

CERTIFICATED

ASSOCIATED STUDENT BODY ADVISOR

Primary Function: To coordinate the extra-curricular activities and student government at the building level and serve as liaison between the student government and the community, staff and building administration.

Directly Responsible To: Building Principal

QUALIFICATIONS

1. Education – A valid California teaching credential authorizing the services to be performed.
2. Experience – A minimum of three years teaching experience at the high school level or equivalent.

APPOINTMENT

1. The Superintendent shall recommend candidates to the Board of Trustees for appointment.
2. The A.S.B. Advisor must have a teaching assignment on the campus where the duties are to be performed.

OPERATIONAL RESPONSIBILITIES

The Superintendent is authorized to develop a job description for an Associated Student Body Advisor that will define specific areas of responsibility.

ASSOCIATED STUDENT BODY ADVISOR

The duties of an A.S.B. Advisor shall include but not be limited to the following:

1. Student Government
Supervise and advise the structure, meetings, and records of the student government.
2. Social Functions
Coordinate and supervise the social functions of the A.S.B.
3. School Time Activities
Coordinate and supervise A.S.B. sponsored school time activities.
4. Athletic Events
Working with the Athletic Director, supervise and coordinate A.S.B. sponsored activities related to athletic events.
5. Clubs and Organizations
 - A. Assist the club advisors and members with the technical aspects of their obligations such as budgets, constitutions, financial procedures, and offer assistance in planning their activities.
 - B. Assure the submission of constitutions of new organizations to the Board of Trustees for approval.
6. Financial Responsibilities
 - A. Supervise the procedures for handling of student receipts, accounts, and preparation of the A.S.B. budget.
 - B. Advise the clubs and organizations in preparing and maintaining their budgets.
 - C. Approve all requisitions for expenditures from the student body funds.
 - D. Insure that all financial procedures of the A.S.B. conform to good business and accounting procedures.
7. Other
Perform other related duties as may be assigned by the principal.