

Job Summary – Scarecrow Jamboree Advisor

The Scarecrow Jamboree Advisor is employed to help each participating student achieve a high level of involvement in student activities and events and to responsibly supervise all activities ensuring appropriate student conduct. Student behavior should follow expectations as outlined in the school’s student handbook.

Position Title:	GMS Scarecrow Jamboree Advisor	Category:	Special Assignment
Job Description Approved By:	Litchfield School Board	Date:	9/3/08
School:	GMS	Revised Date:	
Reports To:	GMS Principal	School Year:	2013-2014
Supervises:	Participating Students	Tier Level:	1

Position Duties, Responsibilities and Minimum Expectations:

The following functions are considered essential to this position:

1. Advisors will plan and schedule a regular program of meetings and activities for each club.
2. Unless otherwise excused, each person accepting a special assignment will be expected to attend all duty assignments, parent or teacher conferences and meetings called by the administration, or activity coordinator.
3. Advisors of clubs’ will be expected to see that students adhere to all bylaws that may be part of the organization’s activity in which they are sponsoring.
4. If any fundraising is done the advisor shall follow all school Student Activity Fund procedures for any funds collected and subsequently expended.
5. Advisors of clubs will be expected to fill out facility use forms when requesting to use buildings.
6. Advisors are expected to be present at all meetings and activities held by the clubs.
7. Involves up to 200 students.
8. Requires 40 hours for the month of October.

Evaluation:

Evaluation will be based on ability and effectiveness in carrying out the responsibilities of the position as outlined. Performance will be reviewed and supervision will be

provided by the principal on an ongoing basis and annually at the completion of the activity by the Building Administrator.

Terms of Employment:

The District shall pay the Employee a total of **\$888.64** in four installments during the 2013-2014 school year. Payment will be issued on October 24, 2013, December 5, 2013, February 13, 2014, and June 5, 2014.

Minimum Qualifications, Experience, Knowledge, Skills and Abilities:

- Ability to organize a large group of students.
- Works effectively with children, parents and school staff.
- May be parent or staff member.

Licensure and Certification Requirements:

- Parent may sponsor Scarecrow Jamboree after a pre-employment screening.

Physical Activity Requirements and Occupational Exposures:

- Occasional bending, kneeling, squatting, climbing, pulling and pushing.
- Frequent walking, standing, sitting and reaching.
- Fine motor skills and repetitive motion with computer use.
- Lifting up to 25 lbs. on an occasional basis.
- Close and distance vision and ability to focus.

Other Considerations and Requirements:

- Co-curricular positions may be filled with staff or community members if no member of the LEA is qualified and/or interested in the position.