

**EPPING SCHOOL DISTRICT  
JOB DESCRIPTION**

**TITLE: HIGH SCHOOL FRESHMAN CLASS ADVISOR (Co-Curricular)**

**GENERAL DESCRIPTION:** The High School Freshman Class Advisor is responsible for advising and overseeing the activities of the Freshman Class. Throughout the school year the Freshman Class contributes to school-wide activities such as spirit week and dances. The Freshman Class also raises funds for class activities from freshman year to graduation. All activities are paid for through fundraising and by class participants.

**PERFORMANCE RESPONSIBILITIES:**

1. Supervise the Freshman Class activities.
2. Determine role of class officers and conduct election of class officers.
3. Establish class goals on class unity, spirit, funds, and events.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community.
6. Promote and monitor these goals to keep the class on task.
7. Hold class meetings at least monthly to discuss ideas for the good of the class and to plan future meetings and events.
8. Work with class to develop budget for all activities and events.
9. Help class plan fundraisers, class events such as dances, and any other extracurricular activities.
10. See general responsibilities outlined in Co-Curricular Advisor Job Description.

**STIPEND:** Supplementary compensation in addition to teacher contracted days per Teachers' Agreement. Paid per Teachers' Collective Bargaining Agreement based on:

Time	.02
Responsibility	.01
Service	