

Boyne Falls Public School

JOB POSTING

Revised: 2-10-14

Position Available

March 6, 2017

Class of 2020 Class Advisor (*Current 9th Grade Class*)

Boyne Falls School has an opening for an advisor for the Class of 2020 beginning immediately. Persons interested must be able to demonstrate or show evidence of quality experiences with adolescent aged students. The successful candidate must exhibit strong organizational skills and the ability to communicate effectively with the various populations they will be working with.

Performance Responsibilities:

- Continue with Class of 2020 goals.
- Encourage students to appreciate and value their classmates, school, and community.
- Encourage activities in support of school and community.
- Promote and monitor these goals to keep the Class on task.
- Hold meetings to discuss ideas for the class of 2020 and to plan future meetings and events.
- Work with the Class of 2020 to develop a budget for all activities and events and maintain an accurate budget.
- Help the Class of 2020 plan fundraisers, school events, and any other activities.
- Supervise the class activities (i.e. fundraisers for, mainly, the Senior Class trip, etc).
- Recruit parent volunteers to participate with the Class of 2020.
- Submit all information regarding fundraising activities for prior approval.
- Submit all proposed calendar dates to the master calendar.

Please direct questions to Cynthia Pineda at 231-549-2211 or e-mail at cpineda@boynefalls.org.

Persons who are interested in this position should submit letters of interest to include pertinent qualifications and/or experience with children on or before **3:30 p.m. Thursday, April 7, 2017 or until filled** to cpineda@boynefalls.org or:

Cynthia Pineda, Superintendent
Boyne Falls Public School
P.O. Box 356
Boyne Falls, MI 49713

Notice of Nondiscrimination: Boyne Falls Public School does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment. In addition, it is the policy of this District to provide an equal opportunity for all students, regardless of gender, religion, race, color, national origin or ancestry, age, disability, marital status, place of residence within the boundaries of the District, or social or economic status, and/or any other legally protected characteristic, to learn through the curriculum offered in this District.

Inquires related to discrimination on the basis of disability should be directed to Section 504 Coordinator: P.O. Box 356, Boyne Falls, MI 49713, or by calling 231-549-2211. Direct all other inquires related to discrimination to: Superintendent, P.O. Box 356, Boyne Falls, MI 49713, 231-549-2211.

The Boyne Falls School mission is for all students to be confident, life-long learners, who are academically prepared, socially skilled, responsible citizens.