipend identified in the LEA Contract (**\$1069**)

IMMEDIATE SUPERVISOR: **Director of Activities**

AFTER-HOURS COMMITMENT: After-hours time required will be minimal, most student clubs meet during lunch period unless they choose to meet

after school. Possibly 1-2 hours/month unless an evening club-sponsored event (optional) is planned.