



A World-Class Community of Learners

JOB DESCRIPTION

BAND GRADE SUBGRADE WORKING CONDITIONS

JOB TITLE

Middle School Student Council Advisor

CONTRACT REFERENCE

FEA Master Agreement

TITLE OF IMMEDIATE SUPERVISOR

Activities Administrator

VERSION DATE

January 2016

JOB SUMMARY

Oversee and manage all activities of the Fridley Middle School Student council

TASK NO.

FREQUENCY BAND/GRADE

The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Organize and facilitate weekly meetings		
2.	Oversee selection of its members		
3.	Oversee the council to ensure that all activities are run independently from the school budget and fundraising is performed within district and school guidelines		
4.	Maintain membership in the national and state associations and promote the following: <ul style="list-style-type: none"> ▪ Leadership – Support the development of student and adviser leadership skills and knowledge ▪ Service - Help build a climate of caring and tolerance through volunteerism and service to others ▪ Student Voice - Promote student council as the voice of the student body and giving every student an opportunity to be heard ▪ Engagement - Encourage students to become involved in school and community leadership and decision making. 		
5.	Collaborate with the high school advisor and meet several times to ensure congruence in the program.		

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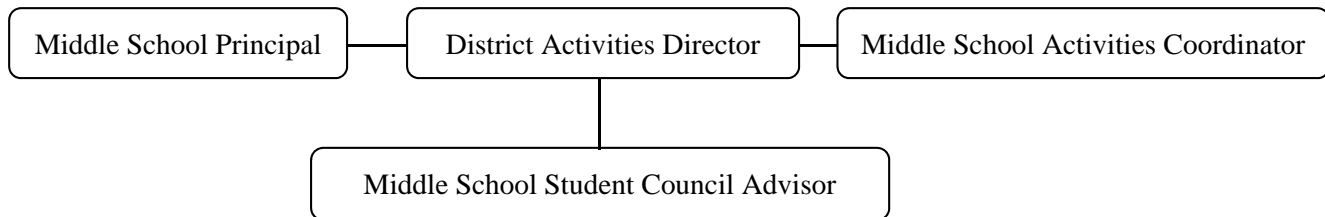
FEA Master Agreement

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6.	Create and maintain an atmosphere of inclusion, not only within the council, but between other clubs and activities.		
7.	Stay within the scope and mission of the club and encourage appropriate age and developmental activities.		
8.	Work collaboratively with school administration to ensure a positive atmosphere within the student council and the school in general.		
9.	Be open to new ideas from students, staff, and administration and look for positive ways to respond to the ever changing climate of Fridley Middle School.		
10.	Use appropriate communication and ensure that activities are promoted through school approved methods.		
11.	Other duties as assigned		

QUALIFICATIONS (Specific training or job experience required before appointment)

- Strong organizational and communication skills
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ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

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, 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 60 pounds, occasionally being required to lift and/or move up to 80 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.