

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

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

GENERAL DESCRIPTION: The High School Writing Club Advisor is responsible for advising and overseeing the activities of the Writing Club. The High School Writing Club is open to any academically qualified student in grades 9-12. The Art Club holds meetings to work on special writing interests and to explore more in-depth opportunities in writing. The Writing Club may also hold activities focusing on special writing competitions and exhibitions. All activities are paid for through fundraising and by club participants.

PERFORMANCE RESPONSIBILITIES:

1. Supervise the Writing Club activities.
2. Determine role of club officers and conduct election of club officers.
3. Establish club goals and plan for interests and activities.
4. Encourage students to appreciate and value their classmates, school, and community.
5. Encourage activities in support of school and community such as writing exhibitions.
6. Promote and monitor these goals to keep the class on task.
7. Hold club meetings at least once a week to discuss interests and plan activities.
8. Encourage students to develop their writing inquiry and method skills.
9. Work with club to develop budget for all activities and events.
10. Help club plan fundraisers, club events, and field trips.
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	