

## Mesa Union School District

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**Class Title: Eighth Grade Advisor**

**Annual Stipend: \$1000.00**

**Basic Function:**

The eighth grade activities advisor works with students and parents to schedule appropriate activities and maintain appropriate records of meetings. The eighth grade activity advisor facilitates development of participating students to fulfill the goals of the activity; schedules practices; coordinates student recognition; arranges use of equipment; works with parent organizations to secure funding of activities; and supervises volunteers assisting with the activities.

**Major Duties and Responsibilities:**

The duties listed below are intended to describe various types of work that may be performed. The omission of specific statements of duties does not exclude them if the work is similar, related, or a logical assignment to the position.

1. Foster a sense of leadership and participation among students.
2. Coordinate and/or facilitate student meetings.
3. Facilitate student preparations for planned activities (publicity, decorations, etc.).
4. Hold parent meetings.
5. Coordinate with site principal to develop a calendar of activities and events for the year.
6. Obtain approval in accordance with board policy for any fundraising activities or solicitation of funds.
7. Personally chaperone or arrange for another teacher to chaperone each activity or event sponsored by the class or group.
8. Ensure that participating students follow school and activity rules and regulations.
9. Understand MUSD policies and procedures.
10. Monitor GPA and behavior requirements necessary for participation in designated school field trips.

**Qualifications:**

The candidate must possess the knowledge, skills, and personal leadership qualities to successfully demonstrate the ability to:

- Successfully communicate and work well with others.
- Lead, organize, problem solve, and motivate people.
- Exhibit professional demeanor.
- Display enthusiasm, interpersonal skills, and relate well with students, staff, administration, parents, and community.
- Exercise appropriate discretion concerning students, staff, and confidential information.

**Physical Requirement:**

Ability to hear and speak to exchange information orally and in writing; see to read a variety of materials; walk across campus to conduct school business; sit, reach, stoop and bend as needed to perform clerical and administrative duties; and stand for extended periods of time when assisting with student supervision.

**Education and Credential Requirements:**

Must be a middle school certificated staff; possess at least a Bachelor's Degree from an accredited institution with a Master's Degree preferred; and California teaching credential required.