



The School District of Lee County

Job Description

JOB TITLE: National Honor Society Advisor (High School)

FLSA STATUS:	Exempt	PAY GRADE:	Supplemental
SALARY SCHEDULE:	Instructional	JOB CODE:	Supplemental
BARGAINING UNIT:	TALC	DAYS PER YEAR:	Supplemental
WORKER'S COMP CATEGORY:	8868 - School Professionals		

MAJOR FUNCTION:

Establish and maintain a successful National Honor Society to create enthusiasm for the scholarship, stimulate desire to render service to others, promote leadership throughout the school and community, and develop character in the students of the school.

MINIMUM QUALIFICATIONS:

- Valid Florida teaching certificate.
- Current employee of the School District of Lee County.

Such alternatives to the above qualifications as the Board may find acceptable.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Interpersonal skills.
- Ability to relate to and inspire confidence in students.
- Knowledge of and experience with organizing student activities and events.
- Organizational, leadership, and managerial skills.
- Oral and written communication skills.
- Ability to lead diverse groups of people.
- Knowledge of and experience with industry-standard computer applications.

REPORTS TO: Designated Supervisor or Designated Administrator

ESSENTIAL JOB FUNCTIONS:

- Supervise functions which extend beyond the normal contractual day.
- Supervise the equitable selection of the membership and election of officers by following school and association requirements.
- Supervise officers in planning and implementing all meetings and activities according to school guidelines and association requirements.
- Supervise the development of a program of work. Each chapter shall determine one or more service projects for each year. The projects shall fulfill a need within the school or community; have the support of the administration and faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.
- Supervise all meetings and activities.
- Assist in planning and organizing fundraising activities following school procedures.



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- Supervise all fundraising activities.
- Assist officers in preparing and managing a budget for supporting program goals in line with the school's internal accounting procedures.
- Responsible for all financial aspects of the organization.
- Supervise the preparation of reports and records.
- Supervise and maintain the constitution and bylaws of the NHS.
- Regularly review each member for compliance with NHS standards.
- Responsible for arranging for transportation and gaining permission for members to participate in in-county and out-of-county activities.
- Supervise students at District, state, and national association rallies, workshops, and conventions.
- Assist members in preparing for association competitive events.
- Coordinate all NHS meetings and their proceedings by using Robert's Rules of Order, Newly Revised.
- Assist in distributing NHS communications throughout the school and community.
- Help arrange for chaperones, security, custodial help, and assistance at all appropriate activities.
- Responsible for the direct, day-to-day supervision of the chapter and serving as a liaison between faculty, administration, students, and the community.
- Responsible for maintaining files on membership, chapter history, and activities.
- Assist chapter officers in understanding and carrying out their duties, to include general supervision of the affairs of the chapter, making recommendations to the chapter, and ensuring that the chapter activities and procedures follow school policy and regulations.
- Serve as an ex-officio, non-voting member of the Faculty Council.
- Ensure all chapter activities conform to the National Constitution as set forth by the National council; failure to do so may result in loss of the chapter.
- Adhere to District policies and procedures.

OTHER JOB FUNCTIONS:

- Attend staff meetings and participate in conferences and other trainings to enhance job performance.
- Seek out professional development opportunities and maintain professional licensure and certifications.
- Promote the District's interest in increasing student achievement by working with the educational interests of students in mind at all times.
- Maintain positive communication with colleagues, community members, parents, and students to promote an increase in community engagement in education.
- Support the retention of Highly Effective and Effective employees by exhibiting professionalism and making positive contributions to workplace morale.



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- Promote a culture of high performance and continuous improvement by valuing learning and making a commitment to quality.

EXERTION TYPE:

- Light work. Position requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

OTHER PHYSICAL REQUIREMENTS:

The following selected physical activities are required to perform the essential functions of this position.

The physical requirements of this position. (Please check all boxes that apply)		
Physical Requirement	Description	Percent of Time
<input checked="" type="checkbox"/> Balancing	Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.	10%
<input checked="" type="checkbox"/> Climbing	Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.	10%
<input checked="" type="checkbox"/> Crawling	Moving about on hands and knees or hands and feet.	10%
<input checked="" type="checkbox"/> Crouching	Bending the body downward and forward by bending leg and spine.	10%
<input checked="" type="checkbox"/> Feeling	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.	70%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	80%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	10%
<input checked="" type="checkbox"/> Hearing	Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.	100%
<input checked="" type="checkbox"/> Kneeling	Bending legs at knee to come to a rest on knee or knees.	10%
<input checked="" type="checkbox"/> Lifting	Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.	10%
<input checked="" type="checkbox"/> Pulling	Using upper extremities to exert force in order to draw, haul, or tug objects in a sustained motion.	10%
<input checked="" type="checkbox"/> Pushing	Using upper extremities to press against something with steady force in order to thrust forward, downward, or outward.	10%



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<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	10%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	80%
<input checked="" type="checkbox"/> Seeing	The ability to perceive the nature of objects by the eye.	100%
<input checked="" type="checkbox"/> Sitting	Particularly for sustained periods of time.	80%
<input checked="" type="checkbox"/> Standing	Particularly for sustained periods of time.	10%
<input checked="" type="checkbox"/> Stooping	Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.	10%
<input checked="" type="checkbox"/> Talking	Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.	90%
<input checked="" type="checkbox"/> Walking	Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.	20%

TERMS OF EMPLOYMENT:

Work year and salary as established by the Board and the TALC bargaining unit through the collective bargaining process.

JDE NUMBER: S-35.44

BOARD ADOPTION: 5-30-02

REVISIONS: 7-31-18

REVIEWED: COMPENSATION & LABOR RELATIONS WILL COMPLETE

Every job duty in a job description need not always be specifically described, and any omission does not preclude the required performance of all duties that are job related.