# Southington Public Schools

### November 2, 2017

### NOTICE OF VACANCY

INTERNAL POSTING

**POSITION:** Student Council Advisor

**LOCATION:** J. F. Kennedy Middle School

**SALARY:** $601.00 Stipend - prorated

####  FINGERPRINTING AND DRUG TESTING WILL BE REQUIRED FOR NEW EMPLOYEES

**DESCRIPTION** Counsel and guide Student Council officers and members. Make recommendations

**OF POSITION:** to principal regarding Student Council. Attend and supervise Student Council activities. Oversee transactions of all Student Council business and fund raisers. Arrange for facility use by the Student Council. Work with the assistant principal to arrange for police supervision at Student Council activities, where necessary. Ensure proper supervision by staff members at Student Council activities. Approve announcements and publicity for Student Council activities. Supervise the collection of all monies. Report problems or extraordinary occurrences at Student Council activities to the principal. Supervise and conduct school elections. Be available to clubs and student organizations on an advisory basis. Perform other Student Council related duties as assigned by the principal.

**QUALIFICATIONS:** Connecticut Teaching Certification Required

**APPLICATION** Please submit your letter of interest and updated resume to:

**PROCEDURE:** [Kimberly](http://www.applitrack.com/southingtonschools/onlineapp) Hunt

 Personnel Manager

 Southington Board of Education

 200 North Main Street

 Southington, CT 06489

**APPLICATION CLOSING DATE:** December 1, 2017