

Douglas Public Schools

Job Description

The **Student Activity Club Advisor** advises students who participate in a School Committee approved student activity club for the purposes of the club and assists the Principal in maintaining compliance with all student activity fund guidelines in conformance with MA general laws and School Committee policies as it pertains to fundraising, collection and turnover of funds, purchase orders, expenditures, reimbursements, and reporting requirements.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This is a stipend position. This position is classified as *exempt*.

REPORTING STRUCTURE:

The Student Activity Club Advisor reports to the Principal.

QUALIFICATIONS:

1. Demonstrated ability to maintain compliance with all regulations contained in the School Committee approved Douglas Public Schools Student Activity Fund Guidelines, DESE Audit Compliance guidelines, School Committee policies, and other procedures required by the District and the Town of Douglas.

DUTIES:

1. Plan activities for and with students pursuant to the specific student activity club;
2. Assist students in understanding the requirements and responsibilities of the club;
3. Maintain required procedures pertaining to the collection and timely turnover of all revenues including fees, fundraising revenue, ticket sales revenue, dues, and any other revenue collected for student activity accounts;
4. Obtain approval from the Principal for any expenditures prior to expending any funds, obtain purchase orders as necessary, maintain and turnover all documentation required for reimbursement or payment;
5. Obtain approval from the Principal/Superintendent for any fundraisers prior to conducting any fundraising activities;
6. Maintain complete and accurate records of collection of all funds;
7. Maintain complete and accurate records of all expenditures;
8. Reconcile with the Principal's Administrative Assistant on a regular basis (i.e., every three-four months);
9. Communicate with Principal and/or Administrative Assistant regarding any questions or issues;
10. Perform other related tasks as assigned

PHYSICAL WORKING CONDITIONS:

This work is performed after school, with brief periods outside, may be in inclement weather. Work involves moderate physical exertion, such as walking, standing, stooping, kneeling, reaching, and carrying, pushing and pulling equipment and/or supplies, weighing up to 50 pounds; Manual dexterity to assist students and students with physical challenges and possibly wheelchairs; Speech and hearing to give and receive instructions and information.