

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

JD CC 220
Updated: September 2009

Position Title: **National Honor Society Advisor**

Qualifications:

- Licensed by the Wisconsin Department of Public Instruction (DPI) as a teacher, counselor, administrator, or other district employee with the interest to serve in a leadership role and to guide students.
- Ability to relate to students.
- Ability to work well with others in a team environment.
- Ability to accept directions from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.

Immediate Supervisor: Building Principal

Position Function:

Is the immediate person responsible for implementing the National Honor Society (NHS) Constitution and bylaws for the Tri-County Chapter of the National Honor Society.

Specific Responsibilities:

1. Understand and work within the organizational structure of the NHS.
Understand the role and responsibilities of the principal, faculty senate, the national council, executive committee, chapter officers, and state/regional organizations.
2. Follow NHS Constitution and bylaws as relates to:
 - a. Local chapter requirements (service projects, insignia, bylaws, etc.)
 - b. New member identification
 - c. New member selection and induction
 - d. Current membership status (active, probation)
 - e. Member dismissal
 - f. Member discipline
3. Develop and manage an appropriate budget.
4. Maintain accurate NHS records, including current NHS membership plaques.
5. Hold regular membership meetings.
6. Hold an annual induction ceremony for new members.

7. Coordinate and chaperone an annual cultural and academic field trip, including reservations, bookings, fundraising (pizza sale, silent auction, pancake supper), budgeting, etc.
8. Promote scholarship, character, leadership, and community service among NHS members.
9. Coordinate and monitor merit study hall.
10. Contact media to publicize the various activities of the NHS.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.