

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: HIGH SCHOOL NATIONAL HONOR SOCIETY ADVISOR (Co-Curricular)

GENERAL DESCRIPTION: The High School National Honor Society Advisor is responsible for advising and overseeing the activities of the National Honor Society. The National Honor Society creates enthusiasm for scholarship, to render service, to develop leadership, to develop character, and to focus on quality citizenship. The NHS is composed of students who have consistently maintained high academic standards and provided leadership for and service to their community per NHS selection criteria. NHS members work on special service and fundraising projects throughout the school year as well as providing an induction banquet for new members. All activities are paid for through fundraising and by students.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the National Honor Society activities.
2. Determine role of society officers and conduct election of society officers.
3. Establish society goals for service and induction celebration.
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 society meetings at least monthly to discuss ideas for the good of the school and to plan future meetings and events.
8. Encourage society to promote scholarship, service, leadership, and character.
9. Work with society to develop budget for all activities and events.
10. Help society plan fundraisers, school events, and any other activities.
11. 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	