

**RANGELEY LAKES REGIONAL SCHOOL
CO-CURRICULAR
JOB DESCRIPTION**

TITLE: Class Advisor

REPORTS TO: Superintendent/Principal

SUMMARY:

Serves as the teacher advisor to the class and ensures that class activities meet school and community standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assists students in organizing and running class meetings.
- Oversees class activities and assists with planning of such.
- Ensures that funds gained by class activities is accounted for in accordance with school accounting practices.
- Works in conjunction with class parents/guardians to coordinate and communicate all class activities.
- Oversees fund raising activities such as basketball and soccer concessions.
- Ensures that all class activities are chaperoned.
- Completes all forms refund raisers, dance approval forms, etc., as per school rules.
- Works with other class advisors (grade level appropriate) to ensure coordination of activities.
- Ensures that the school's calendar re student activities is updated monthly, or more if appropriate.
- Performs other tasks as assigned.

EDUCATION and/or EXPERIENCE:

College degree or other qualifications the Board may find appropriate and acceptable.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instruction, and procedure manuals. Ability to write routine reports and routine correspondence. Ability to speak effectively before groups of students or employees of the district.

MATHEMATICAL SKILLS:

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variable standardized situations.

OTHER SKILLS and ABILITIES:

Exhibits qualities of leadership and organizational ability and reflects a spirit of cooperation in working with staff and school administration. Ability to apply knowledge of current research and theory in specific field. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to communicate clearly and concisely both in oral and written form. Ability to perform duties with awareness of all district requirements and Board policies.

PHYSICAL DEMANDS:

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 employee is frequently required to walk and stand. Occasionally the employee will sit and or run. The employee will frequently bend or twist at the trunk while performing the duties of this job. The employee will frequently squat, stoop, kneel, reach above the head, reach forward and repeat the same hand motion many times while performing the duties of this job.

Specific vision abilities required by this job include good depth perception and occasionally being able to see objects/persons at a distance. While performing the duties of the job the employee frequently is required to hear conversation and a quiet as well as a noisy environment and be able to tell where a sound is coming from. The employee must be able to communicate to the team in order to give directions.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must be able to meet deadlines with severe time constraints and interact with public and other workers. The employee has direct responsibility for the safety, well-being and work output of others. The noise level in the environment is usually moderate.

Approved: 3.4.2024