

**RANGELEY LAKES REGIONAL SCHOOL  
STIPEND JOB DESCRIPTION**

**TITLE:**                   **Student Council Advisor**

**REPORTS TO:**       **Superintendent/Principal**

**SUMMARY:**

Provides students the opportunity to practice leadership skills and to serve the school community via school-wide events and activities.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Runs Student Council Elections for President and Vice President which includes assisting candidates with their speeches and campaigns
- Runs spirit weeks, homecoming dance, and school assemblies
- Assists members to plan and organize meetings.
- Helps members to organize and implement school-wide activities that promote the well-being of the school.
- Ensures that all activities are well chaperoned.
- Ensures that all funds gained by activities are accounted for in accordance with school rules and regulations.
- Has regular meetings in which the student council can approve student activities and successfully run their campaigns
- Works with class advisors to ensure coordination of activities.
- Performs other tasks as assigned.

Approved: 4.1.2024