Student Council Class Advisor Job Description
4 positions - Senior, Junior, Sophomore, Freshman

There are a wide variety of responsibilities which come with being the Class Advisor. This list is not inclusive of all responsibilities, but is a general overview of expectations for the position. The majority of student activities require planning time and/or supervision beyond the school day, the stipend for Advisor(s) is in place for this reason. The Advisor(s) must follow all school district policies and regulations and must enforce the rules of the charter of the Student Council.

Dances and Activities
- The Advisor is responsible to helping with 2 “spirit weeks” per year which end in a dance (Homecoming/Snowcoming).
- The Advisor is responsible for planning aspects of our Homecoming activities: spirit week, float construction/building, hall and showcase decorating, pep-rally, chaperoning the dance (or having someone chaperone in your absence). Promoting the dance to your class through remind or other forms of communication.
- The Advisor is responsible for helping with aspects of our Snowcoming activities. Chaperoning the dance (or having someone chaperone in your absence). Promoting the dance to your class through remind or other forms of communication.
- The Advisor will coordinate fundraising efforts which support the class for homecoming/snowcoming activities, prom, senior awards night, senior breakfast and graduation. All fundraising has to be approved by the Student Council Advisor, using the fundraising form.
- Advisor will have information ready and distribute at “Rocket Day”.
- Advisor(s) are required to attend class meetings.
- Advisors(s) are encouraged but not required to attend Homecoming Pep Rally on Friday of Spirit Week.

Communications
- The Advisor will promote Student Council activities through a variety of outlets: “Remind” for the class, email, provide information that you want posted on StuCo Twitter and Instagram (Student Council Advisor will post).

If interested in a position, please send your letter of interest to Mr. Timmerman at wtimmerman@newhaven.misd.net

Note: Positions are posted on a yearly basis. You must reapply each year to remain an advisor. Removal from any position during the year is at the advisors recommendation and the administrators discretion.