

**TITLE:** Grade 7/8 CLASS ADVISOR-MIDDLE SCHOOL

**QUALIFICATIONS:** New Jersey Teaching Certificate

**REPORTS TO:** Superintendent of School and Principal

**TERMS:** School Year

**RESPONSIBILITIES INCLUDE:**

1. Supervise and organize all grade level fund-raising activities for 8th grade dinner dance and graduation.
2. Supervise and organize all grade level class meetings.
3. Supervise the collection of all 8th grade dance and graduation dues.
4. Organize, plan and supervise the 8th grade dance.
5. Organize, plan and supervise all graduation activities (gown sales, distribution, fundraisers)
6. Organize, plan and supervise 7th grade and 8th grade class trips.
7. Keep parents informed about class activities
8. Be responsible for deposits, withdrawals, submitting banking slips to the BOE, and other money management details.
9. Confer with the Principal on all budgetary matters.
10. Carryout any other duties as deemed necessary by the Superintendent and Principal as related to the above.