

**BLANCHESTER LOCAL SCHOOLS**

## JOB DESCRIPTION

**Title:** **CLUB OR STUDENT ACTIVITY ADVISOR** **ADOPTED 5/20/2024**

**Reports To:** Assigned administrator/supervisor

**Job Objective:** Provides program leadership. Expands access and equity among a diverse student body.

**Minimum Qualifications:**

- Available to work a non-traditional schedule and irregular hours when needed.
- Embraces high-performance standards (e.g., engagement, proficiency, resilience, etc.)
- Maintains a record free of criminal violations that prohibit public school employment.
- Program leadership skills verified by training and relevant work experience.

**Preferred Attributes:** Active listening, creative problem solving, and good time management skills.

**Physical Demand Level<sup>1</sup>:** Light to medium strength (frequently lifting/carrying 11 to 25 lbs.). Duties require communicating verbally, far/near visual acuity, fine/gross manipulation, reaching at or below shoulder height, standing/walking, stooping, and using a traditional keyboard.

<sup>1</sup> Abridged U.S. Department of Labor documentation of physical demand characteristics.

**Note:** Contracts are offered to licensed staff with appropriate credentials. Unfilled positions may be offered to other applicants meeting school district and Ohio Department of Education permit criteria. A Pupil Activity Permit and/or Ohio School Van Driver Certificate may be required.

**Essential Functions:**

**1. Develops, delivers, and advances program activities. Provides opportunities for students to enhance skills, build positive peer relationships, and develop leadership qualities.**

- Arranges student transportation and chaperones as needed for sanctioned trips.
- Encourages student participation. Monitors the accuracy of internal-external communications.
- Ensures program activities are self-sustaining except when authorized by the administration.
- Executes a well-designed program plan. Ensures participants receive appropriate instruction, support, and opportunities to participate. Provides proactive supervision for all program activities.
- Maintains effective document and records management systems. Prepares timely files. Monitors reporting deadlines. Complies with district records retention and disposal policies.
- Maintains orderly work/storage areas.
- Prepares program goals, budget, and implementation plan for administrative approval.
- Prepares/restores shared program sites.
- Provides opportunities for program participants to critique activities and suggest enhancements.

**2. Consistently performs all aspects of the job. Diligently pursues high quality results.**

- Develops mutually respectful relationships with co-workers. Functions as part of a cohesive team.
- Helps ensure the accuracy and privacy of confidential information.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Sustains an acceptable attendance record. Consistently complies with established work schedules.

**3. Maintains open/effective communications. Serves as a reliable information resource.**

- Fosters goodwill and encourages relationships that enhance public support for the district.
- Refers administrative procedure and district policy questions to an appropriate administrator.
- Supports equality, diversity, and inclusion. Uses tact and diplomacy to resolve differences fairly.

**4. Pursues opportunities to enhance job knowledge and skill proficiency.**

- Keeps current with standards and practices associated with work duties.
- Updates skills as needed to use task-appropriate technology effectively.

**5. Keeps current with emergency preparedness and response procedures.**

- Complies with health and safety protocols to mitigate workplace risks.
- Protects district property. Takes precautions to prevent the loss of equipment and supplies.
- Takes action to address harassment or aggressive behavior. Complies with all legal statutes when dealing with discrimination, inappropriate behavior, or suspected child abuse/neglect.

**6. Performs other specific job-related duties as directed.**

- Helps implement district strategies to advance organizational goals.

**Performance Evaluation:**

Employee performance is evaluated according to applicable law, board policies, contractual agreements, and district administrative procedures.

**Working Conditions:**

The district offers equal employment opportunity without regard to age, color, disability, genetic information, military status, national origin, race, religion, sex (including gender identity, pregnancy, and sexual orientation), or any other legally protected category.

The district maintains a drug and alcohol-free work environment to prevent the adverse impact of substance abuse on employee performance and protect the rights of co-workers and the public.

Safety is essential to job performance. All employees are required to comply with workplace health/safety regulations and district policies **when duties entail any of the following situations:**

**Encounters** with aggressive, angry, rude, or unpleasant individuals.

**Exposure** to air-borne particulates, chemicals, combustible materials, electrical hazards, loud noises, moving mechanical parts, odors, slippery/uneven surfaces, etc.

**Exposure** to blood-borne pathogens or contagious diseases.

**Exposure** to severe weather conditions or temperature extremes.

**Movements** that require balancing, bending, climbing, crouching, kneeling, or reaching.

**Operating** or riding in a vehicle. Working in or near vehicular traffic.

**Performing** tasks that require complex sequencing, dexterity, strength, stamina, etc.

**Traveling** to meetings and work assignments.

**Working** at heights, in confined spaces, or under diminished/variable lighting.

This job description document does not establish a contract or alter board-authorized employment agreements. Employee benefits, classifications, contract durations, skill sets, wage rates, and work schedules may vary by assignment. This summary document describes typical job functions and does not represent an exhaustive list of all possible work responsibilities.

Employee duties may change in response to collective bargaining agreements, funding variables, modified operating procedures, program/service adjustments, regulatory compliance, technological innovations, and unforeseen events.

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