

VH ADVISOR JOB DESCRIPTION

QUALIFICATIONS:

1. Knowledge and experience with rules and skills required for the program preferable
2. Demonstrated respectful interactions with students, staff and community members, even during times of disagreement or heightened emotions
3. Demonstrated appropriate professional boundaries with students or children
4. Proven ability to organize and coordinate scheduling of practices and events
5. Experience in managing students and supplies with good record keeping skills
6. Demonstrated effective communication skills, especially with athletic officials, parents and other school employees
7. Valid Maine Certificate in compliance with CHRC and fingerprinting

REPORTS TO: School Administrator

JOB GOALS:

To provide overall leadership, supervision and coordination of the programs to which assigned and provide students with a valuable learning experience. Emphasis will be on our goal of students becoming effective citizens in a democratic society by learning teamwork, self-discipline, respect for authority, the spirit of hard work and sacrifice placing the group/team objectives above personal desires.

To help students learn skills that help a team succeed, learn to accept success and defeat gracefully, learn good social skills, enjoy the program, and develop desirable personal health habits.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, understand rules, policies, procedures, and related information and to follow verbal and/or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body functions.
3. Ability to talk, hear, see, speak and correctly perceive.
4. Ability to do reaching, lifting, keyboarding, basic math, writing, eye-hand coordination, sitting, dialing, stooping and climbing.
5. Ability to concentrate on details when there are distractions and to work under pressure to meet deadlines or demands of the position.
6. Ability to communicate effectively.
7. Maintain a log of activities and list of equipment and/or supplies for storage related to the position and submit a signed copy in order to receive payment of the stipend.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. the requirements are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PERFORMANCE RESPONSIBILITIES:

1. **Plans and supervises students in the program(s).**
 - Attends all meetings or events as scheduled, except absences pre-approved by supervisor.
 - Maintains forms and records required by the school or associated organization.

- Schedules and disseminates information including meeting times with students, staff and parents.
- Administers all school policies and procedures as well as those in the Student and Parent Handbook, the Student Sports and Activity Handbook, and rules or procedures of any associated organization (ei NHS, Model US, etc).
- Resolves conflicts respectfully.
- Coordinates use of facilities or equipment, including set-up and clean up.
- Respectful interactions with all contest officials.
- Follows arrangements for all transportation, lodging and meals, as required
- Assumes responsibility for all supplies and funds or expenses until turned over to the building administrator as required.
- Maintains records and follows any student eligibility, suspensions and expulsions from team decisions.
- Promotes positive publicity for the activity, our students and the school.

2. Coordination, supervision and training

- Participates in training and staff meetings as may be required
- Assists with programs of improvement for academic or behavioral performance of student participants as needed in addition to improvement for program skills
- Participates in first aid training and emergency and safety procedures

3. Directs a safe, ethical and equitable program which amplifies school goals

- Plans meaningful goals and objectives for the program
- Promotes, expands, improves the program within the framework of school policy
- Follows scholastic eligibility for all student participants or candidates based on the information provided by school admin regarding academic eligibility
- Ensures that all accident forms are submitted and follows up on injuries
- Reviews the school policies and handbooks annually
- Plans, organizes and supervises with school admin awards programs if appropriate
- Follows all laws and policies, particularly those prohibiting discrimination, harassment, hazing and behavior expectations under the Code of Conduct.

4. Responsible with budgets, equipment and supplies for the program

- Works with school admin to develop annual budget
- Follows proper procedures for receipting monies (if any required)
- Requests supplies, equipment or repair on as needed basis during program
- Supports process for cleaning, repairing and storing of all equipment
- Maintains an accurate inventory of all equipment or supplies
- Supervises security procedures for areas used by the group

5. Promotes communication and good public relations

- Provides contest highlights to school admin for promotion
- Works with student, parent, or audience behavior if needed

6. Discharges such other duties as may be assigned by the School Administrator

EVALUATION: Performance of this job will be evaluated annually by the School Administrator in accordance with the provisions of this document.

1. Each Advisor is expected to review this document as a self-reflection exercise.
2. The School Administrator will meet with each Advisor at the end of the activity or year to review a copy of this job description, make notes about feedback provided on the document, and both administrator and Advisor will sign and date the annotated copy to be placed in the Advisor's file as documentation of the evaluation.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student and staff performance and written and oral records.
2. Demonstrates a respect for the legal and human rights of students, staff and parents.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel re: absences or coverage.
5. Demonstrates loyalty, dependability, integrity, and other ethical standards.

TERMS OF EMPLOYMENT:

One season agreement reviewed annually.

SALARY AND BENEFITS:

In accordance with the Comprehensive Contract.

This job description is not intended to limit or modify the right of any supervisor to assign, direct, terminate ,or control the work of employees . The use of a particular expression or illustrations describing duties shall not be held to exclude other duties not mentioned that are of a similar kind or level of difficulty.

Approved by the Vinalhaven School Board 2-12-20