

# HARLEM CONSOLIDATED SCHOOL DISTRICT #122

## Job Description

### Student Council Sponsor

**Supervisor:** Building Administrator

**FLSA Status:** Non-Exempt                      **Employee Group:** Differential

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#### **Qualifications:**

1. Current certifies or classified staff
2. Current teaching responsibilities in building of desired position

#### **Terms of Employment:**

- Year-to-Year Contract
- Differential

#### **Duties and Responsibilities:**

1. Work cooperatively with other sponsors in events mutually planned for students.
2. Supervise weekly meetings.
3. Organize and monitor student council elections.
4. Secure sufficient adults to supervise student activities.
5. Promote service learning opportunities.
6. Act as a liaison between student body and administration.
7. Assist counseling department in new student orientations.
8. Organize and supervise various social events.
9. Prepare students for service on district committees as needed.
10. Schedule student guides for parent orientation tours and parent conferences.
11. Monitor student eligibility.
12. Maintain record of student involvement.
13. Assume responsibility for own professional growth and development; for keeping current with the literature and new research findings and best practices as they relate to your job assignment.
14. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
15. Represent the Harlem Consolidated School District in a professional manner.
16. Keep current with best practices and requirements as they relate to your job assignment.
17. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.
18. Represent the Harlem Consolidated School District in a professional manner.
19. Utilize an appropriate range of strategies and resources encompassing all forms of diversity while promoting equity and inclusion.