Updated 9/23/19

**Title:** **NJHS Advisor**

Supervisor/Evaluator: Superintendent or designee

Terms of Employment: As stipulated by the contractual agreement between the Rankin Association of Teachers and the Board of Education of Rankin School District #98

Job Tasks/Responsibilities:

* Interact positively and professionally with all
* Strive to positively impact the educational environment and education of our students
* Properly supervise assigned students/team via being present and aware when students are present until all participants have left or been picked up. Sponsor should not leave students unattended or leave before all students have left or been picked up.
* Be knowledgeable of all applicable school policies and IESA regulations, requirements, and eligibility standards
* Set up schedule in cooperation with the administration
* Coordinate transportation needs with administration
* Maintain safety of students
* Inventory and organize supplies and equipment
* Coordinate with administration the ordering and purchasing of supplies and equipment
* Keep accurate team and individual records and report to administration accordingly
* Send out applications to all seventh-grade students who are interested in applying to become a part of NJHS
* Plan activities to encourage scholarship, leadership, citizenship, and service throughout the District and Community
* Plan an induction ceremony to recognize students who meet NJHS qualifications
* All other duties as assigned considered as “other”