

**JOB DESCRIPTION**

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**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

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**JOB TITLE**

National History Day Club Advisor

**CONTRACT REFERENCE**

FEA Master Agreement

**TITLE OF IMMEDIATE SUPERVISOR**

Principal

**VERSION DATE**

January 2016

**JOB SUMMARY**

The role of the National History Day Club Advisor is crucial to the success of the school program. In addition overall leadership, the individual will manage the general program administration and communication with stakeholders. The supervisor, acting together with other staff members and school leaders, will plan and manage the processes of change necessary for developing the program, professional development, curricular implementation, and facilitating all levels of competition within the program.

**TASK NO.**

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Assumes overall leadership of the National History Day program for Fridley Public Schools.
2.	Creates timeline for the program.
3.	Serves as the liaison between the school and the Minnesota Historical Society.
4.	Communicates with all stakeholders—students, parents, MHS, U of M, administrators, coordinators, media, and community.
5.	Plans for professional development for staff involved in the NHD program.
6.	Facilitates the implementation of the NHD program within Language and Literature and Individuals and Societies classes in the school. <ul style="list-style-type: none"> <li>• Creates and keeps current, an MYP unit planner for the History Day unit.</li> <li>• Arranges for the launch event through the MHS.</li> <li>• Supports students throughout the research process.</li> <li>• Organizes research opportunities for all students at the University of Minnesota Wilson Library.</li> <li>• Orders supplies and maintain budget.</li> <li>• Reserves facilities for and organize the school-level competition.</li> </ul>

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	<ul style="list-style-type: none"><li>• Oversees the selection of projects moving on to regional competition.</li><li>• Facilitates participation in regional, state, and/or national competition.</li></ul>
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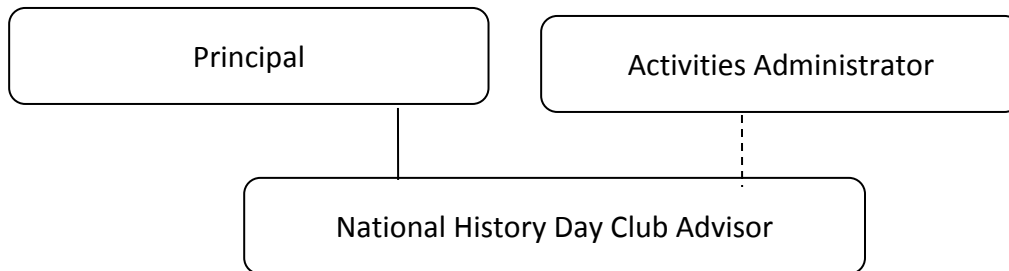
**QUALIFICATIONS**

Minnesota teaching license requirements—teacher license.

Individual must show evidence of the following qualities;

- Inquirer
- Knowledgeable
- Thinkers
- Communicator
- Principled
- Open-minded
- Caring
- Risk-taker
- Balanced
- Reflective

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**ORGANIZATIONAL RELATIONSHIPS**

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**SYMBOLS**

DIRECT SUPERVISION

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INDIRECT SUPERVISION

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WORK DIRECTION

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ADVISE/INFORM

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**PHYSICAL FACTORS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk,

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hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.

**NON EXEMPT**

Not to exceed 40 hours per week.