

**LONG HILL TOWNSHIP PUBLIC SCHOOLS  
STUDENT COUNCIL ADVISOR JOB DESCRIPTION**

**TITLE:** Student Council Advisor

**QUALIFICATIONS:** Interest in and Knowledge of Student Government Organization and Activities

**REPORTS TO:** Building Principal

**CERTIFICATION:** New Jersey teaching certification preferred

**PERFORMANCE RESPONSIBILITIES:**

Conducts annual election of student council members and officers as outlined in council constitution.

Supervises two (2) council meetings per month.

Supervises at least two (2) activities per year.

Develops an annual schedule of council activities at the beginning of the school year; and submits a summary of these activities to the principal at the end of the school year.

Acts as advisor to building principal relative to student activities or points of view.

Maintains appropriate discipline and contacts parents, if necessary. Students conduct should be consistent with school policy.

**EVALUATION:**

Annually by the building principal.

**Reviewed and readopted: June 11, 2012**

**Approved: July 28, 1986**