

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: HIGH SCHOOL SPANISH CLUB ADVISOR (Co-Curricular)

GENERAL DESCRIPTION: The High School Spanish Club Advisor is responsible for advising and overseeing the activities of the Spanish Club. The High School Spanish Club is open to any academically qualified student who is enrolled in Spanish or who has successfully completed the highest level offered. Throughout the school year the Spanish Club participates in various social activities designed to promote interest in the Spanish language and culture. All activities are paid for through fundraising and by club participants.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Spanish Club activities.
2. Determine role of club officers and conduct election of club officers.
3. Establish club goals and plan for social and other activities.
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 club meetings at least once monthly to discuss ideas for the good of the club and to plan future meetings and events.
8. Encourage students to appreciate the Spanish language and culture and improve their language skills.
9. Work with club to develop budget for all activities and events.
10. Help club plan fundraisers and club events.
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	.01
Responsibility	.01
Service	