



The School District of Lee County

Job Description

JOB TITLE: National Technical Honor Society Advisor

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 Technical Honor Society Chapter to reward excellence in workforce education, develop self-esteem, encourage students to reach higher levels of achievement, promote the values of honesty - responsibility - initiative - teamwork - leadership - citizenship - scholarship, build effective business partnerships, and build a strong, positive image for workforce education in Lee County.

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:

- Organize, supervise, and coordinate all meetings and activities which occur during the normal contractual day and extend beyond the normal contractual day.
- Coordinate all National Technical Honor Society (NTHS) meetings and their proceedings by using Robert's Rules of Order, Newly Revised.
- Provide coaching, mentoring, and support to students.
- Supervise the equitable selection of the membership and election of officers by following school and association requirements.
- Assist chapter officers in understanding and carrying out their duties, to include general supervision of the affairs of the chapter, making



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recommendations to the chapter, and ensuring that chapter activities and procedures follow school policy and regulations.

- Supervise the development of a program of work. Each chapter may determine one or more service projects for each year. The projects shall fulfill a need within the school or community; have the support of administration and faculty; be appropriate and educationally defensible; and be well planned, organized, and executed.
- Enhance partnerships with HOSA-Future Health Professionals, SkillsUSA, BPA (Business Professionals of America), DECA (Distributive Education Clubs of America), FCCLA (Family, Career and Community Leaders of America), and FBLA/PBL (Future Business Leaders of America/Phi Beta Lambda).
- Assist in planning and organizing fundraising activities following school procedures; supervise all fundraising activities.
- Ensure that all financial aspects of the organization are conducted in accordance with the school's internal accounting procedures.
- Supervise and maintain the constitution and bylaws of the NTHS; maintain files on membership, chapter history, and activities; supervise the preparation of reports and records.
- Regularly review each member for compliance with NTHS standards.
- Assist in arrangement of transportation, chaperones, security, custodial help, and assistance at all appropriate activities in-county and out-of-county; gain 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.
- Ride the bus to and from activities, staying until the last student leaves from that activity.
- Assist in distributing NTHS communications throughout the school and community.
- Serve as a liaison between faculty, administration, students, and the community.
- Ensure all chapter activities conform to the national organization as set forth by the national council; failure to do so may result in loss of the chapter.
- Responsible for the care, cleaning, and securing of all school and District property.
- Report all accidents/injuries to the Principal or designee as prescribed by District policy.
- Adhere to District policies and procedures; abide by and enforce School Board policies on tobacco, alcohol, and drugs.

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.



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- 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.
- 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.	30%
<input checked="" type="checkbox"/> Finger Dexterity	Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.	70%
<input checked="" type="checkbox"/> Grasping	Applying pressure to an object with the fingers and palm.	30%
<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%



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<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%
<input checked="" type="checkbox"/> Reaching	Extending hand(s) and arm(s) in any direction.	30%
<input checked="" type="checkbox"/> Repetitive Motion	Substantial movements (motions) of the wrists, hands, and/or fingers.	10%
<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.	70%
<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-35.70

BOARD ADOPTION: 7-31-18

REVISIONS: COMPENSATION & LABOR RELATIONS WILL COMPLETE

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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.